

AGENDA

FOR CEO REVIEW COMMITTEE MEETING TO BE HELD ON 5 AUGUST 2024 AT 5.45 PM

IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET, SALISBURY

MEMBERS

Mayor G Aldridge (Chair)

Deputy Mayor, Cr C Buchanan (Deputy Chair)

Cr D Hood Cr P Jensen Cr S Reardon

REQUIRED STAFF

Chief Executive Officer, Mr J Harry

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the CEO Review Committee Meeting held on 18 March 2024.

REPORTS

For Decision

9.1.1	Performance Review Process	9
912	CEO Personal Evaluation System FY2023/2024	13

QUESTIONS ON NOTICE

There are no Questions on Notice.

MOTIONS ON NOTICE

There are no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

ORDERS TO EXCLUDE THE PUBLIC

9.2.1 Annual Review of CEO Total Remuneration 2023/2024 Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Committee 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.
- 2. *In weighing up the factors related to disclosure,*
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

On that basis the public's interest is best served by not disclosing the Annual Review of CEO Total Remuneration 2023/2024 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



MINUTES OF CEO REVIEW COMMITTEE MEETING HELD IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET, SALISBURY ON

18 MARCH 2024

MEMBERS PRESENT

Mayor G Aldridge (Chair)

Cr C Buchanan (Deputy Chair) at 5:35pm via Teams

Cr D Hood Cr S Reardon

OBSERVERS

Nil

STAFF

Chief Executive Officer, Mr J Harry

Deputy Chief Executive Officer, Mr C Mansueto

The meeting commenced at 5:30pm.

The Chairman welcomed the members and staff to the meeting.

APOLOGIES

Apologies were received from Cr P Jensen.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr S Reardon Seconded Cr D Hood

The Minutes of the CEO Review Committee Meeting held on 5 December 2023, be taken as read and confirmed.

CARRIED

REPORTS

Administration

9.0.1 Remuneration Tribunal Consultation Survey

Moved Cr S Reardon Seconded Cr D Hood

That Council:

- 1. Notes the South Australian Remuneration Tribunal Consultation Paper relating to minimum and maximum remuneration for Local Government Chief Executive Officers (Attachment 1, item no. 9.0.1, CEO Review Committee, 18 March 2024).
- 2. Notes that the detailed position description of the Chief Executive Officer (Attachment 2, item no. 9.0.1, CEO Review Committee, 18 March 2024) will be submitted by the Mayor to the South Australian Remuneration Tribunal no later than 15 April 2024, following its request.
- 3. Notes that a description of the current process for CEO remuneration determination, its development and its review will be submitted by the Mayor to the South Australian Remuneration Tribunal no later than 15 April 2024, following its request.
- 4. Approves for the Mayor to make a submission on behalf of Council, which supports a revised scope within Option 2 as included in this report (item no. 9.0.1, CEO Review Committee, 18 March 2024), whereby consideration is to be given to categorising CEO remuneration similar to those council groups as is currently the case for Elected Members, with City of Salisbury being in Group 1A, having regard to the role, the size, population and revenue of the council, and any relevant economic, social, demographic and regional factors in the council area, and redistributing the current outcomes from the Remuneration Tribunal Determination 4 of 2023 accordingly.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

There were no Other Business items.

The meeting closed at 5:44 pm.

CHAIRMAN	
DATE	

ITEM 9.1.1

CEO REVIEW COMMITTEE

DATE 05 August 2024

HEADING Performance Review Process

AUTHOR John Harry, Chief Executive Officer, 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 This report clarifies the provision under section 102A of the *Local*

Government Act 1999 relating to the performance review process for the Chief Executive Officer (CEO). Council is asked to approve the performance review process for the current and future reviews of the CEO Performance to include the assessment of Key Performance Indicators as set by Council. This in consultation and with input from the Qualified Independent Person as appointed by Council and based on feedback from the CEO Review Committee

on the corporate behaviours and leadership of the CEO.

RECOMMENDATION

That the CEO Review Committee, in exercise of its delegation pursuant to its Terms of Reference and the CEO Employment Contract:

- 1. Notes that the Performance Review process for the Chief Executive Officer requires the provision and consideration of the advice of a Qualified Independent Person pursuant to section 102A of the *Local Government Act 1999*.
- 2. Notes that Council previously appointed Mr Andrew Reed from Hender Consulting to the position of the Qualified Independent Person for the remainder of the Chief Executive Officer's contract term, and reaffirms this position in accordance with section 102A of the *Local Government Act 1999* in consideration of Mr Reed's appropriate qualifications and experience in human resource management.
- 3. Approves for the performance review process for the current and future review to include the assessment of Key Performance Indicators and feedback from the CEO Review Committee on the CEO's behaviours and leadership through the Qualified Independent Person's process.
- 4. Notes that Council can set the Key Performance Indicators in consultation with, and with input from the Qualified Independent Person and the CEO.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Pursuant to section 102A of the *Local Government Act 1999* (the Act), a Council must review the performance of its Chief Executive Officer (CEO) at least once in each year the CEO holds office.
- 1.2 The Council must obtain and consider the advice of a Qualified Independent Person when undertaking such performance review.
- 1.3 The Qualified Independent Person is defined to be a person who is not a member or employee of the Council and determined by the Council to have appropriate qualifications and experience in human resource management.
- 1.4 Council has delegated to the CEO Review Committee the power to:
 - By agreement with the CEO, appoint an independent advisor to assist with the CEO Performance Appraisal process; and
 - Determine any amendments to the CEO's employment arrangements and incentive payments as provided for within the contract of employment.
- 1.5 Clause 12 of the CEO Employment Contract requires the CEO Performance Review to be assessed by the CEO Review Committee.
- 1.6 Council appointed Mr Andrew Reed from Hender Consulting to fulfill the role of the Qualified Independent Person in April 2016 and confirmed its position again in February 2023.
- 1.7 The CEO Review Committee has historically resolved that the CEO Personal Evaluation System (as provided for in the CEO's employment contract) will comprise of Key Performance Indicators for the upcoming year and a Performance Appraisal Survey by Elected Members.

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 Consultation with Mr Andrew Reed from Hender Consulting.

3. DISCUSSION

- 3.1 The Performance Appraisal Survey as undertaken since the time of the CEO's initial appointment is not a prescribed statutory process and Council can set its methodology in accordance with section 102A of the Act. The Appraisal Survey provided the opportunity for Elected Member commentary on the CEO's behavioural and leadership performance during this period. Since its inception the response rates for the survey were varied whilst overall satisfaction levels with the CEO have remained very high throughout his tenure.
- 3.2 The Performance Evaluation System undertaken by the CEO Review Committee needs to continue to include the assessment of Key Performance Indicators through the Qualified Independent Person's process, and also provide the opportunity for feedback from the CEO Review Committee on behavioural and leadership performance. In these circumstances the broadly based Elected Member Survey process is redundant on the assumption that CEO Review Committee should be in a position to represent the Elected Members through its delegation.

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- 3.3 In accordance with Clause 12 of the Employment Agreement, CEO is required to participate in a performance review in May each year, in accordance with the Personal Evaluation System.
- 3.4 If the approach detailed in Paragraph 3.2 is supported, the Personal Evaluation System will continue to comprise of a set of agreed Key Performance Indicators and a Performance Appraisal by the Committee across behavioural and leadership attributes.
- 3.5 The CEO Review Committee at the end of the review period would assess and determine the overall performance rating to be applied.
- 3.6 The Employment Agreement provides a rating scale for the Personal Evaluation system which includes:
 - Rating 1 CEO's performance did not meet expectation
 - Rating 2 CEO's performance was below expectation
 - Rating 3 CEO's performance met expectation
 - Rating 4 CEO's performance was above expectation
 - Rating 5 CEO's performance exceeded expectation.
- 3.7 The Employment Agreement defines "Competent Performance' as the achievement by the CEO of a performance equal or better than Rating 3 (CEO's performance met expectation). In consideration of the previous Elected Member Survey and attainment of delivery of KPIs, last year's rating as determined by the CEO Performance Committee was 5 (exceeding expectations).
- 3.8 The CEO Review Committee resolved on 14 November 2017 that the CEO Personal Evaluation Rating System (which informs the remuneration review) is not confidential.
- 3.9 The CEO Employment Agreement also provides for the appointment of at least one person who is qualified to assist in the performance review. Hender Consulting were appointed to support the CEO Review Committee with the Performance Review process for 2023/24.

4. CONCLUSION

- 4.1 The CEO Review Committee is asked to consider the performance review process for the current and future review to include the assessment of Key Performance Indicators through the Qualified Independent Person's process and the CEO's behavioural and leadership qualities through feedback from the CEO Review Committee. If supported, the previous Elected Member Appraisal Survey process is no longer necessary.
- 4.2 Council can set the Key Performance Indicators in consultation with, and with input from the Qualified Independent Person.

ITEM 9.1.2

CEO REVIEW COMMITTEE

DATE 05 August 2024

HEADING CEO Personal Evaluation System FY2023/2024

AUTHOR John Harry, Chief Executive Officer, CEO and Governance

CITY PLAN LINKS 4.2 Develop strong capability and commitment to continually

improve Council's performance.

4.3 Have robust processes that support consistent service delivery

and informed decision making.

4.4 Embed long term thinking, planning and innovation across the

organisation.

SUMMARY This report provides details of the Chief Executive Officer (CEO)

Personal Evaluation System for 2023/2024

RECOMMENDATION

That the CEO Review Committee, in exercise of its delegation pursuant to its Terms of Reference and the CEO Employment Contract:

- 1. Notes and acknowledges that the CEO has, to the satisfaction of the CEO Review Committee:
 - delivered the requirements of his position;
 - successfully achieved 2023/24 Key Performance Indicators;
 - achieved[Rating to be inserted] as a result of the assessment of CEO Performance according to the Personal Evaluation System (refer Paragraph 1.2.5 of this report, Item No. 9.1.2, CEO Review Committee, 5 August 2024).
- 2. Approves for the CEO Position Description, to remain unchanged as set out in Attachment 1 of this report (Item No. 9.1.2, CEO Review Committee, 5 August 2024).

ATTACHMENTS

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

- 1. CEO Job and Person Description
- 2. CEO KPI's 2024

1. BACKGROUND

- 1.1. Council has delegated to the CEO Review Committee the power to:
 - By agreement with the CEO, appoint an independent advisor to assist with the CEO performance appraisal process; and
 - Determine any amendments to the CEO's employment arrangements and incentive payments as provided for within the contract of employment.
- 1.2 Personal Evaluation System

- 1.2.1 In accordance with Clause 12 of the Employment Agreement, the Chief Executive Officer (CEO) is required to participate in a performance review in May each year, in accordance with the Personal Evaluation System.
- 1.2.2 The Personal Evaluation System was to comprise of a set of agreed Key Performance Indicators and a Performance Appraisal Survey.
- 1.2.3 In August 2023, the CEO Review Committee agreed the Personal Evaluation System to apply to the CEO for the 2022/23 review period, comprising CEO Performance Appraisal Survey, which remained unchanged; and Key Organisational Performance Indicators (as per Attachment 2).
- 1.2.4 As part of the Personal Evaluation System, Key Performance Indicators are to be formally rated by the CEO Review Committee at the end of the review period, with an overall performance rating applied, based on the results of the Performance Appraisal Survey and the achievement of Key Performance Indicators.
- 1.2.5 The Employment Agreement provides a rating scale for the Personal Evaluation System which includes:
 - Rating 1 CEO's performance did not meet expectation
 - Rating 2 CEO's performance was below expectation
 - Rating 3 CEO's performance met expectation
 - Rating 4 CEO's performance was above expectation
 - Rating 5 CEO's performance exceeded expectation
- 1.2.6 The Employment Agreement defines "Competent Performance" as the achievement by the CEO of a performance equal or better than Rating 3 (CEO's performance met expectation). Last year's evaluation resulted in a rating as determined by the CEO Performance Committee of 5 (exceeds expectation).
- 1.2.7 The CEO Review Committee resolved at its meeting on 14 November 2017 that the CEO Personal Evaluation Rating System (which informs the remuneration review) is not confidential. The Performance Appraisal Survey Report remains confidential (Resolution no. 2201/2017).
- 1.2.8 The Agreement also provides for the appointment of at least one person who is qualified to assist in the performance review. Hender Consulting were appointed to support the CEO Review Committee with the Performance Review process for 2023/2024.

In previous years the CEO evaluation process incorporated an appraisal survey by all Elected Members. This year, subject to the approval of the CEO Review Committee for the Performance Review Item of this Agenda, the Committee can provide collective advice to the CEO on behalf of Council on the matters previously covered in the survey process. (Should the Sub-Committee not support such an approach then it will be necessary for an appraisal survey of all Elected Members to be undertaken via Hender Consulting. The current assessment process will need to be held in abeyance until the results of that survey are collated and presented to the next meeting of the CEO Review Committee).

1.3 Position Description

- 1.3.1 The Employment Agreement indicates that "the performance review will review the CEO's Position Description and key performance indicators through the Personal Evaluation System".
- 1.3.2 The Position Description forms Schedule One of the Employment Agreement.

2. CONSULTATION / COMMUNICATION

- 2.1 External
 - 2.1.1 Hender Consulting

3. REPORT

- 3.1 The final Key Performance Indicators Report is included in Attachment 2.
- 3.2 Hender Consulting and Mr Andrew Reed from Hender Consulting will be in attendance at the CEO Review Committee to discuss any matters that may be raised.
- 3.3 The role of the Chief Executive Officer has remained unchanged, therefore no change is proposed for the Position Description which forms Attachment 1.

4. CONCLUSION

- 4.1 Having considered the report setting out the status report of Key Performance Indicators provided, and any feedback from the CEO Review Committee, the CEO Review Committee needs to make a decision as to the overall performance rating for the CEO.
- 4.2 The overall performance rating should be aligned to the rating definitions set out in the Employment Agreement. Refer Paragraph 1.2.5 of this report.

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CITY OF SALISBURY CHIEF EXECUTIVE OFFICER JOB & PERSON SPECIFICATION JULY 2019

City of Salisbury Chief Executive Officer



POSITION: CHIEF EXECUTIVE OFFICER

REPORTS TO: MAYOR AND ELECTED COUNCIL

EMPLOYMENT STATUS: FIXED TERM CONTRACT (5 YEARS)

Broad scope

The Chief Executive Officer (CEO) is responsible to the Council for providing leadership in implementing Council strategies, policies and decisions, managing the various functions and activities of the City, overseeing finances, assets, human resources, communications and major projects.

Prime responsibilities

- ensuring that all Council policies and decisions are implemented and reasonable action is taken in a timely and effective manner to meet the statutory requirements of relevant legislation and agreed policies of Council;
- ensuring that the Council's human, physical and financial resources are effectively managed and services are provided efficiently and in a manner which meets customer needs and Council requirements;
- assisting and advising the Mayor/Councillors in developing initiatives for the community benefit;
- working effectively with the Mayor/Councillors to promote Council and its activities to the broader community in a positive manner;
- working closely with the Council and Senior Management Team to craft, communicate and implement the overall strategic and business plans for the organisation;
- providing long term strategic advice in relation to development of the Northern Region and specifically, City of Salisbury in both the development of the community and the organisation.

Key result areas

- leadership & strategic planning;
- human resource management;
- financial & asset management;
- operations management & major projects;
- stakeholder management, customer service & communication;
- advice to & relationship with Council.

City of Salisbury Chief Executive Officer



Leadership & strategic planning

- performing the pivotal leadership role for the Council administration;
- working closely with Council to ensure strategic plans are prepared and implemented;
- · effectively communicating the Council vision and strategy to all key stakeholders;
- ensuring Annual Business Plans are completed and communicated on time;
- preparing long term asset management and financial management plan to ensure Council sustainability;
- effectively consulting ratepayers and other key private and public stakeholders in the development of strategic and business plans;
- maintaining a continuous review of the Council's progress in attaining the Objectives and Strategies of the Corporate Plan.

Human resource management

- leading, developing, motivating and managing the human resources of the organisation;
- regularly reviewing the organisational structure to ensure it is flexible and appropriate;
- ensuring recruitment is undertaken in line with contemporary and equal opportunity principles and practices;
- ensuring retention and attraction strategies are activated to position Council as an "employer of choice";
- ensuring professional development and training opportunities, programs, records and policies are in place;
- as the responsible Officer, taking reasonable steps to ensure Council completes with all its obligations under the Occupational Health, Safety and Welfare Regulations 1995 and associated legislation to ensure a safe and positive working environment;
- ensuring contemporary performance management procedures are in place and adhered to;
- regularly reviewing remuneration and conditions for senior management and ensuring they conduct similar reviews for their teams to increase retention rates;
- monitoring and proactively managing staff turnover;
- creating and maintaining a positive, constructive and productive staff culture in line with the Human Synergistics or comparable framework;
- working closely with the People & Culture Department and other stakeholders to ensure a positive and productive industrial relations environment.

City of Salisbury Chief Executive Officer



Financial & asset management

- ensuring annual and long term financial plans are prepared, monitored and controlled;
- completing the annual budgeting process in close consultation with the Finance Department and Senior Management Team;
- ensuring close monitoring and controlling of budgets following variance analysis to ensure sound fiscal management;
- ensuring Council is provided with timely and accurate financial reports to aid key decision making;
- ensuring the financial systems architecture, systems and processes are sound and that technology is effectively utilised;
- ensuring long term asset management plans are in place and closely monitored;
- ensuring strong and well researched business cases are prepared to support major projects;
- ensuring cash flow is monitored and controlled;
- ensuring the collection and security of revenues and efficient utilisation of Council funds and assets;
- ensuring all commercial activities of the Council have clearly defined financial goals (including rate of return on assets) are in line with stated community service obligations;
- ensuring the efficient and effective management and monitoring of the Council's operating revenue and expenditure.

Operations management & major projects

- ensuring improved productivity and quality by regular reviewing existing policies, authorities, controls, workplace agreements, delegations and systems;
- proactively championing and developing a strong customer service focus for the organisation;
- ensuring all of the residents of Salisbury are treated as its customers and that their best interests are reasonably served at all times;
- providing an overview of the various operational areas of Council and reporting to Council and its committees on a regular and formal basis regarding the progress of the Council's operations;
- monitoring and responding to customer satisfaction resulting from regular surveys of the community to determine their perceptions on a range of activities in which the Council is providing service;
- maintaining the quality of overall project management eg. waste management projects and other inter Council co-operation and resource sharing initiatives;

City of Salisbury Chief Executive Officer



Operations management & major projects (cont.)

- ensuring major projects are completed in line with time and budgetary constraints and project status regularly monitored and communicated;
- improving performance of the Council by proactively embracing best practice and continuous improvement initiatives;
- managing the Council's resources and operations in an efficient and effective manner including the development and maintenance of a "contestability" philosophy in regard to both internal and external service provision;
- enhancing the Council's systems and technology consistent with the agreed strategic direction of the Council.

Stakeholder management & communication

- liaising with community organisations, business groups and regional interests as necessary for the achievement of Council's objectives;
- responding and initiating as required in regard to local and metropolitan media;
- ensuring positive relationships are established with local media including The Messenger, The Advertiser and various electronic media;
- providing input to any Commonwealth, State or Local Government initiatives affecting the City;
- effectively liaising with local government authorities, the Local Government Association and other government authorities and agencies;
- ensuring community consultation programs are conducted, analysed and incorporated in the strategic planning process;
- represent the Council at appropriate events to maintain and if necessary enhance the Council's public profile within the community and amongst stakeholders;
- ensuring Council activities and initiatives are appropriately promoted and communicated;
- addressing public meetings in a positive and effective manner;
- establishing and maintaining quality relationships with local business leaders, educational institutions, community service providers, governmental agencies, individual residents and other customers;
- promptly and diligently responding to requests for service and advice from employees and community;

City of Salisbury Chief Executive Officer



Advice to & relationship with Council

- developing and maintaining a positive and collaborative working relationship with the Mayor/Councillors;
- ensuring a high degree of satisfaction with Council members in relation to support, guidance, service quality and accuracy of information, recommendations and related matters provided by the CEO and SMT;
- ensuring Council are provided with a suite of reports that indicate the status, success and effectiveness of all operations and major projects;
- ensure that the Council's statutory and governance obligations are met in a timely and effective manner;
- ensuring Elected Members are provided with appropriate professional development opportunities and services;
- ensuring that effective communication and working relationships exist between the Councillors and the Administration, including attending meetings and regular and effective communication processes.

City of Salisbury Chief Executive Officer



PERSON SPECIFICATION

Qualifications

- tertiary and post graduate qualifications in an appropriate discipline are highly desirable;
- there is an expectation of ongoing external training, while on-the-job, to ensure an upto-date knowledge of all relevant legislation and professional fields of responsibility, and to maintain and develop relevant professional administrative management skills will be provided.

Experience & knowledge

- it is anticipated that the successful candidate will have gained extensive experience in the management of multi-functioned service organisation, together with extensive experience in the supervision and management of strategy staff, assets and finances
- the appointee should ideally have a sound knowledge in the following areas:-
 - Local Government Act;
 - Local Government operations;
 - data based, spreadsheet and project management applications;
 - inter-Governmental techniques;
 - policy development techniques;
 - meeting procedures;
 - industrial relations and dealing with unions;
 - Occupational Health Welfare and Safety legislation.

Personal qualities

- excellent written and verbal communication skills;
- high levels of strategic, political and commercial acumen;
- excellent negotiation skills;
- good analytical skills;
- proficiency at public speaking;
- ability to chair and control meetings;
- excellent interpersonal skills;
- self starting and highly motivated;
- strong legislative and documentation interpretation skills;
- excellent skills in problem solving;

City of Salisbury Chief Executive Officer



PERSON SPECIFICATION

Personal qualities (cont.)

- excellent team building and leadership skills;
- warmth, empathy and good humour;
- chameleon skills to effectively communicate with a wide range of stakeholders from diverse backgrounds;
- · strong ethics and professionalism in all matters;
- initiative and innovative approach;
- truth telling skills ie. ability to deliver difficult messages;
- ability to manage conflict;
- capacity to mentor and develop strong performers;
- capacity to manage performance;
- vision combined with strategic thinking and planning skills;
- diplomatic but with a strong personality;
- · demonstrated energy and passion for service to a community;
- ability to earn respect of others;
- · ability to establish trust and empower staff;
- demonstrated capacity for delegation;
- preparedness to be hands on if required;
- ability to demonstrate a professional outlook and presentation style;
- ability to be a positive influence on the organisation;

City of Salisbury Chief Executive Officer

CEO KPI JUNE 2024 UPDATE

City Development			
Project 1: Walkley's Ro	Project 1: Walkley's Road redevelopment opportunity		
Description	Proposed residential development in Ingle Fam		
Budget	\$42 million revenue		
	\$23 million expenses (including new playground)		
Status	Detailed design has commenced together with the planning report. It is		
Update/Timeframe	anticipated that the development application will be lodged July 2024.		
City Plan Link	Our urban growth is well planned and our centres are active		
	We deliver quality outcomes that meet the needs of our community		
	We engage meaningfully and our community is aware of Council initiatives		

City Development			
Project 2: Constructio	Project 2: Construction commences on Lake Windemere residential development		
Description 35 allotment residential development in Salisbury North			
Budget	\$4.096M revenue \$2.42 expenditure		
Status	Sales and marketing has now commenced with 16 allotments already sold.		
Update/Timeframe	Twelve of these are classified as affordable housing.		
City Plan Link	Our urban growth is well planned and our centres are active We deliver quality outcomes that meet the needs of our community We engage meaningfully and our community is aware of Council initiatives		

City Development			
Project 3: Contractual a	rrangements entered into for the sale/development of the Len Beadell site		
in the Salisbury City Cen	tre		
Description	Contractual arrangements entered into for the sale/development of the		
	Len Beadell site in the Salisbury City Centre		
Budget	\$19.383M revenue		
	\$20M multideck car park expenditure		
	\$5M Church Street extension expenditure		
Status	In April 2024 Council approved entering in to a Land Facilitation		
Update/Timeframe	Agreement with the preferred proponent on four sites within the City		
	Centre including Len Beadell, Wiltshire car park, Sexton car park and the		
	former Civic Centre site. Planning approval is due to be lodged in July 2024		
	with construction expected to commence in March 2025.		
City Plan Link	Enhance the Salisbury City Centre by upgrading Church and John Streets		
	and attracting investment by the private sector into surplus Council sites.		
	Attract firms to Salisbury, providing job opportunities for residents.		

City Development			
Project 4: Council endorsement final Sustainability Strategy			
Description	Sustainability Strategy 2035		
Budget			
Status Update/Timeframe	The Sustainability Strategy 2035 was adopted by Council in June 2023 and implementation is ongoing. A report on 6 months of progress of implementation of the Sustainability Strategy was provided to Council in March 2024. The report advised that 30 actions are on track, 17 actions are progressing, but scope or funding needs to be resolved and one action is very dependent on State Government partnership and funding. Completion of a climate change risk assessment was a key action of the Sustainability Strategy and was completed in January 2024. The climate change risk assessment findings were reported to Council in March 2024 and Council approved development of a Climate Change Adaptation Action Plan. The scope and process for developing a Climate Change Adaptation Action Plan is under discussion. An annual progress report will be prepared and provided to Council in September 2024.		
City Plan Link	Salisbury has a balance of green spaces and natural environments that support biodiversity We make the most of our resources including water, waste and energy Our community, environment and infrastructure are adaptive to a changing climate		

City Development			
Project 5: Review of Gro	wth Action Plan and Economic Growth Strategy		
Description	Growth Action Plan and Economic Development Strategy		
Budget			
Status	Draft Growth Action Plan in draft form was presented to Executive in		
Update/Timeframe	June 2024 and it is expected to come to Council for approval in August		
	2024. Draft Economic Development Strategy currently in draft form will		
	be presented to Executive in the third quarter of 2024.		
City Plan Link	Salisbury's businesses are successful and part of our community		
	Salisbury is a place of choice for businesses to start, invest and grow		
	Our infrastructure supports investment and business activity		
	Our urban growth is well planned and our centres are active		

City Development			
Project 6: Council endors	sement of Strategic Land Review Interim report		
Description	Update of Strategic Land Review undertaken in 2017		
Budget	Nil		
Status Update/Timeframe	In April 2024 Council approved the Strategic Land Review.		
City Plan Link	Our urban growth is well planned and our centres are active We deliver quality outcomes that meet the needs of our community We engage meaningfully and our community is aware of Council initiatives		

City Development		
Project 7: Salt Pans re	Project 7: Salt Pans redevelopment - State Government / Private Sector Project	
Description	Redevelopment of old salt production site west of Port Wakefield Road	
Budget		
Status	Cross Government and Private Sector Steering Group and Working Group	
Update/Timeframe	established in September 2022. Initial meetings were held in first half of	
	2023 and a set of principles was drafted. Now incorporated into NW	
	Growth and Infrastructure Executive Steering Committee (State	
	Government and Councils).	
	Work on the Code Amendment expected to start in 2025.	
City Plan Link	Our urban growth is well planned and our centres are active	
	We deliver quality outcomes that meet the needs of our community	
	We engage meaningfully and our community is aware of Council initiative	

Community Development	
Project 1:	
Description	Deliver THRiVE Strategy (Pride) to prioritise PA & SI
Budget	Subject to Council decision
Status Update/Timeframe	 On track. Bibliotrek (Library's in nature) programs are being implemented and a partnership with SANFL for Walking Football is progressing well. A governance and evaluation framework has been established. The THRiVE Strategy was endorsed by Council in November 2023, along with an action plan with various deliverables for 2023/24 and 2024/25.
City Plan Link	A Welcoming and Liveable City The health and wellbeing of our community is a priority Future Planning – Update the 'City Pride' Strategy

Community Development	
Project 2:	
Description	Community Centres Governance Review
Budget	\$20k
Status Update/Timeframe	Completed. Bagster Community Centre re-opened to the public under Council management in January 2024 and has been re-vamped both from an
	infrastructure and programming point of view. The Centre is seeing a big increase in patronage, requests for partnerships and participation. Salisbury East Neighbourhood Centre re-opened to the public under Council management in January 2024. The site is being activated and
	utilised by new groups and it is encouraging to see utilisation increasing.
City Plan Link	A Welcoming and Liveable City Assess future social infrastructure needs

Community Development	
Project 3:	
Description	Deliver Two new events Citywide
Budget	\$50,000
Status	Completed. Three new events have been added to the annual events
Update/Timeframe	calendar, including the Starlight Cinema which occurs seasonally in warmer
	months, Lights at Mawson which is running for its second year in 2024 and
	Salisbury Community Christmas Carols which will be delivered in Dec 2024.
City Plan Link	A welcoming and liveable City - celebrate our communities diversity

Community Development	
Project 4:	
Description	Create opportunities for people to engage in the City Centre or in their
	Neighbourhoods
Budget	\$20,000
Status	Completed. Emerging Artist Program. Completed Laneway activation and
Update/Timeframe	associated public art works.

	Neighbour Day events were successfully held across the City building
	capacity and connection as street level and throughout neighbourhoods.
	The Library After Dark pilot was a huge success with an expanded program
	now offering later access to the Library on Monday – Wednesday evenings.
City Plan Link	A welcoming and liveable City – provide experiences that make our places
	lively and interesting.

Community Development	
Project 5:	
Description	Deliver new major recreational contracts (Tree Climb/Recreation
	Centres/Little Para Golf Links)
Budget	
	N/A
Status	Completed. A contract for the management of the CoS indoor recreation
Update/Timeframe	centres and Little Para Golf Course has been executed.
	TreeClimb has received development approval and will be operational by
	the end of the year.
	Salisbury Aquatic Centre contract has been signed and executed. The
	Aquatic Centre opened on June 24 th with a press conference and VIP
	opening event.
City Plan Link	The health and wellbeing of our community is a priority.

Community Development	
Project 6:	
Description	Youth Action Plan
Budget	20,000
Status	
Update/Timeframe	On track. The Draft Youth Action plan is finalised and will be provided to
	Council for comment/feedback in July. Several CEO briefing re-
	prioritisations have meant this has not occurred by June.
City Plan Link	A Welcoming and Liveable City
	 People are valued, feel safe, included and connected
	Innovation and Business Development
	 We plan effectively to address community needs and identify new
	opportunities

Community Development	
Project 7:	
Description	Revision of the Ability Inclusion Strategic Plan (AISP)
Budget	NIB \$38,000
Status Update/Timeframe	On track. Consultations with the community and staff for the upcoming AISP have been completed. The consultation focused on people with lived experience with emphasis on neurodiverse people particularly those living with autism. The AISP will be finalised by December 2024 and will be submitted to Minister for review.
City Plan Link	A Welcoming and Liveable City People are valued, feel safe, included and connected Innovation and Business Development We plan effectively to address community needs and identify new opportunities

Community Developme	Community Development	
Project 8		
Project: City of Salisbur	y Community Bus and Cemetery Services	
Description	Service delivery contracts for Community Bus and Cemetery Services	
Budget	Bus - \$285k Operating, \$480k Capital (if required to build new bus stops)	
	Cemetery Services - \$203k Operating	
Status Update/Timeframe	Community Bus - tender closed with one (1) submission received. Staff investigating alternative models of community transport delivery to Western suburbs.	
	Cemetery Services (including Mausoleum) – tender closed with one (1) submission received. Staff in negotiations with the preferred proponent.	
City Plan Link	A Welcoming and Liveable City People are valued, feel safe, included and connected Innovation and Business Development	
	 We plan effectively to address community needs and identify new opportunities 	

Community Developme	ent
Project 9	
Strategic Assessment of	f Communities Social Infrastructure Needs
Description	Place Activation Strategy Community Buildings and expanding to include service delivery and sports buildings, play spaces and local playgrounds.
Budget	\$30k - \$50k
Status Update/Timeframe	Stage 1 of place activation strategy community buildings has been completed. Scoping for stage 2 currently underway.
City Plan Link	A Welcoming and Liveable City
City Flan Lills	People are valued, feel safe, included and connected Innovation and Business Development
	 We plan effectively to address community needs and identify new opportunities

Community Development	
Project : Community Safety Program	
Description	Effective roll-out of Council's Community Safety Program including CCTV capabilities as per Council decision June 2023
Budget	\$200k
Status Update/Timeframe	Review of procurement process completed. A further procurement process will be undertaken.
City Plan Link	A Welcoming and Liveable City People are valued, feel safe, included and connected Innovation and Business Development We plan effectively to address community needs and identify new opportunities

Business Excellence	
Project 1:	
Description	Delivery of Phase 1 of the CRM and HR modules as part of the ERP (Project Connect)
Budget	As approved through the Business Transformation Future Fund by Council
Status	Phase 1 delivered and progressing to Phase 2 & 3 to meet scheduled timeframes
Update/Timeframe	Phase 1 has been delivered that has included a new CRM platform for community to raise requests and also a new Elected Member portal. Phase 1 has also included an upgrade to the Procurement system, new payroll and HR system. A review of Phase 1 has occurred to identify any learnings and opportunities before progressing with Phases 2&3. This has required a review of resource requirements to meet the scheduled dates of existing systems and also manage impacts on the business to ensure minimum impact on service delivery. The resourcing requirements were reported to the Innovation & Business Development Committee in November.
City Plan Link	Use technology so people can better access Council services Improve how we use data to better inform decision making

Business Excellence	
Project 3:	
Description	Influence and deliver NAWMA outcomes aligned to Council requirements including the Landfill Alternative Project
Budget	Subject to finalisation of the LFA project
Status	In progress.
Update/Timeframe	Council received a confidential report in October seeking support for NAWMA to enter into the next phase of the project that will see the development of the agreement that will allow the NAWMA board to consider the commercials and viability of the project with a select partner. This next stage will also include a further report to Counci, as to whether the project proceeds or not.
	The NAWMA project team have continued to progress the agreement with the project partner. This work has involved further due diligence on the proposed site and agreement to a licence over the land for a 30 year period. This was approved by Council earlier this year. Work has also commenced on the communication strategy to ensure that the relevant stakeholders are engaged and the delivery of a consistent message as to the vision of the project and associated benefits.
City Plan Link	The state of the Park and the state of the s

Business Excellence	
Project 4:	
Description	Enhance delivery of Salisbury Water services while also developing a long term strategy to reduce risks to Council and grow Salisbury Water

Budget	Within existing operational budgets
Status	On track.
Update/Timeframe	Progress is still occuring with the negotiations with Dept of Defence to address the PFAS contmination of the Kaurna Wetlands and Edinburgh South Wetlands. The lates communication via the DoD lawyers appears to align with a negotiated outcome rather than pursuing a claim through the courts, various documentation has been shared via our lawyers to ensure Council's position isn't compromised.
	Work continues on delivering recycled water to customers to ensure the supply is maintained and any risks reduced. This has been challenging for the Salisbury Water team given the impact of the two schemes being shut down due to the PFAS contamination.
	Work also progresses in identifying new growth opportunities where we can still reliably supply. Examples include a new housing development in the PAE area and growth of industrial customers in the Vicinity Industrial precinct. Further work is also occurring on supplying a major development within the RAAF base with Salisbury Water identified as the preferred supply.
City Plan Link	Identify opportunities to increase non-rates revenue

Business Excellence				
Project 5:				
Description	Deliver the Biannual Community Perception Survey			
Budget	Within existing operational budgets			
Status	On track			
Update/Timeframe	The Biannual Community Perception survey was completed with a briefing to Council at the February planning workshop. Overall the survey results didn't change substantially from the prior survey with some minor opportunities identified. It has also been acknowledged that the current approach to the survey			
	needs to be reviewed to ensure the information collected is meaningful to Council. This work is yet to progress but will form the basis of a report to Council during 2024/25 to consider an alternate approach aligned to achieving Council's three success factors, in particular, exceptional			
	community experience.			
City Plan Link	Meaningfully engage with our community so we better anticipate and respond to needs and opportunities			

Business Excellence	
Project 6:	
Description	CEO to identify productivity and efficiency improvements
Budget	Within Existing budget unless approved by Council
Status	In progress.
Update/Timeframe	

	Council is currently in the process of reviewing business processes as part of the Business Transformation project and more specifically Project Connect. Along with the change in technology platforms. Project Connect will see a transformation of processes to deliver exceptional community experience. This process will also identify opportunities to deliver increased productivity and efficiency improvements through removing non value add processes and identifying better service delivery. Examples of this has been through the reduction in staffing resources required for Information Management. As reported to Council through these and other processes administration have been able to reallocate these resources to offset higher demands in other areas eliminating the need for Council to increase the staff numbers overall.
City Plan Link	

City Infrastructure								
Project 1: Second Level F	Priority A	sset Classes						
Description	Second set of priority asset classes to be modelled with Levels of Service and Financial Forecasts to be endorsed by Council							
Budget								
Status Update/Timeframe	The next set of asset class priorities have been identified and details are as follows: Pathways Council endorsed the asset hierarchy in July 2023. Condition audits of Council footpaths have been completed. Council endorsed the service level modelling in March 2024. New budget requirements have been approved as follows:							
		Туре	Program Name	2024/25	2025/26	2026/27	2027/28	
		Upgrade/New	Bicycle Network Improvements	\$200 k	\$200 k	\$200 k	\$200 k	
		Upgrade/New	City Wide Trails	\$880 k	\$880 k	\$800 k	\$500 k	
		Maintenance	Footpath Maintenance	\$1.75M	\$1.75M	\$1.75M	\$1.75M	
		Renewal	Bituminous Footpath Renewal	\$200 k	\$200 k	\$200 k	\$200 k	
		Renewal	Footpath Renewal	\$0	\$0	\$0	\$0	
		New Footpath	FRET Program	\$400 k	\$500 k	\$300 k	\$300 k	
	• Light	Council endorsed Council considera February 2024 Condition audits completed, discu- these lights have The condition and discussed with Co Sportsfield lighting service levels and Asset Manageme	for street lights sed with Coubeen include dighting quabuncil. In a gaudits have a sociated bent Sub Comm	ting throuncil and d. lity at or e been coudgets whittee sh	oughout I new bu ur Sports omplete will be prortly.	Mawson Mawson Idgets for Sfields had d and di	n lakes v or renew as been scussion	al of
City Plan Link	2.3 Our cha 3.3 Our 4.2 We 4.4 We	community is rest community, envir nging climate infrastructure sup deliver quality out plan effectively to ortunities	pports investr tcomes that r	infrastrument and	ucture and d busine needs o	ss activi	ty ommunit	у

City Infrastructure				
Project 2: Adoption of Revised Strategic Asset Management Plan				
Description	Revised SAMP endorsed by Council to replace the interim SAMP			
Budget				
Status Update/Timeframe	The Strategic Asset Management Plan 2023/2024 was adopted by Council on the 28 August 2023.			
	A revised Strategic Asset Management Plan 2024/2025 has gone through the public consultation process and was adopted by Council on 24 June 2024.			
	This Plan includes updating levels of service endorsed by Council and is consistent with Councils Long Term Financial Plan.			
City Plan Link	1.5 Our community is resilient and adaptive to change 2.3 Our community, environment and infrastructure are adaptive to a changing climate 3.3 Our infrastructure supports investment and business activity 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities			

City Infrastructure		
Project 3: Completion of key Capital Works Projects		
Description	Completion of construction for Church/John Street; Shared clubrooms at The Paddocks; New clubrooms Yalumba Reserve; 4 major streetscapes; Fairbanks Reserve upgrade	
Budget	Building Renewal - \$3.7M; Church/John - \$14M;	
Status Update/Timeframe	 Fairbanks Reserve - Completed Church/John - Completed The Paddocks - Completed Yalumba Reserve Clubroom and Playspace - Completed 	
City Plan Link	1.1 Our City is attractive and well maintained3.4 Our urban growth is well planned and our centres are active4.2 We deliver quality outcomes that meet the needs of our community	

City Infrastructure				
Project 4: Road Reseal and Verge Contracts				
Description	Major new contracts in place for road reseal and verges			
Budget	Road Reseal - \$10M+; Verge Contract - \$2.5M			
Status Update/Timeframe	 Road Reseal The new Road Reseal Contract has a long-term contract in place. This contract is the first of its kind in South Australia and in many respects Australia wide. The key characteristics of the contract include 7-year agreement, collaborative nature, formal governance structure and both asset management and delivery focus. The 23/24 program has been completed on time and within budget. 			

	Verge Contract
	 The Verge Contract has been signed and the program commenced. Following the engagement of the Field Service Quality Control Officer position there has been a steady and noticeable decline in customer requests relating verge maintenance. The broad leaf program is well underway and expected to be complete in early August 2024. This program has seen a reduction in waste requiring collection from sweepers and improved the quality of the cutting program. An educational video has been produced for the community on the verge maintenance program and will available via our website and social media shortly.
City Plan Link	2.3 Our community, environment and infrastructure are adaptive to a changing climate
	3.3 Our infrastructure supports investment and business activity
	4.2 We deliver quality outcomes that meet the needs of our community

City Infrastructure		
Project 5: Salisbury Aquatic Precinct		
Description	Design of new aquatic precinct completed.	
Budget		
Status Update/Timeframe	Practical completion for the new Salisbury Aquatic Centre was achieved in May 2024, and the Official Opening held on Saturday, 22 June 2024.	
	This major project includes state of the art aquatic facilities such as 50 metre outdoor pool, two indoor pools, water play area for children, water slides and gymnasium.	
	The project included formal structured governance arrangements, such as a project control group involving Councillors, an internal steering group, and was supported by external experts.	
	The project was completed on time and within budget and is receiving a high level of interest from other local government bodies across Adelaide. The Community has also shown great interest and participation with membership numbers above expected targets.	
City Plan Link	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community	

City Infrastructure		
Project 6: Field Operation Centre		
Description	Redevelopment of the Operations Centre	
Budget		
Status	This project is complete. This included upgrades to the Workshop and	
Update/Timeframe	Store enabling improved efficiency and workflows. The improvements to	
	the office have been well received by all staff and has been an enabler for a	
	new operating model to be implemented.	
City Plan Link	3.4 Our urban growth is planned and our centres are active	
	4.2 We delivery quality outcomes that meet the needs of our community	
	4.3 The City of Salisbury is recognised as a great place to work	

City Infrastructure Project 7: Road Network/Connectivity		
Budget		
Status	Staff continue to work with DIT on road networks and connectivity	
Update/Timeframe	including:	
	Traffic Planning Studies	
	Mawson Lakes Traffic Study	
	Shared Use Path Agreements	
	Road Modelling	
	Senior Management meet with the CEO of DIT quarterly.	
	Traffic staff are meeting 6 weekly with DIT representatives to focus on	
	growth areas within the City of Salsibury.	
City Plan Link	2.3 Our community, environment and infrastructure are adaptive to a	
	changing climate	
	3.3 Our infrastructure supports investment and business activity	
	4.2 We delivery quality outcomes that meet the needs of our community	

City Infrastructure Project 8: Complete the Dry Creek Stormwater Management Plan		
Budget		
Status Update/Timeframe	Technical analysis including modelling, project identification and high-level costings has been completed. A high-level overview of key findings of the analysis was presented to Council in February 2024. Consultation with the City of Tea Tree Gully and the Stormwater Management Authority is ongoing. A draft document is being finalised for presentation to Council in October 2024 followed by stakeholder and community engagement. The completion of this project has been deferred to enable two other Stormwater Management Plans to be finalised for consultation due to development pressures and engagement with State Government, private developers and the City of Playford.	
City Plan Link	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community	

City Infrastructure		
Project : Integrate Urban Water Planning and Northern Catchment Programs		
Description	Integrate Urban Water Planning and Northern Catchment Programs and	
	determine cost of works required	
Budget		
Status Update/Timeframe	Salisbury and Playford jointly submitted a funding submission to the State and Australian Governments. While this project was primarily aimed at completion of the Bellchambers MAR project at Edinburgh North, harvesting stormwater from the Elisabeth City centre, it included a budget of \$502,852 to undertake the consolidation of multiple stormwater management plans (SMP's) for the Smith Creek, Adams Creek and Greater Edinburgh Parks/St Kilda catchments, in order to prioritise actions and commence the necessary procurement of property and engineering design for drainage, flood mitigation and stormwater harvesting infrastructure. Over \$200M in future funding has been identified for property and infrastructure to facilitate an Integrated Urban Water Management approach in these Salisbury/Playford shared catchments. This work is crucial to unlock the enormous development and economic potential of the Northern Adelaide area. Note: Council has funded this work in a bid for this year that is subject to grant funding.	
City Plan Link	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community	