



AGENDA

FOR COUNCIL MEETING TO BE HELD ON

22 NOVEMBER 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

Council Meeting: 22 November 2021

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Chair: Cr D Proleta

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Council Assessment Panel

No Council Assessment Panel meeting was held in October 2021.

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No CEO Review Committee meeting was held in October 2021

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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

No Deputations have been received.

PRESENTATION OF MINUTES

Presentation of the Minutes of the Council Meeting held on 25 October 2021.

PETITIONS

PET1 Petition: Proposed Revocation of Classification as Community Land - Allotment 56 Venlo Court Reserve, Salisbury Downs

Petition Details

Petition Register Number	126
Date Received	27 October 2021
First Signatory's Name	Nektarious (Nick) and Maria Langanis
Number of Signatories	20
Nature of Petition	Opposing the Proposed Revocation of Classification as Community Land - Allotment 56 Venlo Court Reserve, Salisbury Downs

Action

General Manager Responsible	John Devine, General Manager City Infrastructure
Response	Staff are currently communicating with Thomas More College in relation to the issues raised in the petition and will present a report to the December 2021 Urban Services Committee with an update of the proposed revocation.
Report to Council Expected	December 2021

RECOMMENDATION

That Council:

1. Receives the attached notice of petitions in relation to the proposed revocation of classification as community land at Allotment 56 Venlo Court Reserve, Salisbury Downs.
2. Notes that the Administration intends to report back to Council addressing the petition in December 2021.

PET2 Petition: Development of Kelvin Road Reserve

Petition Details

Petition Register Number	127
Date Received	4 November 2021
Submitted by	Kathryn Goldup
Number of Signatories	68
Nature of Petition	Objecting to the future development of Kelvin Road Reserve

Action

General Manager Responsible	General Manager City Development, Michelle English
Response	<p>The Strategic Development Projects team is undertaking community engagement on eight (8) parcels of land that have been identified as having potential for future housing.</p> <p>The first stage of engagement closed 8 November 2021. A report will be presented to the December meeting of the Strategic Property Development Sub Committee on the outcome of the Stage 1 community engagement activity.</p>
Report to Council Expected	December 2021

RECOMMENDATION

That Council:

1. Receives the attached notice of petition in relation to the future development of Kelvin Road Reserve, Ingle Farm.
2. Notes that a report will be presented to Council at its December 2021 meeting, addressing the matter raised in the petition.

PET3 Petition: Housing at Finnis Avenue Reserve, Ingle Farm

Petition Details

Petition Register Number	128
Date Received	15 November 2021
First Signatory's Name	Mr John McGee
Number of Signatories	158
Nature of Petition	Objecting to housing on Finnis Avenue Reserve, Ingle Farm

Action

General Manager Responsible	General Manager City Development, Michelle English
Response	<p>The Strategic Development Projects team is undertaking community engagement on eight (8) parcels of land that have been identified as having potential for future housing.</p> <p>The first stage of engagement closed 8 November 2021. A report will be presented to the December meeting of the Strategic Property Development Sub Committee on the outcome of the Stage 1 community engagement activity.</p>
Report to Council Expected	December 2021

RECOMMENDATION

That Council:

1. Receives the attached notice of petition in relation to the future development of Finnis Avenue Reserve, Ingle Farm.
2. Notes that Administration intends to report back to Council addressing the petition in December 2021.

COMMITTEE REPORTS

1 Policy and Planning Committee Meeting

Chairman - Cr C Buchanan

Consideration of the minutes of the Policy and Planning Committee Meeting - 15 November 2021 and adoption of recommendations in relation to item numbers:

Administration

1.0.1 Future Reports for the Policy and Planning Committee

It is recommended to Council:

That Council:

1. Notes the report.

For Information

1.2.1 Street Libraries

It is recommended to Council:

That Council:

1. Notes the information regarding the review and update on the establishment of the community led option for Street Libraries.
2. Notes that the Community Capacity and Learning team is expanding the services that the Home Library van provides to include community outreach activities at special events and the like, to showcase the wide range of services available and encourage people to access our programs and collections.

Confidential Items

Refer to CONFIDENTIAL ITEMS section of Council Agenda

1.4.1 Salisbury Community Hub - Project Close Out Report

2 Finance and Corporate Services Committee Meeting

Chairman - Cr D Proleta

Consideration of the minutes of the Finance and Corporate Services Committee Meeting - 15 November 2021 and adoption of recommendations in relation to item numbers:

Administration

2.0.1 Future Reports for the Finance and Corporate Services Committee

It is recommended to Council:

That Council:

1. Notes the report.

For Decision

2.1.1 First Quarter Budget Review 2021/22

It is recommended to Council:

That Council:

1. Notes the First Quarter Budget Review 2021/22 report.
2. Approves the budget variances identified in this review and contained in the Budget Variation Summary (Appendix 1) and net capital and operating \$2,182,387 be credited to the Sundry Project Fund. This will bring the Sundry Project Fund balance to \$2,182,387, prior to the allocation of approved net bids.
3. Approves the allocation of funding for the following non-discretionary net bids:

OPERATING

Bowls SA Sponsorship	\$15,000
BS&S Hardware Agreements	\$136,000
Capital Works Project Manager	\$11,900
Salisbury Lions Club Civic Convention	\$7,000
Salisbury United Football Club Temporary Relocation	\$25,000
Senior Civil Environment Engineer	\$24,400
Senior Engineer - Civil & Transport Assets	\$11,800
Senior Landscape Architect	\$12,900
Senior Project lead	\$12,900

CAPITAL

Burton Community Hub – The Shed & Community	\$150,000
Garden Full Allocation	
Confidential Item 1	\$871,000
Confidential Item 2	\$450,000

TOTAL **\$1,727,900**

(NB: If parts 1, 2 & 3 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to a balance of \$454,487.)

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4. Approves the allocation of funding for the following discretionary net bids:

OPERATING

Salisbury Fringe Carnival	\$10,000
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TOTAL	\$10,000
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(NB: If parts 1, 2, 3 & 4 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to a balance of \$444,487.)

5. Approves the following transfers:

Bridgestone Athletics Centre – Expenditure Budget Transfer	20,000
Bridgestone Athletics Centre – Income Budget Transfer	20,000
New Street Sweeper – Contractual Services to S&W	95,000
Production of Land Division Video	950
Staff Uniforms	7,500
Strategic & International Partnerships	35,900
Sustainability Strategic Coordination and Partnerships	50,000
Transfer of Funds for Operating Contracts	66,500
Confidential Item	19,000

6. Approves the reduction of capital income disclosed in the Consolidated Funding Statement by \$1,284k to correct the overstatement reported in the 2021/22 Consolidated Summary presented as part of the budget process, noting that proceeds from plant and fleet disposals \$840k and transfers from reserves for developer contributions \$424k should not be recognised as capital income
7. Approves the variation of Loan Borrowings to reflect the bids, transfers, corrections and timing adjustments endorsed by Council detailed in parts 1 to 6 of this resolution.

(NB: If parts 1 to 6 of this resolution are moved as recommended loan borrowings in 2021/22 will increase by \$819,513.)

8. Approves the adjustment of 2020/21 Project Returned Funds, previously approved by Council Resolution 1097/2021, by \$134,000 to correct returned funds relating to the Salisbury Community Hub project.

2.1.2 Council Finance Report - October 2021

It is recommended to Council:

That Council:

1. Notes the report.

3 Governance and Compliance Committee Meeting

Chairman - Cr J Woodman

Consideration of the minutes of the Governance and Compliance Committee Meeting - 15 November 2021 and adoption of recommendations in relation to item numbers:

Administration

3.0.1 Future Reports for the Governance and Compliance Committee

It is recommended to Council:

That Council:

1. Notes the report.

For Decision

3.1.1 Formal Meeting Schedule for 2022

It is recommended to Council:

That Council:

1. Adopts the Formal Meeting Schedule as set out in Attachment 1 to this report (Item 3.1.1, Governance and Compliance Committee, 15 November 2021).
2. Authorises the Chief Executive Officer to amend the attached Formal Meeting Schedule should the need arise.
3. Approves the switch of the Community Wellbeing and Sport Committee (to be first) with the Innovation and Business Development Committee (to be second).

3.1.2 By- Laws Review 2022

It is recommended to Council:

That Council:

1. Approves that this item be deferred to a CEO Briefing or Workshop Session to discuss in more detail with Elected Members and staff.

3.1.3 Temporary Road Closures Policy Review

It is recommended to Council:

That Council:

1. Adopts the newly formatted Temporary Road Closure Policy as found in Attachment 1 to this report (Governance and Compliance 15/11/2021, Item No. 3.1.3), noting that there are no changes to the policy content.

3.1.4 Audit Committee In-Camera Session with the Auditor and Local Government Reform

It is recommended to Council:

That Council:

1. Notes that the Local Government Association is currently seeking feedback on the proposed draft wording of new Regulation 17B of the *Local Government (Financial Management) Regulations 2011* on the requirement of the Council's Audit and Risk Committee to liaise with the Council Auditor in confidence on at least one occasion each year.
2. Approves to submit Council's feedback on the draft proposed wording of new Regulation 17B of the *Local Government (Financial Management) Regulations 2011* to the Local Government Association as included in Attachment 1 to this report (Governance and Compliance Committee 15/11/2021, Item 3.1.4).
3. Notes that the LGA advised that the intended application of proposed Regulation 17B of the *Local Government (Financial Management) Regulations 2011* is limited to the external auditor for the purposes of section 128 of the *Local Government Act 1999*.
4. Approves the Terms of Reference of the Audit Committee to be updated to include in-camera sessions with the external auditor, with no staff to be present, specifically noting the intent of the regulation that the in-camera session is not applicable to internal audit.
5. Approves that the minuting during in-camera sessions with the external auditor will be undertaken by the Chairman of the Audit Committee and that those minutes are to be issued to the Manager Governance or delegate after the meeting, for compliance with Regulation 25 of the *Local Government (Procedures at Meetings) Regulations 2013*.
6. Notes that pursuant to section 129 (4) and (5a) of the *Local Government Act 1999*, the Auditor will provide advice on particular matters arising from an audit to the principal member of the Council who will ensure that copies are provided to the Chief Executive Officer (CEO), which allows the CEO to take relevant action if required.
7. Notes that a further report will be presented to the Governance and Compliance Committee with further proposed amendments to the Audit Committee Terms of Reference, in context of the Local Government Reform.
8. Notes a further report be considered by Council on the 22 November 2021 which will enable the inclusion of material from the review group to be considered by Council at its meeting.

**** Please also refer to associated Item GB2: Further Report from the Review Group – Audit Committee Terms of Reference (p63 of this Agenda)**

3.1.5 Review of Elected Member Allowances, Facilities and Support Policy

It is recommended to Council:

That Council:

1. Adopts the reviewed Elected Member Allowances, Facilities and Support Policy as contained in Attachment 2 to this report (Governance and Compliance, 15/11/2021, Item No. 3.1.5), with the following amendment to Schedule 3:
allocation of 1,000 Business Cards for all Elected Members.

3.1.6 Review of Code of Practice for Meeting Procedures

It is recommended to Council:

That Council:

1. Adopts the reviewed City of Salisbury Code of Practice for Meeting Procedures as contained in Attachment 1 to this report (Governance and Compliance 15/11/2021, Item No. 3.1.6)

3.1.7 Review of Code of Practice for Access to Meetings and Associated Documents

It is recommended to Council:

That Council:

1. Adopts the Reviewed Code of Practice for Access to Meetings and Associated Documents as contained in Attachment 1 to this report (Governance and Compliance 15/11/2021, Item No. 3.1.7).

3.1.8 Nominations Sought for the Dog and Cat Management Board

It is recommended to Council:

That Council:

1. Approves the nomination of Mayor G Aldridge as a Local Government Member on the Dog and Cat Management Board.

4 Urban Services Committee Meeting

Chairman - Cr L Braun

Consideration of the minutes of the Urban Services Committee Meeting - 15 November 2021 and adoption of recommendations in relation to item numbers:

Administration

4.0.1 Recommendations of the Asset Management Sub Committee meeting held on Monday 8 November 2021

It is recommended to Council:

That Council:

1. Receives and notes the information contained in the Asset Management Sub Committee Minutes of the meeting held on 08 November 2021 and adopts the following recommendations contained therein:

AMSC1 Future Reports for the Asset Management Sub Committee

It is recommended to Council:

That Council:

1. Notes the report.
2. Authorises staff to remove the future report in relation to Camelot Drive listed as 22/02/2021 – AMSC-OB1 – Camelot Drive, Paralowie Playspace.

AMSC2 Street Tree Species Palette – Update

Report It is recommended to Council:

That Council:

1. Notes the report

4.0.2 Recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 8 November 2021

It is recommended to Council:

That Council:

1. Receives and notes the information contained in the Tree Management Appeals Sub Committee Minutes of the meeting held on 08 November 2021 and adopts the following recommendations contained therein:

4.0.2-TMASC1 Future Reports for the Tree Management Appeals Sub Committee

It is recommended to Council:

That Council:

1. Notes the report.

4.0.2-TMASC2 Tree Removal Requests - Monthly Update

It is recommended to Council:

That Council:

1. Notes the report.

4.0.3 Future Reports for the Urban Services Committee

It is recommended to Council:

That Council:

1. Notes the report.

For Decision

4.1.1 Kiss and Drop Zone - Coreena Avenue, Paralowie

It is recommended to Council:

That Council:

1. Notes the Report.
2. That staff bring back a further report on costing for the installation of another children's crossing on Coreena Avenue as previously identified in the school traffic framework.
3. Staff and ward councillors to meet with school representatives and DECS representatives about addressing the immediate and medium term increase in traffic movements, noting that Paralowie R-12 School will be receiving an additional 400 students in 2022.
4. Staff bring back a report with the process and wording to Gazette the Kiss and Drop to enable enforcement of the operation of the Kiss and Drop under the relevant section of the Road Traffic Act.

4.1.2 Grant Funding Update - Local Roads and Community Infrastructure, Phase 3

It is recommended to Council:

That Council:

1. Approves the submission of the '*Amenity Upgrade and Improvements, John Street and Church Street, Salisbury, extending to Park Terrace and Commercial Road*' project and '*Salisbury Recreation Precinct Entry and Carpark Upgrade*' project to the Federal Government for approval as part of the Local Roads and Community Infrastructure, Phase 3, stimulus funding program, noting that should these applications not be successful a further report to Council will be provided for consideration.
2. Approves the submission of a Non-discretionary, 2021/22, 2nd Quarter Budget Review Bid to reflect the \$3,367,692 of Federal Government grant funding which is to be received as part of the Local Roads and Community Infrastructure, Phase 3, program.

4.1.3 Capital Works Program Monthly Report - October 2021 Update

It is recommended to Council:

That Council:

1. Approves the collation of all projects associated with Local Roads and Community Infrastructure, Phase 2, be brought into a single program which will sit within the Strategic Projects Asset Category to aid in the management of the grant and associated budget allocation
2. Approves the inclusion of a \$1.5M, 2021/22, Non-Discretionary, 2nd Quarter Budget Review Bid, to reflect the reduction in income which was associated with the construction of a new Community Sports Clubroom at the Paddocks, noting in lieu the existing facility (leased by the Para Hills Knights Soccer Club) to undergo renewal works funded via 2021/22 and 2022/23 budget funding.

4.1.4 Goodfield Road Laneway - Provision of Accessible Council Water

It is recommended to Council:

That Council:

1. Approves the installation of a new SA Water connection point within the laneway with secured tap to be funded through savings in the capital works program budget for 2021/2022 on the condition that:
 - a. This would be for the purpose of hand watering plants;
 - b. An automatic irrigation system will not be considered as part of the works;
 - c. Should the residents' maintenance of the laneway cease, the design of the landscaped area will be considered.
2. Notes the ongoing expected annual operations cost of \$1,500.

4.1.5 Gulfview Heights Lake, Bayview Parade - Update

It is recommended to Council:

1. Notes that staff continue to monitor Gulfview Heights Lake and will report back to Council in May 2022 after the 2021/22 summer on the water levels and condition of the lake.

4.1.6 Revised Capital Infrastructure Program

It is recommended to Council:

That Council:

1. Approves the following 2021/22 Capital Infrastructure Budget Program amendments in order to establish a deliverable program in response to the current construction industry environment and to enable financial targets to be met;
 - a. Schedule of Cash Flow Recast from 2021/22 into future year/s, as per Attachment 1 to this report (Item No. 4.1.6, Urban Services Committee, 15th November 2021)
 - b. Schedule of Project Deferrals from 2021/22 Project Expenditure Budgets into future year/s, as per Attachment 2 to this report (Item No. 4.1.6, Urban Services Committee, 15th November 2021)
 - c. Schedule of Project Declarations from 2021/22, as per Attachment 3 to this report (Item No. 4.1.6, Urban Services Committee, 15th November 2021)
 - d. A Non-discretionary Capital Budget Bid of \$3.3M for inclusion within the 2021/22 Second Quarter Budget Review to cover the current escalation in pricing being experienced, with the uncommitted funds declared at the end of 2021/22 financial year.
 - e. The delegation to the Chief Executive Officer for the distribution of the \$3.3M escalation budget as per Recommendation 1, Part D, of this report (Item No. 4.1.6, Urban Services Committee, 15th November 2021) with these allocations summarised within the following Quarterly Budget Review.
2. Note further consideration of service standards associated with renewal programs and the ongoing implications for upgrade and new capital expenditure through future presentation(s) and report(s) on Strategic Asset Management Plan and the Long Term Financial Plan, which are planned to present in December 2021.

4.1.7 Licence Agreement - Hausler Reserve

It is recommended to Council:

That Council:

1. Notes the report.
2. Authorise the Manager of Property and Buildings to prepare a Deed of Variation to the existing lease held by North Pines Redbacks Football and Sporting Club over Andrew Smith Drive Reserve to incorporate a licence allowing their use of Hausler Reserve as an overflow location for cricket and soccer. This variation is to be in accordance with their existing agreement and Councils relevant fees and policies.

5 Community Wellbeing and Sport Committee Meeting

Chairman - Cr A Duncan

Consideration of the minutes of the Community Wellbeing and Sport Committee Meeting - 16 November 2021 and adoption of recommendations in relation to item numbers:

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

It is recommended to Council:

That Council:

1. Notes the report.

For Decision

5.1.2 Christmas and New Year Period 2021-2022 Operating Hours

It is recommended to Council:

That Council:

1. Approves the proposed operating hours as outlined in paragraph 3.1 in this report (Community Wellbeing and Sport Committee 16 November 2021, item 5.1.2).
2. Notes that notice will be provided to the community regarding the opening hours during the Christmas and New Year period for 2021-2022 by 26 November 2021.

5.2.1 Commonwealth Home Support Programme (CHSP) Payment In Arrears

It is recommended to Council:

That Council:

1. Notes that Council will continue to collaborate with the Local Government Association and the broader sector, to advocate that all providers, including Local Governments, maintain operational viability under the payment in arrears model.
2. Notes that the Administration will provide a future report to Council as more information on CHSP Payment in Arrears becomes available.

CWS-OB1 Amendments to Community Event Grant Applications

It is recommended to Council:

That Council:

1. That staff bring back a report with proposed amendments to the community event grant applications to allow applications to be received monthly.

6 Innovation and Business Development Committee Meeting

Chairman - Cr K Grenfell

Consideration of the minutes of the Innovation and Business Development Committee Meeting - 16 November 2021 and adoption of recommendations in relation to item numbers:

Administration

6.0.1 Future Reports for the Innovation and Business Development Committee

It is recommended to Council:

That Council:

1. Notes the report.

6.0.2 Recommendations of the Strategic Property Development Sub Committee meeting held on Monday 8 November 2021

It is recommended to Council:

That Council:

1. Receives and notes the information contained in the Strategic Property Development Sub Committee Minutes of the meeting held on 08 November 2021 and adopts the following recommendations contained therein:

6.0.2-SPDSC1 Future Reports for the Strategic Property Development Sub 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 Council:

1. Notes the report.

See Further Information Item

6.2.1FI Community Requests - Response Dashboard p27

It is recommended to Council:

That Council:

1. Notes the report.

Confidential

Refer to CONFIDENTIAL ITEMS section of Council Agenda

6.4.1 Recommendations of the Confidential Strategic Property Development Sub Committee meeting held on Monday 8 November 2021

****Further Information Item**

6.2.1FI

Community Requests - Response Dashboard

AUTHOR

Hannah Walters, Project Manager Community Experience,
Community Development

CITY PLAN LINKS

4.1 Members of our community receive an exceptional experience when interacting with Council
4.2 We deliver quality outcomes that meet the needs of our community

SUMMARY

This report provides additional information as requested by the Innovation and Business Committee at its meeting on 16 November 2021.

RECOMMENDATION

That Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 This item was originally heard at the Innovation and Business meeting held on 16 November 2021.
- 1.2 Further information was requested from Elected Members to show:
 - 1.1.1 A breakdown of the ways Customer Request Management (CRM) requests are being received.
 - 1.2.1 An accumulative total of requests received for each suburb for the rolling 12 months from 1 November 2020 to 31 October 2021.

2. REPORT

- 2.1 Breakdown of how CRM requests are received.
 - 2.1.1 We provide community members a number of different channels to lodge a CRM request with Council.
 - 2.1.2 The table below shows a breakdown of the requests received via each channel:

Channel	No. of Requests
Afterhours	572
In person	1102
Email	5016
Epathway/eServices	1311
Letter	212
Telephone	14753
Website	569
Webchat	225
Total	23,760

- 2.1.3 Community members also utilise a number of apps to log CRM requests with Council. Below is a breakdown of the 3 external apps community members utilised to log CRM requests from 1 November 2020 to 31 October 2021. These requests are included in the channel numbers provided above in 1.1.3 (have been placed under Email).

App	No. of Requests
My Local Services	1000
Snap Send Solve	748
Neat Streets	35
Total	1783

- 2.2 The below table shows a breakdown of CRM requests per suburb from 1 November 2020 to 31 October 2021

Suburb	No. of Requests
Bolivar	30
Brahma Lodge	451
Burton	735
Cavan	105

Direk	143
Dry Creek	25
Edinburgh	88
Elizabeth Vale	30
Globe Derby	113
Green Fields	83
Greenwith	2
Gulfview Heights	489
Ingle Farm	1331
Mawson Lakes	2302
Para Hills	1192
Para Hills West	628
Para Vista	443
Parafield	32
Parafield Gardens	2339
Paralowie	2385
Pooraka	1155
Salisbury	2418
Salisbury Downs	991
Salisbury East	1184
Salisbury Heights	653
Salisbury North	1714
Salisbury Park	564
Salisbury Plain	119
Salisbury South	392
St Kilda	205

Valley View	395
Walkley Heights	259
Waterloo Corner	134
Total	23,129

- 2.3 The total CRM requests by suburb is lower than that number of CRM requests by channel, as not all CRM requests have a property attached to them.

3. CONCLUSION / PROPOSAL

- 3.1 This report provides additional information as requested by the Innovation and Business Committee at its meeting on 16 November 2021 for noting.

7 Audit Committee Meeting

Chairman - Cr G Reynolds

Consideration of the minutes of the Audit Committee Meeting - 9 November 2021 and adoption of recommendations in relation to item numbers:

Administration

7.0.2 Actions List

It is recommended to Council:

That Council:

1. Notes the report.

For Decision

7.1.1 Audit Committee Annual Work Plan 2021/2022

It is recommended to Council:

That Council:

1. Approves the revised Audit Committee Annual Work Plan for 2021/2022 as set out in Attachment 1 to this report (Audit Committee, 9 November 2021, Item No.7.1.1).

7.1.2 3-Year Internal Audit Plan 2021/22-2023/24

It is recommended to Council:

That Council:

1. Approves the updates made to the 3-year Internal Audit Plan 2021/2022 to 2023/2024 as set out in Attachment 1 to this report (Audit Committee, 09/11/2021, Item No.7.1.2).
2. Approves the accompanying high-level indicative scope for pending audits as set out in Attachment 2 of this report (Audit Committee, 09/11/2021, Item No. 7.1.2).
3. Notes that the Manager Governance and Executive are reviewing the audit program to address the feedback in relation to capacity and focus on what are the core elements that need to be done in next financial year, to prioritise high risk critical areas and optimise resource availability and to bring an updated 3-year Internal Audit Plan to the next Audit Committee meeting.

7.1.3 Risk Management and Internal Controls Activities

It is recommended to Council:

That Council:

1. Notes the update on Risk Management and Internal Controls Activities for 2021/2022 since the 13th July 2021 Audit Committee meeting, as set out in Attachment 1 to this report (Audit Committee, 09/11/2021, Item No. 7.1.3).
2. Adopts the Enterprise Risk Management Policy, as set out in Attachment 2 to this report (Audit Committee, 09/11/2021, Item No. 7.1.3) incorporating editorial changes highlighted.
3. Notes the Enterprise Risk Management Program Roadmap, as set out in Attachment 3 to this report (Audit Committee, 09/11/2021, Item No. 7.1.3).
4. Notes the Updated Strategic Risk Register as set out in Attachment 4 to this report (Audit Committee, 09/11/2021, Item No. 7.1.3).

7.1.4 Outstanding Actions Arising From Internal Audits

It is recommended to Council:

That Council:

1. Notes the update in this report and the full Internal Audit Log Actions Register in Attachment 1 to this report (Audit Committee, 09/11/2021, Item No.7.1.4).

7.1.5 Internal Audit Report on Volunteer Management Audit

It is recommended to Council:

That Council:

1. Notes the final audit report for the Volunteer Management audit with management comments as set out in Attachment 1 to this report (Audit Committee, 9 November 2021, Item No.7.1.5).

For Information

7.2.1 Work Health & Safety Audits

It is recommended to Council:

That Council:

1. Notes the report.

GENERAL BUSINESS

GB1	Para Hills Uniting Church & Sindhi Sangat South Australia - Community Grant Application
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	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
SUMMARY	This report seeks Council approval for the Community Grant application received from the Para Hills Uniting Church and Sindhi Sangat South Australia.

RECOMMENDATIONThat Council:

1. Approves the grant funding for the Para Hills Uniting Church and Sindhi Sangat South Australia as follows:
 - 1.1 Grant Number 34/2021: Para Hills Uniting Church and Sindhi Sangat South Australia be awarded the amount of \$4,060 to assist with hosting their Christmas Street Barbeque at the Para Hills Uniting Church.

ATTACHMENTS

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

1. Community Grant Guidelines and Eligibility Criteria
2. Grant No. 34/2021: Para Hills Uniting Church and Sindhi Sangat South Australia - Grant Application

1. BACKGROUND

- 1.1 The Para Hills Uniting Church and Sindhi Sangat South Australia contacted Council in November 2021 to seek event grant funding for their Christmas Street Barbeque event to be held at the Para Hills Uniting Church.
- 1.2 Unfortunately, their grant application missed the deadline for event grant funding, however after working with Council, the Para Hills Uniting Church and Sindhi Sangat South Australia have put in an application for Community Grant funding to be assessed in November.
- 1.3 To ensure their Christmas Street Barbeque can go ahead in December, this report is presented to Council for approval.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Community Development Department

2.2 External

2.2.1 Para Hills Uniting Church

2.2.2 Sindi Sangat South Australia

3. REPORT

3.1 Para Hills Uniting Church and Sindi Sangat South Australia are eligible organisations under the Community Grants Program – Guidelines and Eligibility Criteria

3.2 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$49,036 remaining to date.

3.3 The money committed to the two applications received by the Community Wellbeing & Sport Committee for the November 2021 round (Lutheran Care and Uniting in Care Salisbury Inc.) is \$9,940.

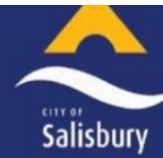
3.4 This additional grant application will bring the total monies committed to the November 2021 grant round to \$14,000.

3.5 The remaining balance of the grant funding if this application is approved is \$44,976.

4. CONCLUSION / PROPOSAL

4.1 That Council approves the grant funding application from the Para Hills Uniting Church and Sindhi Sanga South Australia for \$4,060 to assist in hosting their Christmas Street Barbeque at the Para Hills Uniting Church.

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 3 of 18

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.
- 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.
- 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

Community Grants Program Guidelines and Eligibility Criteria - Page 5 of 18

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

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);

Community Grants Program Guidelines and Eligibility Criteria - Page 7 of 18

- 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.

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 9 of 18

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).

Community Grants Program Guidelines and Eligibility Criteria - Page 10 of 18

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 12 of 18

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 13 of 18

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.



Community Grants Program Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants 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.



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Application Eligibility Checklist		
Is the Funding For:	Yes	No
<ul style="list-style-type: none"> Money already spent? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> 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 type="checkbox"/>
<ul style="list-style-type: none"> Recurrent administration costs? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Capital development (e.g. renovations or building changes that will be permanently part of the structure)? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Upgrading facilities which belong to Local, State or Commonwealth Governments? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Application from Public / Private Schools? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> An organisation trading as a sole trader/individual? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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 type="checkbox"/>
<ul style="list-style-type: none"> Groups/organisations that have previously received funding and NOT fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months. 	<input type="checkbox"/>	<input type="checkbox"/>

***If you have answered YES to any of these questions,
this application is NOT 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		
1. GROUP / ORGANISATION DETAILS		
Name:	Sindhi Sangat South Australia & Para Hills Uniting Church	
Address:	Para Hills Uniting Church	
Suburb:	Para Hills	Postcode: 5096
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Faheem Samejo & Jesse (Church Minister)	
Title (your role with the group/organisation):	President SSA	
Address:	3 Barkey St, Para hills	
Phone:	Landline: Mobile: 0411893477	
Email:		
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Faheem and Jesse	
Title (role with the group/organisation):	President SSA & Church Minister	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed:		
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	Yes <input type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
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 & 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 type="checkbox"/>
5. BANKING INFORMATION		
Your organisation must have its own Bank/Credit Union Account or similar		
Full Account Name: Sindhi Sangat Australia <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: CBA Branch Location: CBD	
6. REFEREE INFORMATION		
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)		
Referee's Name:	Dean	
Referee's Contact Information:	0419817020	

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>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
25068897781(Para Hills Uniting Church) <i>(If No, the ABN Declaration Form attached must be signed)</i>		
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <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>		

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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.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0
Have you sought any other funding for the project: <small>(please specify the source and amount of funding requested)</small>	\$ 0
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Labour and time
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
I will send you Budget excel sheet	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$

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Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Christmas Street BBQ
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	19/12/2021
Total cost of Project/Event	\$
Amount of Community Grant Funding Requested	\$ 4k
Is there any other information that you may feel is relevant to your application?	It is joint efforts of Sindhi Community and Para hills Uniting Church to bring inter faith communities together and celebrate Christmas
<input type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
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 checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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Community Grant Application - Page 7 of 13

Project/Event Details		
Previous Community Grants Program Funding		
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):		
Group/Organisation Information		
Group/Organisation Name	Sindhi Sangat South Australia & Para Hills Uniting Church	
Group/Organisation Description	None for profit organisations	
Group/Organisation Registered Address	Number/Street: Suburb: Postcode:	
Is the Club Incorporated?	Yes	
Number of Members		
% of Membership that reside in the City of Salisbury		
Project/Event Details		
Project/Event Name	Christmas Street BBQ	
Project/Event Summary	To bring Para hills peoples together and celebrate Christmas	
Date(s) of Project/Event	Sunday 19/12/2021	
Location of Project/Event:	Number/Street: Para Hills Uniting Church Suburb: Postcode: 5096	
How will the Project/Event benefit the residents of the City of Salisbury?		
How many individuals will benefit from the Project/Event?	Its open for everyone	
% of project/event participants that reside in the City of Salisbury		
If it is an Event, is it open to the public?	Yes	
How will the Project/Event be promoted?	Social media and letter box invites	

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Community Grant Application - Page 8 of 13

Grant Money Requested		
Amount Requested	\$ 4k	
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>		
Attached is budgeting sheet	\$	
	\$	
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	\$	
TOTAL (including GST):	\$	
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input 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>

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

Community Grant Application - Page 9 of 13

Project or Event Scope*Provide a description of the proposed project or event:*

The Christmas Street BBQ is an opportunity to come together to celebrate the holiday season in our local community. Held on the Para Hills Uniting Church premises, the event will be free for the community featuring free BBQ kebabs cooked by members of the local Sindhi community, face painting and inflatable bouncy castles and obstacle courses.

Attachments

- ☐ There are no attachments relating to the Project or Event Scope.
- ☐ The following documents are attached relating to the Project or Event Scope:
- 1.
 - 2.
 - 3.

Benefits and Outcomes of the Project or Event*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:*

The event offers local community members an opportunity to connect around food and fun in a spirit of togetherness. We know that being known and connecting with the people in our own neighbourhoods is much less common than in times past. We know that social isolation and loneliness is part of the experience of many in our community. Within our communities we also have great social, economic, and cultural diversity. We see this as a strength ultimately for this to be the case we need to create opportunities to walk alongside each other.

Ultimately the event is promoting social cohesion and community building, celebrating the way that be modelled by the Sindhi and Uniting Church communities who will facilitate broader opportunities for neighbours to meet and get to know each other.

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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.

We will invite members of both the Sindhi and Uniting Church communities to contribute ways of engaging the local neighbourhood community on the day. We will also seek input from attendees on potential follow up events that continue momentum around community building and social cohesion.

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.
 - 2.
 - 3.

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)*

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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 SSA & Church (Group/Organisation)

Siraj Uddin
(Name/Position)

and

(Name/Position)

Siraj Uddin

(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 for consideration 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 individual 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

GB2 Further Report from the Review Group - Audit Committee Terms of Reference

AUTHOR	Rudi Deco, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community 4.3 The City of Salisbury is recognised as a great place to work

SUMMARY On 15 November 2021, a report was presented to the Governance and Compliance Committee to implement decisions from Council at its meeting held on 25 October 2021 in relation to “in-camera sessions” of the Audit Committee with the auditor. This report seeks to address the Council resolution number 1138/2021, for the Mayor, Deputy Mayor, Chair of the Audit Committee and the Chief Executive Officer to provide review input and recommendations to Council on the Audit Committee Terms of Reference.

RECOMMENDATION

That Council:

1. Notes that following the resolution of Council on 25 October 2021, the Mayor, Deputy Mayor, Audit Committee Chair, and the CEO met on 17 November 2021, and unanimously recommended changes to the Audit Committee Terms of Reference.
2. Approves the amendment of the Authority, Functions and Responsibilities of the Audit Committee Terms of Reference to align with the functions and responsibilities as provided for under the *Local Government Act 1999* and associated Regulations, and notes that the existing Terms of Reference of the Governance and Compliance Committee continue to include the oversight of Corporate Management and Corporate Governance.
3. Approves the amendment of the Audit Committee Terms of Reference to provide for the opportunity to liaise with the external auditor in or around October each year in confidence within the provisions of section 90(3) of the *Local Government Act 1999*, with the majority of the members of the Audit Committee to be present and no employees of the council to be present, to discuss the external audit process and relevant matters arising from the external audit in the context of Division 4 of the *Local Government Act 1999*.
4. Approves the renaming of the Audit Committee to “Audit and Risk Committee”, in readiness for the Local Government Reform, bringing in this name change under the *Statutes Amendment (Local Government Review) Act 2021*.
5. Adopts the new Terms of Reference for the Audit and Risk Committee as contained in attachment 1 to this report (Council, 22/11/2021, Item GB2).

ATTACHMENTS

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

1. Audit and Risk Committee Terms of Reference

1. BACKGROUND

- 1.1 At its meeting on 12 October 2021, the Audit Committee resolved to recommend to Council *that in-camera sessions with the external auditor and internal auditor are to be held without management.*
- 1.2 At its meeting on 25 October 2021, Council subsequently resolved that:
 - 1.2.1 *When in-camera sessions are held with external and internal auditors, they be held without City of Salisbury staff.*
 - 1.2.2 *In the context of the current regulatory local government reforms on this matter, that staff prepare a report outlining the process to be followed for recording and actioning items raised during these in-camera sessions, with the commencement date and timing proposed to further consider this context.*
- 1.3 Council then resolved via a further motion *that the Mayor, Deputy Mayor, Chair of the Audit Committee and the Chief Executive Officer review and recommend to Council relating to the proposed Local Government reform paper on Audit and Terms of Reference of the Audit Committee in the context of the Local Government Reform Agenda.*
- 1.4 In context of the tight timeframes involved, at the time of publication of the report “Audit Committee In-Camera Session with the Auditor and Local Government Reform” presented to the Governance and Compliance Committee on the 15 November 2021, the review group did not have opportunity to convene yet. This report seeks to address Council resolution number 1138/2021 as set out in paragraph 1.3 above.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Mayor, Deputy Mayor, Cr Reynolds (Chairman Audit Committee), Chief Executive Officer, Manager Governance
- 2.2 External
 - 2.2.1 Local Government Association

3. REPORT

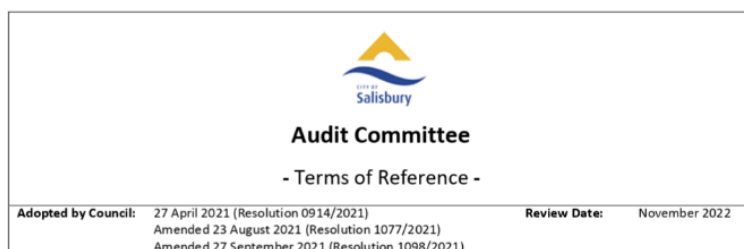
- 3.1 Following the resolution of Council on 25 October 2021, the Mayor, Deputy Mayor, Audit Committee Chair, and the CEO met on 17 November 2021, and unanimously recommended changes to the Audit Committee Terms of Reference, as included in this report.
- 3.2 It is proposed for the Authority, Functions and Responsibilities of the Audit Committee Terms of Reference to align with the functions and responsibilities as provided for under the *Local Government Act 1999* and associated Regulations.
- 3.3 It is to be noted that the existing Terms of Reference of the Governance and Compliance Committee continue to include the oversight of Corporate Management and Corporate Governance.
- 3.4 It is proposed to amend the Audit Committee Terms of Reference to provide for the opportunity to liaise with the external auditor in or around October each year

in confidence within the provisions of section 90(3) of the *Local Government Act 1999*. In such an occasion, the majority of the members of the Audit Committee are to be present and no employees of the council are to be present. The purpose is to discuss the external audit process and relevant matters arising from the external audit in the context of Division 4 of the *Local Government Act 1999*.

- 3.5 The provisions around the in-confidence meeting with the external auditor may change following regulatory changes, as clarified in item 3.1.4 of the agenda of the Governance and Compliance Committee meeting held on 15 November 2021.
- 3.6 It is proposed to rename the Audit Committee to “Audit and Risk Committee”, in readiness for the Local Government Reform, bringing in this name change under the *Statutes Amendment (Local Government Review) Act 2021*.

4. CONCLUSION / PROPOSAL

- 4.1.1 New proposed Terms of Reference for the Audit Committee are proposed for adoption by Council (Attachment 1).



1. Establishment

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (the Act) the Council establishes a committee to be known as the **Audit and Risk Committee** ("the Committee").
- 1.2 The Committee will exist for the term of the Council or unless resolved otherwise by the Council.
- 1.3 The Committee is established as a Standing Committee within the Council's governance framework.

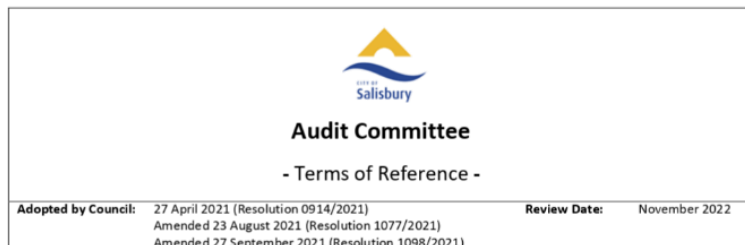
2. Functions and Responsibilities

- 2.1 The Committee is established to assist the Council in the performance of its functions as set out in the attached Special Term 1.

3. Authority

- 3.1 The Committee is mandated under section 126 of the Act and operates within the functions and responsibilities of the *Local Government Act 1999* and associated Regulations.
- 3.2 ~~The Audit Committee can request the conduct of investigations into any matters within the scope of its responsibility. It is empowered to:~~

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- ~~Recommend to Council the appointment and oversee the work of any external auditor appointed by the City of Salisbury.~~
- ~~Resolve any disagreements between management and the external auditor regarding financial reporting.~~
- ~~Pre-approve all auditing and non-audit services.~~
- ~~Request through the Chief Executive Officer (CEO) the right to retain independent counsel, accountants or others to advise the committee or assist in the conduct of an investigation.~~
- ~~Seek any information it requires from anyone employed by City of Salisbury, all of whom are directed to cooperate with the committee's requests or those of external parties acting on behalf of the committee.~~
- ~~Meet with City of Salisbury employees or the appointed external auditors as necessary.~~

33 The Committee does not enjoy the delegation of any powers or functions of the Council but acts in accordance with these Terms of Reference and any additional authorisations provided by the Council.

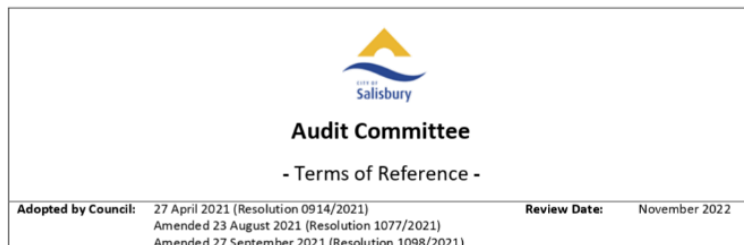
34 All decisions of the Committee will, therefore, constitute recommendations to the Council.

4. Membership

- 4.1 Membership of the Committee is determined by the Council and is set out in the attached Special Term 2, noting that it is a legislated requirement that the majority membership consist of independent members.
- 4.2 Membership continues for the term of the Committee unless a member resigns from the Committee or is removed earlier by resolution of Council.
- 4.3 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.4 Members of the Committee, where they are not elected members of the Council must, nevertheless, comply with the *Code of Conduct for Council Members* and all members of the Committee must comply with the conflict of interest provisions of the Act. In particular, sections 62 (general duties), 63 (code of conduct) and 73, 74, 75 and 75A (conflicts of interest, must be observed).
- 4.5 The appointment of the Chair will be made by the Council for a term determined by the Council.



- 46 The Deputy Chair will be appointed at the first meeting of the Committee for a period of 12 months, after which time the Committee will make another 12-month appointment.
- 47 The Committee shall be provided with administrative support by the services of an employee of the Council appointed by the Chief Executive Officer or his/her delegate.

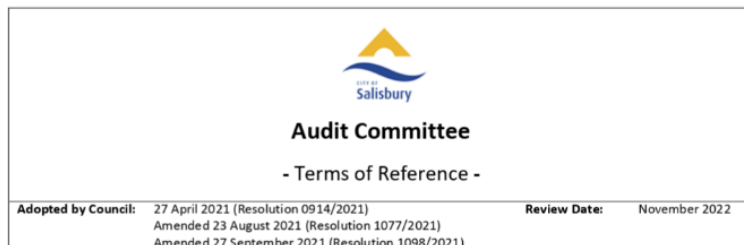


5. Operational Matters

- 5.1 In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public.
- 5.2 Meetings of the Committee will be held in the Council Offices at 34 Church Street, Salisbury, in the Council/ Committee Rooms. Meetings will occur on such dates and times as set out in Special Term 3.
- 5.3 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.4 In accordance with section 87 of the Act, a minimum of three clear days' notice of an ordinary meeting of the Committee will be provided to members to the Committee.
- 5.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will be displayed publicly on a monthly basis.
- 5.6 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the Act.
- 5.7 The quorum is determined by dividing the total number of members of the Committee in office by two (ignoring any fractions) and adding one. See Special Term 3.

6. Meeting Procedures

- 6.1 All meetings will be held in accordance with the Act and observing the provisions of Part 1 – Preliminary, Part 3 – Meetings of Other Committees and Part 4 – Miscellaneous of the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) and the *City of Salisbury Code of Practice for Meeting Procedures*. Insofar as the Act and Regulations and these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure. Refer to Special Term 4 for more detail regarding meeting procedures.
- 6.2 All members of the Committee have equal voting rights. A question arising for



decision will be decided by a majority of votes cast by all members present.

- 63 Each member must vote on a question arising for decision.
- 64 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 65 In the event of an equality of votes, the Committee has not made a decision on that item, which will then be referred to the Council for decision.

7. Minutes and Documents


- 7.1 Minutes and documents will be managed in accordance with the *City of Salisbury Code of Practice for Access to Meetings and Documents*.
- 7.2 When the Committee moves into confidence without staff present, the Committee Chairman will be responsible for the minute taking and will issue the minutes to the Manager Governance or delegate after the meeting for compliance with Regulation 25 of the *Local Government (Procedures at Meetings) Regulations 2013*.
- 7.3 Minutes will be kept of the proceedings at each Committee meeting. Members of the Council will be provided with a copy of all minutes of the proceedings of the Committee within five (5) days of a Committee meeting.
- 7.4 Members of the public are entitled to access to all documents received at a meeting of the Committee unless it is resolved to be confidential under the Act.

8. Reporting

- 8.1 The Committee reports directly to the Council.
- 8.2 Decisions made by the Committee will be referred to the next Council meeting, presented as Committee recommendations to Council.


9. Winding Up of the Committee

The Committee cannot be "wound up", it is mandated under section 126 of the Act.

 <p>Audit Committee</p> <p>- Terms of Reference -</p>	
Adopted by Council:	27 April 2021 (Resolution 0914/2021) Amended 23 August 2021 (Resolution 1077/2021) Amended 27 September 2021 (Resolution 1098/2021)
Review Date:	November 2022

SPECIAL TERM 1 SPECIAL TERM 1

<p>Clause 2</p> <p>Clause 6</p>	<p>The Audit and Risk Committee has the opportunity to liaise with the external auditor in or around October each year in confidence, within the provisions of section 90(3) of the <i>Local Government Act 1999</i>, to discuss the external audit process and relevant matters arising from the external audit in context of Division 4 of the <i>Local Government Act 1999</i>. In this scenario:</p> <ul style="list-style-type: none"> the majority of the members of the Audit and Risk Committee are to be present the Audit and Risk Committee can resolve that no employees of the Council are to be present. <p>Functions and Responsibilities</p> <p>The Audit Committee is charged with undertaking the following functions:</p> <p>2.1—In accordance with section 126(4) of the <i>Local Government Act 1999</i> (the Act) the committee's roles include—</p> <p>“(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and</p> <p>(ab) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and</p> <p>(ac) proposing, and reviewing, the exercise of powers under section 130A; and</p> <p>(b) liaising with the council's auditor; and</p> <p>(c) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis”.</p> <p>2.2—The Committee, in order to fulfil its role and provide the necessary assurance to Council, will:</p> <ul style="list-style-type: none"> Satisfy itself that appropriate policies, practices and procedures of internal control are implemented and maintained. Ensure that these controls are appropriate for achieving the council's goals and objectives, safeguarding the council's assets and as far as possible maintaining the accuracy and reliability of council records. Satisfy itself that the organisation is meeting its fiduciary and legislative responsibilities. <p>2.3—Taking into consideration both the risk and the opportunities of matters</p>
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 <p>Audit Committee - Terms of Reference -</p>	
<p>Adopted by Council: 27 April 2021 (Resolution 0914/2021) Amended 23 August 2021 (Resolution 1077/2021) Amended 27 September 2021 (Resolution 1098/2021)</p> <p>Review Date: November 2022</p>	
	<p>considered, so as to enable Council to act as an informed and responsible decision-maker representing the interests of the community.</p>
SPECIAL TERM 2	
Clause 4	<p>Membership</p> <p>The membership of the Committee comprises two Elected Members of the City of Salisbury, with three independent members who are appointed for a four year term of office, with a review undertaken every two years, and will serve no more than two consecutive terms.</p>

 <p style="text-align: center;">Audit Committee - Terms of Reference -</p>	
Endorsed by Council: 27 April 2021	Review Date: November 2022

SPECIAL TERM 3**Clause 5 Operational Matters**

The Committee meets on at least a quarterly basis.

Quorum for the Committee is 3 members, at least two of whom will be independent members.

Elected Members who are suspended from office and those granted a leave of absence under the new Section 55A of the *Local Government Act 1999*, are not to be counted in the total number of Members of the Council when calculating the prescribed number of Elected Members that constitutes a quorum.

SPECIAL TERM 4**Clause 6 Meeting Procedures**

The Committee applies Part 1 – Preliminary, Part 3 – Meetings of Other Committees and Part 4 – Miscellaneous of the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) and the *City of Salisbury Code of Practice for Meeting Procedures*.

MAYOR'S DIARY

MD1

Mayor's Diary

RECOMMENDATION

That Council:

- Notes the information in this report.

Date	Time	Function
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	Media with the Breastscreen radiographers
20/10/2021	06:30 PM	Badger and Bones
21/10/2021	10:00 AM	Post office at Pooraka
21/10/2021	12:50 PM	Paddocks Centre AGM
24/10/2021	12 Noon	National Military Museum - Awards Presentation
25/10/2021	01:30 PM	Fringe Site Plan overview
25/10/2021	02:00 PM	Briefing - Women's Summit
25/10/2021	02:30 PM	Meeting with Resident
25/10/2021	03:00 PM	Judge Christmas Card Competition
25/10/2021	04:00 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
25/10/2021	04:30 PM	Pre-Council Meeting Briefing
25/10/2021	06:30 PM	Council Meeting
26/10/2021	10:00 AM	Salisbury East Neighbourhood Centre - AGM
26/10/2021	12:30 PM	Call Winners of Christmas Card Competition
26/10/2021	01:30 PM	Meeting with Business Owners
26/10/2021	02:00 PM	Meeting with Community Group
26/10/2021	02:30 PM	Request from Adelaide National Park City - media
26/10/2021	12 Noon	Media Issues - Regular Catch-up
27/10/2021	07:00 AM	Northern Business Breakfast
27/10/2021	10:00 AM	Tour of the Hub - 7 people
27/10/2021	11:00 AM	Meeting with Resident
27/10/2021	01:00 PM	The Nostalgic Connection with Love- Bosnian Seniors Exhibition
27/10/2021	06:00 PM	Birthday for resident
28/10/2021	10:30 AM	Post office interview
29/10/2021	08:30 AM	LGA AGM
30/10/2021	10:00 AM	With Love Formal Wear - Official Opening
30/10/2021	02:00 PM	Sikhs Sports day
30/10/2021	06:00 PM	CONGRATULATIONS ADDRESS - Senior Presentation Awards Night 2021
31/10/2021	10:00 AM	Happy Halloween Fun Run
1/11/2021	01:00 PM	Meeting with Tom Benney – Town Crier
1/11/2021	02:00 PM	Meeting with descendants of John Harvey
1/11/2021	04:00 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
1/11/2021	06:30 PM	Ombudsman presentation to City of Salisbury

2/11/2021	10:15 AM	Mayor's Radio Show: Mawson Lakes Christmas Markets and CoS charity Xmas appeal
2/11/2021	06:30 PM	CEO Briefing/Workshop
3/11/2021	10:00 AM	Regular Catch-up to Discuss Current/Upcoming Planning/Building Issues
3/11/2021	11:30 AM	PA/Mayor Catch up - Invitations & Speeches
3/11/2021	01:00 PM	Regular meeting Mayor/CEO/EA
4/11/2021	10:00 AM	Meeting with Resident
4/11/2021	02:00 PM	Walk through with RAAF
4/11/2021	03:00 PM	Staff Service Award Recognitions
5/11/2021	09:30 AM	TV Interview
5/11/2021	11:30 AM	RAAF March & Function at Hub
5/11/2021	06:00 PM	Dinner with Local Business Owners
6/11/2021	09:00 AM	Coffee with Councillors
6/11/2021	02:00 PM	New Year Grand Annakut Celebrations
6/11/2021	06:00 PM	Dinner with Residents
8/11/2021	10:00 AM	Opening Event 'Mr & Ms' Salon – Saints Rd Shopping Centre
8/11/2021	03:00 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
8/11/2021	06:35 PM	Tree Management Appeals Sub Committee
8/11/2021	06:40 PM	Strategic Property Development Sub Committee
9/11/2021	01:30 PM	Media Issues - Regular Catch-up
9/11/2021	02:00 PM	LGA Training Session
9/11/2021	03:30 PM	Resident - Citizenship email help
9/11/2021	04:30 PM	Regular PA Catch-up
10/11/2021	01:00 PM	Regular meeting Mayor/CEO/EA
10/11/2021	06:00 PM	Twelve25 Climate change youth forums
11/11/2021	10:30 AM	Remembrance Day Service
12/11/2021	12 Noon	Citizenship Ceremony Number 1
12/11/2021	01:30 PM	Citizenship Ceremony Number 2
12/11/2021	03:00 PM	Citizenship Ceremony Number 3
12/11/2021	06:30 PM	Providence Movement Event
13/11/2021	12 Noon	Laying of Paver for Arthur Thomas Walker
13/11/2021	04:30 PM	Adelaide Tamil Association - Deepavali 2021
15/11/2021	12:30 PM	Channel 2 – Covid Interview
15/11/2021	03:00 PM	Briefing for Asbestos Ceremony
15/11/2021	03:30 PM	Meeting with Resident
15/11/2021	03:45 PM	Salisbury Community Hub - Project Close Out Report
15/11/2021	04:00 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
15/11/2021	06:30 PM	Committee Meetings
16/11/2021	10:15 AM	Mayor's radio Show - Asbestos Victims Association ceremony
16/11/2021	11:30 AM	Media Issues - Regular Catch-up
16/11/2021	12:30 PM	Briefing -International Woman's Day
16/11/2021	06:30 PM	Committee Meetings
16/11/2021	12 Noon	Regular meeting Mayor/CEO/EA
16/11/2021	3:30 PM	Channel 7 Interview re pop up Covid Clinic

Events attended by Elected Members on behalf of the Mayor

Date	Member	Function
30/10/2021	Deputy Mayor Chad Buchanan	Sarbat Khalsa SA Inc - Multicultural Community Sports Day
31/10/2021	Deputy Mayor Chad Buchanan	St Kilda Boat Club Open Day
12/11/2021	Cr Sarah Ouk	Lantana Kindergarten - Illuminate, me Art Show

REPORTS FROM COUNCIL REPRESENTATIVES

QUESTIONS ON NOTICE

QON1 Question on Notice: Opportunities for Ratepayer Engagement and Understanding

At the 25 October 2021 Council Meeting, Mr David Waylen from the Salisbury Business Association asked the following questions:

1. We ask the City of Salisbury, in the strongest possible terms, to write to the Premier and State Transition Committee to urgently call upon them to release the SA post-COVID Road Map in the lead up to Christmas, a crucial time for retail, hospitality and entertainment businesses to immediately remove the density requirements of three people per four square metres, subject to medical advice.
2. Regarding CEO Briefing/Workshops, will Council provide greater public information or social media marketing around these sessions, in particular Budget Sessions 1-3, and 4 if necessary, but others as well, e.g. Salisbury Water, Intercultural and other strategies etc, thereby helping reinforce Council's commitment to transparency and open governance, and provide additional opportunities for ratepayer engagement and understanding, use of Facebook as an example.

The Questions were taken on Notice.

At the October meeting, question 1. was subsequently moved and resolved as a Motion Without Notice.

General Manager Business Excellence, Mr Charles Mansueto has provided the following response to question 2:

Question 1:

Following the question to Council, at the same meeting Council resolved to send a letter to the Premier and the Chief Executive of the State Transition Committee reflecting the intent of the question asked of Council. The next day the State Government announced its post COVID Road Map. A letter was still sent to the Premier and the Chair of the State Transition Committee advising of the Council resolution noting the resolution and acknowledging the release of the plan but also seeking continued consideration by the state government of the impacts of COVID on the community.

Question 2:

Consideration will be given to increasing promotion of the workshops held by Council to consider its budget and annual plan through its various social media channels. In regard to the CEO Briefings/Workshops, these are already communicated through Council's website and are generally intended to brief Council on particular matters unlike the budget development process which seeks community feedback on the proposed budget and rating strategy.

QUESTIONS WITHOUT NOTICE

MOTIONS ON NOTICE

MON1 Motion on Notice: Traffic Management Study (Mawson Lakes)

Cr Beau Brug has submitted the following Motion on Notice:

That Council:

1. Notes the successful council improvements to car parking in Augustine Street, Mawson Lakes by providing painted car parking spaces.
2. Prepare a report to investigate similar parking solutions for other streets in Mawson Lakes (limited to proximity of the train station car park) including painted and indented car parking bays.
3. That the report consider any costings associated with each street, opportunities for grant funding if applicable and any other information required for consideration including timeframes to commence and complete works.
4. That the report be presented to the Urban Services Committee by March 2022.

ADMINISTRATION COMMENT:

Should Council support this Motion on Notice, staff will investigate the matter and prepare a report for the Urban Services Committee by March 2022. The investigation will require engagement of a traffic engineering consultant costing in the vicinity of \$30,000.

OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ORDERS TO EXCLUDE THE PUBLIC

1.4.1 Salisbury Community Hub - Project Close Out Report

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)(b)(i) and (b)(ii) and (d)(i) and (d)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *information the disclosure of which would, on balance, be contrary to the public interest; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non disclosure of this matter at this time will protect information that if disclosed may prejudice the commercial position of the Council*

*On that basis the public's interest is best served by not disclosing the **Salisbury Community Hub - Project Close Out 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.*

6.4.1 Recommendations of the Confidential Strategic Property Development Sub Committee meeting held on Monday 8 November 2021

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)(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 8 November 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.*

C1 NAWMA - Appointment of Independent Chairperson

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) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Information contained within the report includes personal information from applicants for the role of independent chair for the Board of NAWMA; non disclosure of this information will protect personal information of an employment nature of those applicants*

*On that basis the public's interest is best served by not disclosing the **NAWMA - Appointment of Independent Chairperson** 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**

25 OCTOBER 2021

MEMBERS PRESENT

Mayor G Aldridge
Cr L Braun
Cr B Brug (*from 6.47 pm*)
Cr C Buchanan (Deputy Mayor)
Cr A Duncan
Cr K Grenfell
Cr N Henningsen
Cr D Hood
Cr P Jensen (*from 7.13 pm*)
Cr S Ouk
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr J Woodman (*from 6.34 pm*)

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

The meeting commenced at 6.32pm.

OPENING PRAYER AND WELCOME

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

The Mayor read the Kaurna Acknowledgement.

The Chief Executive Officer read the Opening Prayer.

APOLOGIES

An apology was received from Cr M Blackmore.

LEAVE OF ABSENCE

Nil

Cr J Woodman entered the meeting at 6.34 pm.

PUBLIC QUESTION TIME

Mr David Waylen of Salisbury Business Association asked the Mayor the following questions in Public Question Time:

1. We ask the City of Salisbury, in the strongest possible terms, to write to the Premier and State Transition Committee to urgently call upon them to release the SA post-COVID Road Map in the lead up to Christmas, a crucial time for retail, hospitality and entertainment businesses to immediately remove the density requirements of three people per four square metres, subject to medical advice.
2. Regarding CEO Briefing/Workshops, will Council provide greater public information or social media marketing around these sessions, in particular Budget Sessions 1-3, and 4 if necessary, but others as well, e.g. Salisbury Water, Intercultural and other strategies etc, thereby helping reinforce Council's commitment to transparency and open governance, and provide additional opportunities for ratepayer engagement and understanding, use of Facebook as an example.

The Questions were taken on Notice.

DEPUTATIONS / PRESENTATIONS

Deputations:

There were no Deputations.

Presentations:

Mayor G Aldridge presented donations to the following Services:

- Salisbury State Emergency Service
- Salisbury Country Fire Service
- Para Reserve Country Fire Service

PRESENTATION OF MINUTES

Moved Cr L Braun

Seconded Cr S Reardon

The Minutes of the Council Meeting held on 27 September 2021, be taken as read and confirmed.

CARRIED
1123/2021

PETITIONS

No Petitions were received.

COMMITTEE REPORTS

1 Policy and Planning Committee Meeting

Moved Cr G Reynolds
Seconded Cr J Woodman

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

CARRIED
1124/2021

Administration

1.0.1 Future Reports for the Policy and Planning Committee

Moved Cr G Reynolds
Seconded Cr J Woodman

That Council:

1. Notes the report.

CARRIED
1124/2021

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

Moved Cr G Reynolds
Seconded Cr J Woodman

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:

CARRIED
1124/2021

1.0.2-YC1 Future Reports for the Youth Council Sub Committee

Moved Cr G Reynolds
Seconded Cr J Woodman

That Council:

1. Notes the report.

CARRIED
1124/2021

1.0.2-YC2 Youth Programs and Events Update September 2021

Moved Cr G Reynolds
Seconded Cr J Woodman

That Council:

1. Notes the information.

**CARRIED
1124/2021**

1.0.2-YC3 Additional Youth Parliament Report

Moved Cr G Reynolds
Seconded Cr J Woodman

That Council:

1. Notes the information.

**CARRIED
1124/2021**

1.0.2-YC4 Youth Council Project Teams Update

Moved Cr G Reynolds
Seconded Cr J Woodman

That Council:

1. Notes the information.

**CARRIED
1124/2021**

YC-MWON1 Salisbury Youth Council LGBTIQ+ Project Team Event

Moved Cr G Reynolds
Seconded Cr J Woodman

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.

**CARRIED
1124/2021**

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

Moved Cr G Reynolds
Seconded Cr J Woodman

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.

CARRIED
1124/2021

YC- MWON3 City of Salisbury ALLY Network

Moved Cr G Reynolds
Seconded Cr J Woodman

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*

CARRIED
1124/2021

For Decision

1.1.1 Cities Power Partnership Program

Moved Cr G Reynolds
Seconded Cr J Woodman

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.

CARRIED
1124/2021

For Information

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

Moved Cr G Reynolds
Seconded Cr J Woodman

That Council:

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

**CARRIED
1124/2021**

1.2.2 Tourism - Ongoing Visitation & Activation Report

Moved Cr G Reynolds
Seconded Cr J Woodman

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

**CARRIED
1124/2021**

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

Moved Cr G Reynolds
Seconded Cr J Woodman

That Council:

1. Receives the information.

**CARRIED
1124/2021**

2 Finance and Corporate Services Committee Meeting

Moved Cr D Proleta
Seconded Cr S Ouk

1. That Council adopts the recommendations of the Finance and Corporate Services Committee meeting on 18 October 2021, listed below.

CARRIED
1125/2021

Administration

2.0.1 Future Reports for the Finance and Corporate Services Committee

Moved Cr D Proleta
Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED
1125/2021

For Decision

2.1.1 Budget Timetable 2022/23

Moved Cr D Proleta
Seconded Cr S Ouk

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.

CARRIED
1125/2021

2.1.2 Operating Surplus Initiative Closeout Report

Moved Cr D Proleta
Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED
1125/2021

2.1.3 Discretionary Rate Rebate Application for GP Kurian Nominees Pty Ltd

Moved Cr D Proleta

Seconded Cr S Ouk

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.

**CARRIED
1125/2021**

2.1.4 End of Year Financial Statement and Analysis

Moved Cr D Proleta

Seconded Cr S Ouk

That Council:

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

**CARRIED
1125/2021**

3 Governance and Compliance Committee Meeting

Moved Cr J Woodman
Seconded Cr D Proleta

That Council:

1. That Council adopts the recommendations of the Governance and Compliance Committee meeting on 18 October 2021, listed below, with the exception of item:

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

which was withdrawn to be considered separately.

**CARRIED
1126/2021**

Administration

3.0.1 Future Reports for the Governance and Compliance Committee

Moved Cr J Woodman
Seconded Cr D Proleta

That Council:

1. Notes the report.

**CARRIED
1126/2021**

3.0.2 Review of Unsolicited Proposals Procedure

Moved Cr J Woodman
Seconded Cr D Proleta

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).

**CARRIED
1126/2021**

3.0.3 Procurement Policy - update October 2021

Moved Cr J Woodman
Seconded Cr D Proleta

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).

**CARRIED
1126/2021**

For Decision

3.1.2 Draft Annual Report 2020/2021

Moved Cr J Woodman
Seconded Cr D Proleta

That Council:

1. Approves the Draft 2020/21 Annual Report as contained in attachment 1 to this report (Governance and Compliance Committee 18/10/2021, 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.

**CARRIED
1126/2021**

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

Moved Cr J Woodman
Seconded Cr D Proleta

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.

**CARRIED
1126/2021**

The meeting then proceeded to consider item 3.1.1 which was withdrawn to be considered separately.

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

Moved Cr C Buchanan

Seconded Cr D Proleta

That Council:

1. That Council authorises its LGA AGM voting delegate to use discretion when voting on the items presented at the upcoming LGA AGM, except where Council would specifically suggest otherwise.

**CARRIED
1127/2021**

4 Urban Services Committee Meeting

Cr B Brug entered the meeting at 6.47 pm.

Moved Cr C Buchanan

Seconded Cr L Braun

That Council:

1. That Council adopts the recommendations of the Urban Services Committee meeting on 18 October 2021, listed below, with the exception of item:

4.1.1 Mawson Lakes School Bridge

which was withdrawn to be considered separately.

**CARRIED
1128/2021**

Administration

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

Moved Cr C Buchanan

Seconded Cr L Braun

That Council:

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:

**CARRIED
1128/2021**

4.0.1-AMSC1 Future Reports for the Asset Management Sub Committee

Moved Cr C Buchanan

Seconded Cr L Braun

That Council:

1. Notes the report.

**CARRIED
1128/2021**

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

Moved Cr C Buchanan
Seconded Cr L Braun

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.

**CARRIED
1128/2021**

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

Moved Cr C Buchanan
Seconded Cr L Braun

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.

**CARRIED
1128/2021**

AMSC-MON1 Motion on Notice: Playspaces Survey

Moved Cr C Buchanan

Seconded Cr L Braun

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.

**CARRIED
1128/2021**

AMSC-OB1 Motion Without Notice – Street Tree Policy

Moved Cr C Buchanan

Seconded Cr L Braun

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.

**CARRIED
1128/2021**

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

Moved Cr C Buchanan

Seconded Cr L Braun

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:

**CARRIED
1128/2021**

4.0.2-TMASC2 Tree Removal Requests - Monthly Update

Moved Cr C Buchanan

Seconded Cr L Braun

That Council:

1. Notes the report.

**CARRIED
1128/2021**

4.0.2-TMASC3 Review of Tree Removal Request - Various Locations

Moved Cr C Buchanan

Seconded Cr L Braun

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.

**CARRIED
1128/2021**

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

Moved Cr C Buchanan

Seconded Cr L Braun

That Council:

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

**CARRIED
1128/2021**

4.0.3 Future Reports for the Urban Services Committee

Moved Cr C Buchanan
Seconded Cr L Braun

That Council:

1. Notes the report.

**CARRIED
1128/2021**

For Decision

4.1.2 Capital Works Program Monthly Report - September 2021 Update

Moved Cr C Buchanan
Seconded Cr L Braun

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.

**CARRIED
1128/2021**

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

Moved Cr C Buchanan

Seconded Cr L Braun

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*.
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*.

**CARRIED
1128/2021**

4.1.4 Little Para River and Pitman Park Maintenance Programs - Update

Moved Cr C Buchanan
Seconded Cr L Braun

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.

**CARRIED
1128/2021**

For Information

4.2.1 FOGO and Kitchen Caddy Rollout Update

Moved Cr C Buchanan
Seconded Cr L Braun

That Council:

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

**CARRIED
1128/2021**

The meeting then proceeded to consider item 4.1.1 which was withdrawn to be considered separately.

4.1.1 Mawson Lakes School Bridge

Moved Cr B Brug
Seconded Cr L Braun

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.

**CARRIED
1129/2021**

5 Community Wellbeing and Sport Committee Meeting

Moved Cr S Ouk

Seconded Cr J Woodman

That Council:

1. That Council adopts the recommendations of the Community Wellbeing and Sport Committee meeting on 19 October 2021, listed below, with the exception of items:

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

**5.1.3 State Emergency Services Community Sandbag Pod
Proposal**

**5.1.5 Bridgestone Athletics Centre Update - Licence
Agreements**

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

which were withdrawn to be considered separately.

**CARRIED
1130/2021**

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr S Ouk

Seconded Cr J Woodman

That Council:

1. Notes the report.

**CARRIED
1130/2021**

For Decision

5.1.2 Review of the Community Recreational Facilities Sponsorship Policy

Moved Cr S Ouk

Seconded Cr J Woodman

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.

**CARRIED
1130/2021**

5.1.4 Community Grants Program Applications for October 2021

Moved Cr S Ouk

Seconded Cr J Woodman

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).

**CARRIED
1130/2021**

5.1.6 Age Friendly Strategy 2022-2027

Moved Cr S Ouk

Seconded Cr J Woodman

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.

**CARRIED
1130/2021**

The meeting then proceeded to consider items 5.1.1, 5.1.3, 5.1.5 and CWS-OB1 which were withdrawn to be considered separately.

5.1.1 Review of the Community Recreational Facilities Signage Policy

Moved Cr C Buchanan

Seconded Cr A Duncan

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.

**CARRIED
1131/2021**

5.1.3 State Emergency Services Community Sandbag Pod Proposal

Moved Cr G Reynolds

Seconded Cr C Buchanan

That Council:

1. Approves the purchase and installation of five 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.

**CARRIED
1132/2021**

5.1.5 Bridgestone Athletics Centre Update - Licence Agreements

Moved Cr A Duncan

Seconded Cr C Buchanan

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. A report be prepared for the Urban Services Committee authorising a lease for North City Panthers be prepared for use of Creaser Park. Council also notes its intention to make Creaser Park available for property services to utilise as an overflow facility for other Clubs as required.
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. Notes 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.

CARRIED
1133/2021

CWS-OB1 Overuse of Soccer Pitches at Underdown Park

Moved Cr G Reynolds

Seconded Cr D Hood

That Council:

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.

**CARRIED
1134/2021**

6 Innovation and Business Development Committee Meeting

Moved Cr K Grenfell

Seconded Cr B Brug

1. That Council adopts the recommendations of the Innovation and Business Development Committee meeting on 19 October 2021, listed below.

**CARRIED
1135/2021**

Administration

6.0.1 Future Reports for the Innovation and Business Development Committee

Moved Cr K Grenfell

Seconded Cr B Brug

That Council:

1. Notes the report.

CARRIED

For Information

6.2.1 Community Requests - Response Dashboard

Moved Cr K Grenfell

Seconded Cr B Brug

That Council:

1. Notes the report.

CARRIED
1135/2021

7 Audit Committee Meeting

Moved Cr G Reynolds
Seconded Cr K Grenfell

1. That Council adopts the recommendations of the Audit Committee meeting on 12 October 2021, listed below, with the exception of item:

AC-MWON1 In-Camera Session

which was/were withdrawn to be considered separately.

**CARRIED
1136/2021**

Administration

7.0.2 Actions List

Moved Cr G Reynolds
Seconded Cr K Grenfell

That Council:

1. Notes the report.

**CARRIED
1136/2021**

For Decision

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

Moved Cr G Reynolds
Seconded Cr K Grenfell

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.

**CARRIED
1136/2021**

7.1.2 End of Financial Year Statement and Analysis

Moved Cr G Reynolds
Seconded Cr K Grenfell

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.

**CARRIED
1136/2021**

The meeting then proceeded to consider item AC-MWON1 which was withdrawn to be considered separately.

AC-MWON1 In-Camera Session

Moved Cr G Reynolds
Seconded Cr K Grenfell

That Council:

1. That in-camera sessions with external and internal auditor are to be held without City of Salisbury staff.
2. In the context of the current regulatory local government reforms on this matter, that staff prepare a report outlining the process to be followed for recording and actioning items raised during these in-camera sessions, with the commencement date and timing proposed to further consider this context.

*Cr N Henningsen left the meeting at 7:13 pm.
Cr P Jensen entered the meeting at 7.13 pm.*

*Mayor G Aldridge left the meeting at 7:14 pm.
Deputy Mayor C Buchanan assumed the Chair at 7.14 pm.*

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

That Council:

1. That when in-camera sessions are held with external and internal auditors, they be held without City of Salisbury staff.
2. In the context of the current regulatory local government reforms on this matter, that staff prepare a report outlining the process to be followed for recording and actioning items raised during these in-camera sessions, with the commencement date and timing proposed to further consider this context.

*Cr N Henningsen returned to the meeting at 7:16 pm.
Mayor G Aldridge returned to the meeting at 7:18 pm and resumed the Chair.*

**CARRIED
1137/2021**

Further Motion:

Moved Cr C Buchanan
Seconded Cr P Jensen

1. That the Mayor, Deputy Mayor, Chair of the Audit Committee and the Chief Executive Officer review and recommend to Council relating to the proposed Local Government reform paper on Audit and Terms of Reference of the Audit Committee in the context of the Local Government Reform Agenda.

**CARRIED
1138/2021**

8 Council Assessment Panel Meeting

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

GENERAL BUSINESS

GB1 CEO Briefing/Workshop Session Procedure

Moved Cr C Buchanan

Seconded Cr S Ouk

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).

CARRIED
1139/2021

GB2 Bridgestone Athletics Clubs - Joint Community Grant Application

Moved Cr A Duncan
Seconded Cr P Jensen

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 funding the remaining \$1,410 required to purchase the timing gates from the Bridgestone Operating budget.

CARRIED
1140/2021

Mayor's Diary report

MD1 Mayor's Diary

Moved Cr S Ouk
Seconded Cr K Grenfell

That Council:

1. That this information be noted.

CARRIED
1141/2021

REPORTS FROM COUNCIL REPRESENTATIVES

Cr N Henningsen:

09 October Resident Visit Walkleys Heights
11 October Resident Visit Walkleys Heights
17 October Northridge Scouts Hall New Kitchen Opening
23 October Resident Visit, Ingle Farm
23 October Resident Visit, Para Vista

Cr C Buchanan:

30/9 Meeting with Good Shepherd, Mayor and local State/Federal MP's
1/10 Meeting with Host International and ZUA Leaders (Burmese Community)
1/10 Fundraiser for Afghanistan
2/10 Khmer Krom Pchun Ben at Salisbury Villa Soccer Club
2/10 Punjabi Hockey Games
3/10 Punjabi Soccer Games
3/10 United Afghan Association Fundraiser – Speaking
3/10 Indian Tennis Cricket Association – Presenting Trophy to Winner of Tournament
5/10 Meeting with Jogan Mungta – ZUA Association at Council
5/10 Briefing with Mayor and CEO
5/10 Informal Strategy
7/10 Didace – Bantu Community
8/10 St Kilda Boat Ramp Opening Ceremony
8/10 ARA Afghan Arrival Welcome at Angkor Hall with Mayor
8/10 Salisbury North Football Club Senior's Presentation
9/10 Para Hills Junior Soccer Club Presentation
9/10 Opening the Bowling Season for Para Hills Bowling Club
9/10 Burton Khmer Temple for Pchun Ben (Ancestors Day) with Cr Sarah Ouk
10/10 Multicultural Soccer Tournament
10/10 Salisbury Khmer Temple – Speaking with Mayor at Ancestors Day
11/10 Burton Community Centre – MC – Ground Breaking Ceremony
11/10 Coffee with Cr Proleta at Springbank Café meeting with manager
11/10 Tree Management Appeals Sub-Committee
11/10 Asset Management Sub-Committee
13/10 Mawson Lakes Rotary dinner at Paid4U Café
14/10 Fairbanks Drive Reserve Upgrade Consultation meeting with Mayor and Cr Proleta
15/10 Lions Convention Civic Reception at Salisbury Hub
16/10 Paralowie Pontian Eagles Soccer Presentation as Patron
16/10 Thai/Lao Community Fundraiser thank you dinner – with Mayor and Cr Sarah Ouk
17/10 Salisbury Community Family Fun Day at St Kilda
17/10 Lunch with Syrian Family and Mayor
18/10 Standing Committee
19/10 Standing Committee
20/10 Media with the Mayor
21/10 Home visit for JP
21/10 Meeting with residents (Mr Innes) at Camelot Drive, Paralowie
22/10 Burton Khmer Temple lunch with Cr Sarah Ouk
22/10 Tennis Cricket Match Presentation

23/10	Indian Association of SA Seniors Dinner
25/10	Community Hubs Precinct Model Meeting
25/10	Full Council

Cr S Ouk:

23/9	citizenship ceremony evening.
11/10	Burton community hub ground breaking.
10/10	Multicultural men soccer
10/10	Cambodian bon pjum ben
15/10	Lions district convention
16/10	ALGWA AGM
16/10	Thai/Laos thanking function
16/10	The Pontian's 2021 award night
22/10	Burton Khmer Temple Ancestors Day with Cr Chad Buchanan

Cr S Reardon:

Attended the National Military Museum open day at the weekend.

QUESTIONS ON NOTICE

There were no Questions on Notice

QUESTIONS WITHOUT NOTICE

QWON1 Yellow Lines on Yirra Crescent

Cr N Henningsen asked the General Manager City Infrastructure a question in relation to the Yirra Crescent petition regarding yellow lines on the street.

1. Could Council please contact owners of house number 5a Yirra Crescent, Ingle Farm, to clarify if they want a yellow line in front of their house or not?
2. Can Council advise if it was a developer or the resident that requested for NO Yellow line in front of 4B Yirra Crescent, Ingle Farm. If it was the developer, why is Council taking advice from a developer and not from the petition submitted to Council.

MOTIONS ON NOTICE

There were no Motions on Notice

MOTIONS WITHOUT NOTICE

MWON1 SA Government Post-COVID Road Map

Moved Cr G Reynolds
Seconded Cr D Hood

That Council:

1. That City of Salisbury write to the Premier and State Transition Committee to urgently call upon them to release the SA post-COVID road map in the lead up to Christmas, a crucial time for retail, hospitality and entertainment businesses, to immediately remove the density requirements of three people per four square metres, subject to medical advice.

CARRIED
1142/2021

ORDERS TO EXCLUDE THE PUBLIC

4.4.1 Future Urban Water Directions

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)(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.

CARRIED
1143/2021

C1 Request for Extension of Confidential Order

Moved Cr J Woodman

Seconded Cr S Reardon

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

1. *Pursuant to Section 90(2) and (3)(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.*

**CARRIED
1144/2021**

The meeting moved into confidence at 7.50 pm.

The meeting moved out of confidence and closed at 7.51 pm.

CHAIRMAN.....

DATE.....