



## AGENDA

# COUNCIL

*meeting to be held on **Monday 26 October 2020 at 6:30 pm**  
in the Council Chamber, Salisbury Community Hub, 34 Church Street, Salisbury*

### **Elected Members**

Mayor G Aldridge

Cr M Blackmore, Cr L Braun, Cr B Brug, Cr C Buchanan, Cr A Duncan,  
Cr K Grenfell, Cr N Henningsen, Cr D Hood, Cr P Jensen, Cr S Ouk,  
Cr D Proleta, Cr S Reardon, Cr G Reynolds, Cr J Woodman

### **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.*

### **Kaurna Acknowledgement**

*The City of Salisbury acknowledges that we are meeting on the traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land.*

*We acknowledge that they are of continuing importance to the Kaurna people living.*

### **Apologies:**

### **Leave of Absence:**

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**ITEM 1: PUBLIC QUESTION TIME**

**ITEM 2: DEPUTATIONS / PRESENTATIONS**

*Page 7*

- 2.1 Sports and Community Clubs COVID-19 Recovery Support Package Grant Presentations
- 2.2 Presentation of 25 Year Service Award - Cr Donna Proleta

**ITEM 3: PETITIONS**

No Petitions have been received.

**ITEM 4: CONFIRMATION OF MINUTES**

*Page 9*

- 28 September 2020 Council Minutes
- 28 September 2020 Confidential Council Minutes

**ITEM 5: COMMITTEE REPORTS**

**5.1 Policy and Planning Committee: 19 October 2020  
Cr C Buchanan (Chair)**

*Page 37*

- 1.0.1 Future Reports for the Policy and Planning Committee
- 1.1.1 Recommendations of the Youth Council Sub Committee meeting held on Tuesday 13 October 2020:
  - YC1 Future Reports for the Youth Council Sub Committee
  - YC2 Youth Council Membership
  - YC3 Youth Council Projects Update
  - YC4 Youth Programs and Events Update October 2020
- 1.1.2 Recommendations of the Strategic and International Partnerships Sub Committee meeting held on Tuesday 13 October 2020
  - SIPSC1 Future Reports for the Strategic and International Partnerships Sub Committee
  - SIPSC2 Invitation - Endorsement of the 2020 Linyi International Cooperation and Exchange Meeting
  - SIPSC-OB1 Support Letter to Mobarra City Regarding COVID-19
- 1.1.3 Homelessness Strategy Implementation and Homelessness Sector Reform Update
- 1.3.1 Annual Report of the Council Assessment Panel for 2019/20

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- 5.2 Works and Services Committee: 19 October 2020** *Page 43*  
**Cr S Reardon (Chair)**
- 2.0.1 Future Reports for the Works and Services Committee
  - 2.1.1 State Government Funding - Community Recreation and Sport Facilities Program
  - 2.5.1 Road Closure of Portion of Park Way, Mawson Lakes
  - 2.5.2 Road Closure - Portions of Parachilna Road, Salisbury Heights
  - 2.5.3 Recommendations of the Strategic Property Development Sub Committee meeting held on Tuesday 13 October 2020:
    - SPDSC1 Future Reports for the Strategic Property Development Sub Committee
    - SPDSC2 Community Engagement Strategy - Strategic Property Development Program
  - 2.5.4 Proposed Declaration of Multiple Roads within the City of Salisbury
  - 2.6.1 Capital Works Report – September 2020
  - 2.6.2 Burton Park Playing Surface Upgrade
  - 2.7.1 Transport Planning Brief  
*\*see Further Information Item 2.7.1FI* *Page 53*
  - 2.8.1 Illegal Dumping on Private Land
- 5.3 Resources and Governance Committee: 19 October 2020** *Page 57*  
**Cr D Proleta (Chair)**
- 3.0.1 Future Reports for the Resources and Governance Committee
  - 3.0.2 Draft Annual Report 2019/2020
  - 3.4.1 Nominations for the South Australian Heritage Council
- 5.4 Audit Committee of Council: 13 October 2020** *Page 61*  
**Cr G Reynolds (Chair)**
- 4.0.1 Future Reports for the Audit Committee
  - 4.2.1 Report to the Audit Committee for the year ended 30 June 2020 prepared by Bentleys
  - 4.2.2 End of Financial Year Statements and Analysis
  - 4.2.3 Treasury Policy
  - 4.2.4 Draft Annual Report 2019/2020
- 5.5 Council Assessment Panel: 25 August 2020**
- Minutes from the Council Assessment Panel meeting held on 25 August 2020 (omitted from the September 2020 agenda) to be noted by Council.

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**5.6 Budget and Finance Committee: 19 October 2020**  
**Cr B Brug (Chair)**

*Page 65*

- 6.0.1 Future Reports for the Budget and Finance Committee
- 6.0.2 Recommendations of the Innovation and Business Development Sub Committee meeting held on Monday 12 October 2020:
  - IBDSC1 Future Reports for the Innovation and Business Development Sub Committee
  - IBDSC2 Salisbury Fringe – Change to Friday Night Event
  - IBDSC3 Salisbury Community Achievement Awards incorporated into the Australia Day Awards Program
  - IBDSC4 Roxby Downs Public and Environmental Health Services
  - IBDSC5 Community Requests – Response Dashboard
  - IBDSC6 Community Bus to Service Western Suburbs
- 6.0.3 Council Solutions Update
- 6.1.1 Treasury Policy
- 6.6.1 Discretionary Rate Rebate Application for Calvary Central Districts Hospital

**5.7 Sport, Recreation and Grants Committee: 12 October 2020**  
**Cr A Duncan (Chair)**

*Page 73*

- 7.0.1 Future Reports for the Sport, Recreation and Grants Committee
  - 7.2.1 Community Grants Program Applications for October 2020
  - 7.2.4 Sports and Community Clubs COVID-19 Recovery Support Package Applications for October 2020
- Committee decisions made under delegated authority**  
**– for Council information:**
- 7.2.2 20/2020: Mawson Lakes Golf Club Inc – Community Grants Program Application
  - 7.2.3 21/2020: Uniting in Care Salisbury Inc – Community Grants Program Application
  - 7.2.5 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – Pontian Eagles Sports and Social Club
  - 7.2.6 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – Para Hills (Knights) Soccer Club
  - 7.2.7 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – Ferrari Pit Stop Adelaide
  - 7.2.8 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – Para Hills Cricket Club
  - 7.2.9 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – La Festa di San Giuseppe Association
  - 7.2.10 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – Salisbury East Neighbourhood Centre
  - 7.2.11 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – Rotary Club of Mawson Lakes
  - 7.2.12 Sports and Community Clubs COVID-19 Recovery Support Package Grant Application – Salisbury Stitchers
  - 7.2.13 Minor Capital Works Grant Program – Northridge Para Vista Scout Group - Application

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**5.8 CEO Review Committee**  
**Mayor G Aldridge (Chair)**

*No CEO Review Committee meeting was held in October 2020.*

**ITEM 6: GENERAL BUSINESS REPORTS**

- |     |  |                 |
|-----|--|-----------------|
| 6.1 | End of Year Financial Statement and Analysis   | <i>Page 79</i>  |
| 6.2 | Salisbury Secret Garden Event Name Change  | <i>Page 163</i> |
| 6.3 | Council Committee Structure 2020 – 2022  | <i>Page 169</i> |
| 6.4 | Local Government Reforms: Amended Local Government Statutes Amendment (Review) Bill 2020 | <i>Page 291</i> |
| 6.5 | LGA Annual General Meeting – Aluminium Composite Panel Cladding                          | <i>Page 355</i> |

**ITEM 7: MOTIONS ON NOTICE**

*Page 359*

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|-----|--|
| 7.1 | Motion on Notice: Federal Budget – Kings and Waterloo Corner Road, and Community Housing |
| 7.2 | Motion on Notice: Entrepreneurial Youth Programs   |
| 7.3 | Motion on Notice: Waste Management Education Partnership                                 |
| 7.4 | Motion on Notice: RM Williams  |

**ITEM 8: MAYOR’S DIARY**

*Page 363*

**ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES**

**ITEM 10: QUESTIONS WITHOUT NOTICE**

**ITEM 11: QUESTIONS ON NOTICE**

*There are no Questions on Notice.*

**ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE**

**13.1 Policy and Planning Committee – Confidential  
Recommendations for Council Ratification**

1.10.1 Better North East Initiative

**13.2 Works and Services Committee – Confidential  
Recommendations for Council Ratification**

2.9.1 Mawson Lakes Interchange

2.9.2 Recommendations of the Confidential Strategic Property  
Development Sub Committee meeting held on Tuesday  
13 October 2020:

SPDSC3 Community Engagement Strategy –  
Lake Windemere

SPDSC4 Community Engagement Strategy –  
Walkleys Road

**13.3 Resources and Governance Committee – Confidential  
Recommendations for Council Ratification**

3.8.1 Audit Committee Membership – Appointment of  
Independent Members

**13.4 Budget and Finance Committee – Confidential  
Recommendations for Council Ratification**

6.9.1 Operating Surplus Initiative Update

**CLOSE**



John Harry  
**CHIEF EXECUTIVE OFFICER**

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**ITEM 1: PUBLIC QUESTION TIME**

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**ITEM 2: DEPUTATIONS / PRESENTATIONS**

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**2.1 Sports and Community Clubs COVID-19 Recovery Support Package Grant Presentations**

Sports and Community Clubs COVID-19 Recovery Support Package Grant cheques will be presented to:

- Pontian Eagles Sports & Social Club
- Salisbury East Neighbourhood Centre
- Rotary Club of Mawson Lakes
- Para Hills Knights Soccer Club
- La Festa di San Giuseppe Association
- Para Hills Cricket Club
- Salisbury Stitchers
- Ferrari Pit Stop Adelaide
- The Shed - Edinburgh

**2.2 Presentation of 25 Year Service Award - Cr Donna Proleta****ITEM 3: PETITIONS**

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No Petitions have been received.

**ITEM 4: CONFIRMATION OF MINUTES**

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- 28 September 2020 Council Minutes
- 28 September 2020 Confidential Council Minutes







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

**28 SEPTEMBER 2020**

**MEMBERS PRESENT**

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

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
General Manager City Infrastructure, Mr J Devine  
General Manager Community and Org. Development, Ms G Page  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.33 pm.

**OPENING PRAYER AND WELCOME**

1. The Mayor welcomed the members, staff and the gallery to the meeting.  
The Chief Executive Officer read the Opening Prayer.  
The Mayor read the Kurna Acknowledgement.

**APOLOGIES**

Apologies were received from Cr L Braun and Cr A Duncan.

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## LEAVE OF ABSENCE

Nil

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## ITEM 1: PUBLIC QUESTION TIME

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

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## ITEM 2: DEPUTATIONS / PRESENTATIONS

### 2.1 Declined Deputation Request

A request was received from Mr Neil and Mrs Pauline Draper of Salisbury Plain to attend the 28 September 2020 meeting of Council as a deputation in relation to ongoing noise issues with their next door neighbour.

The Mayor determined to decline the request for a deputation to Council on the basis of administration advice, and, in accordance with Council's Code of Practice, an information report was included in the agenda for this meeting of Council.

### 2.2 Sports and Community Clubs COVID-19 Recovery Support Package Grant Presentations

Mayor G Aldridge presented Sports and Community Clubs COVID-19 Recovery Support Package Grants cheques to the following Clubs:

- Penfield Model Engineers Society Inc.
- Puddle Jumpers Incorporated

## ITEM 3: PETITIONS

No Petitions were received.

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## ITEM 4: PRESENTATION OF MINUTES

4.1 Moved Cr J Woodman  
Seconded Cr D Proleta

The Minutes of the Council Meeting held on 24 August 2020, be taken as read and confirmed.

**CARRIED**  
**0674/2020**

4.2 Moved Cr M Blackmore  
Seconded Cr N Henningsen

The Minutes of the Confidential Council Meeting held on 24 August 2020, be taken as read and confirmed.

**CARRIED**  
**0675/2020**

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**ITEM 5: COMMITTEE REPORTS**

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**5.1 Policy and Planning Committee - Recommendations for Council Ratification**

Moved Cr C Buchanan  
Seconded Cr P Jensen

That Council adopt the recommendations of the Policy and Planning Committee meeting on 21 September 2020, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 28 September 2020) and listed below, with the exception of item:

**1.1.2FI Public Art – Feature Artwork**

which was withdrawn to be considered separately.

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

1. The information be received.

**1.0.2 Recommendations of the Tourism and Visitor Sub Committee meeting held on Tuesday 15 September 2020**

The information contained in the Tourism and Visitor Sub Committee Minutes of the meeting held on 15 September 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

**TVSC1 Future Reports for the Tourism and Visitor Sub Committee**

1. The information be received.

**TVSC2 Cycling and Walking Path Signage.**

1. The information contained within this report be received and noted.
2. That staff will install signage along the Cycling and Walking path Ta Martinthi Yala to promote key destinations
3. Consultation with neighbouring councils who have property that the path passes through, be carried out, to investigate a collaborative desire to partner and further beautify the entire strip.

**TVSC3 City of Salisbury Digital Asset Enhancement and Tourism Kiosks**

1. The information contained within this report be noted and received and that the digital kiosk concept not be progressed.

**1.0.3 Community Perceptions Tracking & Customer Experience Insights – Research 2020**

1. That this report is noted and received.
2. The committee note that an additional question (to be developed) will be included regarding the City of Salisbury's roads, (reference Q 32 in Attachment) which may be further explored through focus group research.

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3. Further exploration of questions to be incorporated around sport and community club/group usage and availability, and inclusivity and accessibility.

**1.1.1 Street Libraries**

1. The Community led option for Street Libraries, as detailed in Paragraph 4.1 of this report (Policy and Planning Committee, 21 September 2020 Item No. 1.1.1) be endorsed and be re-evaluated in 12 months' time.

**1.3.1 Council Assessment Panel Operations and Update on the Planning Reforms**

1. The information be received.

**CARRIED  
0676/2020**

The meeting then proceeded to consider item **1.1.2FI** which was withdrawn to be considered separately.

***Further Information Item***

**1.1.2FI Public Art – Feature Artwork**

Moved Cr C Buchanan  
Seconded Cr J Woodman

1. The information is received and noted.
2. Council does not progress with a major art piece to the value of \$200k and redirect the funding to following projects:
  - a) \$75k towards the upgrade of Unity Park (landscaping etc) together with a relocated entry statement (subject to further budget scoping)
  - b) A total budget of \$50k towards the 5 identified feature artwork pieces as outlined on Page 51 and 52 of the FI Report.
  - c) \$30k be allocated towards urgent upgrades (new signage panels etc) for a small number of existing corporate major entry statements, including the Salisbury Highway/Park Terrace entry statement.
  - d) As per recommendation in May 2020, further consideration of significant uplift and upgrades of all corporate entry signs be considered in 2022/23 financial year to assist with COVID-19 recovery program.
3. A balance of \$45k of the \$200k allocation towards a major art piece be declared as returned funds in the next quarterly review process.
4. Additionally, \$50,000 from the Create A Place budget for 2020-2021 be retained and consideration be made by the Public Art Panel to include a mural that acknowledges the contribution of the brass bands in Salisbury and Para Hills.

**CARRIED  
0677/2020**

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## 5.2 Works and Services Committee and Asset Management Sub Committee - Recommendations for Council Ratification

Moved Cr C Buchanan

Seconded Cr B Brug

1. That Council adopt the recommendations of the Works and Services Committee meeting on 21 September 2020, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 28 September 2020), and listed below, with the exception of items:

### **AMSC2 Installation of Irrigation to Bush Park**

#### **Pooraka**

#### **2.6.3 Burton Community Hub – Community Consultation Findings and Options**

#### **2.7.1 Restrictions of Heavy Vehicles – Mawson Lakes**

which were withdrawn to be considered separately.

### **2.0.1 Future Reports for the Works and Services Committee**

1. The information be received.

### **2.0.2 Recommendations of the Asset Management Sub Committee meeting held on Monday 14 September 2020**

The information contained in the Asset Management Sub Committee Minutes of the meeting held on 14 September 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

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

1. The information be received.

#### **AMSC3 Tree Management Policy and Procedure**

1. The report be noted and received.
2. That the Tree Management Policy as contained in Attachment 1 to this report (AMSC 12/09/2020, Item No. AMSC3) be endorsed.
3. That the Tree Removal Procedure as contained in Attachment 2 to this report (AMSC 12/09/2020, Item No. AMSC3) be endorsed.
4. The priority list of streets for the 2020/21 Street Tree Renewal Program as contained in Attachment 3 to this report (AMSC 12/09/2020, Item No. AMSC3) be endorsed.

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#### **AMSC4 Community Engagement framework for program works**

1. The report be noted and received
2. The proposed engagement process outlined in Paragraph 2.10 of this report and outlined in Attachment 3 (AMSC 14/09/2020, Item AMSC4) be endorsed for the 2020/21 infrastructure renewal program of works.
3. That engagement with Ward Councillors and community for future year's works commence in the last quarter of the current financial year.
4. Copies of community feedback be provided to the Ward Councillors and a summary of the community engagement process for the street tree renewal program be reported to Asset Management Sub Committee as appropriate.

#### **AMSC-MWON1 Streetscape Renewal Policy**

1. That the Streetscape Renewal Policy be brought back to the Asset Management Sub Committee for further consideration to include criteria requiring staff to make reference to previous requests for tree removal by residents.

#### **2.2.1 Regional Public Health Plan Biennial Report to the Chief Public Health Officer 2020**

1. That this report be received and noted.
2. That the Regional Public Health Plan section 52 biennial report, as set out in Attachment 2 to this report (Item No.2.2.1 2.2.1, Works and Services Committee, 21/09/2020) be endorsed for submission to the South Australian Chief Public Health Officer to meet the 30 September 2020 reporting timeline.

#### **2.3.1 Western Catchment Library Services Study – Salisbury West Library**

1. That a library service be created as part of the Burton Community Hub project to service the Burton and Salisbury West catchment that will address the co-location opportunities and existing service gaps.
2. That library services from the existing Salisbury West Library location be relocated to the Burton Community Hub.

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3. That the services, programs and activities currently provided at Salisbury West Library be enhanced to address service gaps in the western catchment at the new Burton Community Hub.
  4. That a communication program be undertaken based on the endorsement of recommendation 1 to this report (Works and Services 21/09/2020, Item No. 2.3.1).

**2.4.1 Motion on Notice – School Partnerships: Trees**

1. That the information in this report be received and noted.
2. Staff continue to engage with schools to deliver tree planting programs and sustainable community events, in association with the State Government, through Green Adelaide Education staff hosted by Council.
3. Staff continue to provide a 6 monthly calendar, via the Elected Member Portal, of the proposed School Tree Planting and Sustainability programs and events, where possible 3 months in advance of commencement of the programs and events.
4. Parks and Open Space Assets team report via a half yearly update to Works and Services Committee, informing Council of the Sustainability Education Programs being undertaken throughout the City.
5. That Council note the Youth Council’s newly formed environmental team, and include them in the tree planting program, sustainability events and program/event design consultation.

**2.5.1 Recommendations of the Strategic Property Development Sub Committee meeting held on Tuesday 15 September 2020**

The information contained in the Strategic Property Development Sub Committee of the meeting held on 15 September 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

**SPDSC1Future Reports for the Strategic Property Development Sub Committee**

1. The information be received.

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**SPDSC-MWON1 Homelessness Strategy and  
Affordable Housing  
Implementation Plan**

That a briefing be provided to Council at a forthcoming Informal Strategy on the interface between Council's Homelessness Strategy, the Affordable Housing Implementation Plan, and potential opportunities to work with State Government and the community housing and private sectors, including examples of contemporary innovative community housing responses and design options across Australia to address housing affordability.

**2.5.2 Grant of Easement to SA Power Networks – Portion of Main North Road (Central) Reserve**

1. Council grants to SA Power Networks an easement for the installation of Low Voltage Underground Cables over a portion of Main North Road (Central) Reserve identified as Allotment 53 in Deposited Plan 9572 as described in Certificate of Title 5532 Folio 728, and delineated in Attachments 1 and 2 to this report (Works & Services Committee, 21/09/2020, Item No. 2.5.2).
2. SA Power Networks to be responsible for all costs and pay a consideration amount of \$5,000 plus GST to the City of Salisbury in exchange for granting of the easement.
3. The Manager Property & Buildings is authorised to liaise with SA Power Networks in regards to the requested easement and arrange consent of the Letter of Agreement and Grant of Easement documentation.

**2.5.3 Revocation of Portion of Prettejohn Gully, known as Allotment 827 in Deposited Plan 6755**

1. The report be received and noted
2. A portion of Prettejohn Gully identified as Allotment 827 in Deposited Plan 6755 and described in Certificate of Title Volume 5550 Folio 512 be declared surplus to Council requirements and Council propose to revoke the Community Land Classification of this land as delineated on Attachment 1 to this report (Works and Services 21/09/2020, Item No 2.5.3), Aerial View – Proposed Portion of Revocation to Prettejohn Gully measuring approximately 459.7 square meters.
3. The Section 194 Report contained in Attachment 2 to this report (Works and Services 21/09/2020, Item 2.5.3) be adopted for the purpose of Section 194 of the Local Government Act 1999.



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4. The Manager Property and Building is authorised to implement the public consultation program, comprising; of a public notice in the Advertiser and the State Government Gazette, a notice be published on the City of Salisbury website, a letter together with the attached Section 194 Report to be sent to surrounding property owners affected by this proposal and signage to be erected in a clearly visible location on the site advising of the proposal.
  5. A further report be presented to Council for consideration should any objections be received. In the event that no objections are received, the Manager of Property and Buildings be authorised to prepare and submit the necessary documentation to the Minister for approval.
  6. Upon revocation, the Manager Property and Buildings be authorised to prepare a plan of division rededicating the subject land as portions of Kesters Road and Nelson Road, Para Hills.

#### **2.5.4 Revocation of Community Land Classification – George Street Wetland Reserve**

1. The report be received and noted.
2. Pursuant to the provisions of Section 194(3) (b) of the Local Government Act 1999 and having complied with all the requirements, the City of Salisbury revoke the Community Land Classification over a portion George Street Wetland Reserve identified as allotment 1 in Deposited Plan 75831 and described in Certificate of Title Volume 6006 Folio 373 measuring approximately 627 square metres.
3. The portion of George Street Wetland Reserve identified as allotment 1 in Deposited Plan 75831 and described in Certificate of Title Volume 6006 Folio 373, as delineated in red on Attachment 1 to this report (Works and Services 21/09/2020 Item 2.5.4), Aerial View – Portion of George Street Wetland Reserve be revoked of the Community Land Classification, be removed from the City of Salisbury’s Community Land Register and be declared as Road.
4. The Manager Property and Buildings is authorised to prepare all necessary documentation for rededicating a portion of George Street Wetland Reserve identified as allotment 1 in Deposited Plan 75831 described in Certificate of Title Volume 6006 Folio 373 as road.

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### **2.5.5 Bridgestone Athletics Centre – Management Model Update**

1. The Terms of Reference found in Attachment 1 to this report (Works and Services 21/09/2020, Item No. 2.5.5) for the Bridgestone Athletics Centre Advisory Group is endorsed subject to the removal of the reference to the “Independent Chair”, and the Chair be the Ward Councillor with the Deputy Chair being the Chair of the Sport, Recreation and Grants Committee.
2. Council appoints Cr Peter Jensen (Hills Ward) to the Bridgestone Athletics Centre Advisory Group.
3. A periodic report be provided on a six (6) monthly basis to Sport Recreation and Grants Committee regarding the performance of, and recommendations for, the management of Bridgestone Athletics Centre.

### **2.6.1 Capital Works Report – August 2020**

1. Complete the irrigation reactivation at Damian Drive Reserve, Salisbury Heights, in 2020/21 as part of PR21456 Reserve Upgrade Program. Funding of this work can be covered from savings made in the funding allocated for the irrigation reactivation of Kings Road Reserve, Parafield Gardens & Bagster Road Community Centre, Salisbury North, which have been completed.
2. Include the capital replacement of change room flooring, Ingle Farm Clubrooms, Rowe Park Lower, Ingle Farm, within the 2020/21 Building Renewal Program, where currently there is sufficient funding to do so.
3. Approve \$70k non-discretionary expenditure budget allocation for unforeseen service relocations as part of the construction of a new roundabout at the intersection of George Street and Ryans Road, Greenfields, as part of PR13725 Major Traffic Program, to be included within the 2020/21 First Quarter Budget Review.

### **2.6.2 Church and John Street Upgrade – Public Toilet Facilities**

1. That the information be received.
2. Council notes the existing availability of public toilets throughout the Salisbury City Centre.
3. Staff to continue to liaise with Stakeholders during the detailed design phase for the Church Street and John Street upgrade for the inclusion of public toilet facilities.

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### **2.7.2 Bike Paths – Louisa Road at Paralowie**

1. A shared-use path, for pedestrians and cyclists of any age and ability, be installed along Louisa Road between Bolivar Road & Fairbanks Drive, as shown on the plan in Attachment 2 to this report (Works and Services 21/09/2020, Item No. 2.7.2).
  2. The design and installation of the road upgrade and off-road shared-use path to be undertaken during the 2020/2021 and 2021/2022 financial years.
  3. Further consultation with residents along both Louisa Road and Deal Court be conducted as a part of the design process, that Ward Councillors be advised of the outcomes of those discussions.
2. That with respect to the Item No. **AMSC-MWON2 Residents Verge Improvement Program** previously omitted from the Agenda for Works and Services Committee meeting held on 21 September 2020:
1. the administration investigate and provide advice to Council about the cost and logistics of introducing a Residents Verge Improvement program in the next financial year, to provide incentive for residents to beautify and maintain verges adjacent their properties, with options to include removing existing dolomite, weeds and other materials and providing soil, mulch and plants; and
  2. the program be incorporated as part of Council's review of its verge maintenance program and include potential criteria for selection and approval.

**CARRIED  
0678/2020**

The meeting then proceeded to consider items **2.0.2-AMSC2, 2.6.3 and 2.7.1** which were withdrawn to be considered separately.

### **2.0.2 Recommendation of the Asset Management Sub Committee meeting held on Monday 14 September 2020**

#### **AMSC2 Installation of Irrigation to Bush Park, Pooraka**

Moved Cr B Brug

Seconded Cr K Grenfell

1. The information within the report be received and noted.
2. That the installation of irrigation and turf at Bush Park be considered as part of the Place Activation Strategy implementation in 2022/23 as part of the Informal Recreation Upgrade Strategy.

**CARRIED  
0679/2020**

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### **2.6.3 Burton Community Hub - Community Consultation Findings and Options**

Moved Cr C Buchanan

Seconded Cr D Proleta

1. That the information be received.
2. That Council endorse Option A, as set out in paragraph 4.22 and Attachment 4 to this report, and the project proceeds to detailed design in accordance with the feedback received during the community consultation process.
3. That a further report be brought back to Council in November 2020 with a project update and cost analysis.

**CARRIED  
0680/2020**

### **2.7.1 Restrictions of Heavy Vehicles - Mawson Lakes**

Moved Cr B Brug

Seconded Cr D Proleta

1. Council notes that the inclusion of “Load Limit” signage and/or “No Trucks” signage is not required throughout Mawson Lakes following analysis of traffic data which shows that commercial vehicle activity is normal for roads in this area.
2. Council staff continue to monitor traffic volumes and types of vehicles across Mawson Lakes to determine any abnormal commercial vehicle activity.
3. That Council liaise with some major business owners in the city centre, particularly along Main Street and Mawson Lakes Boulevard, to discuss their business traffic requirements.

**CARRIED  
0681/2020**

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### **5.3 Resources and Governance Committee - Recommendations for Council Ratification**

Moved Cr D Proleta  
Seconded Cr B Brug

That Council adopt the recommendations of the Resources and Governance Committee meeting on 21 September 2020, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 28 September 2020), and listed below, with the exception of item:

#### **3.2.1 Appointment of an Elected Member to the Council Assessment Panel**

which was withdrawn to be considered separately.

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

1. The information be received.

#### **3.4.1 PBAFM Proposed Alliance**

1. That Council:
  - a. supports the proposal in principle, noting that there is the ability to accommodate moderate content alterations if required; and
  - b. notes that PBAFM have to date received \$6,173.49 ex GST in support via waived rental payments from the City of Salisbury for April, May and June 2020 as part of the COVID-19 Community Support Measures; and
  - c. notes that PBAFM seek further waiving of their leasehold rental payments of approximately \$25,500 ex GST for the period 1 October 2020 to 30 September 2021, (anticipating a nominal rent increase will be introduced from 1 August 2021, which has been estimated in the calculations)
  - d. notes that rental fees have already been paid by PBAFM for the months of July August and September 2020
  - e. commits to entering into a Memorandum of Understanding between the City of Salisbury and PBAFM which identifies an active promotional period of 12 months from 1 October 2020, which sees the equivalent value of their annual lease payments (for 12 months) exchanged for various advertising, promotional and educational sessions as detailed further in this report.

- 
2. That the appropriate adjustment be made in the 2020/21 First Quarter Budget Review to reflect the reduced lease income of \$18,962.55 (October 2020 to June 2021) for the 2020/21 budget.

**3.4.2 Nominations Sought for the Dog and Cat Management Board**

1. Mayor Gillian Aldridge be nominated as a Local Government Member on the Dog and Cat Management Board.

**3.4.3 Election for the Position of Local Government Association President**

1. Council indicates its preference for Mayor Karen Redman for the position of Local Government Association President and instructs its delegate to vote accordingly.

**3.4.4 Election of Two Representative Members to the Local Government Finance Authority Board**

1. Council indicates its two preferences for:
  - a. Mr Charles Mansueto; and
  - b. Mr Peter Fieldfor the position of representative members of the Board of Trustees for the Local Government Finance Authority and instructs its delegate to complete the ballot paper.

**3.4.5 Election of Two Representative Members to the Greater Adelaide Regional Organisation of Councils (Northern Regional Grouping)**

1. Council indicates its two preferences for:
  - a. Mayor Gillian Aldridge; and
  - b. Mayor Karen Redmanfor the position of representative members of the Greater Adelaide Regional Organisation of Councils (Northern Grouping) and instructs the Presiding Member of the Council Meeting to complete the ballot paper.

**3.5.1 Smart Salisbury – Delivering a Smarter City for our Community**

1. That the information be received.
2. Council notes the review of ‘Switching on Darwin’ and the alignment with the draft Smart Salisbury Implementation Plan 2020 – 2022.
3. Council notes that further consultative work will be performed on the Smart Salisbury Framework and Smart Salisbury Implementation Plan 2020 – 2022 and that a Smart Salisbury governance model will be established.

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### **3.6.1 Variations to Delegations – Planning Development and Infrastructure Act 2016**

1. Having conducted a review of Delegations in accordance with Section 44(6) of the Local Government Act 1999, the Council hereby revokes its previous delegations to the Chief Executive Officer, effective from 30 September 2020 of those powers and functions under the Planning Development and Infrastructure Act 2016.
2. In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the Planning Development and Infrastructure Act 2016 contained in the complete proposed Instrument of Delegation A1 contained in Attachment 1 to this report (Item No. 3.6.1 Resources and Governance, 21/09/2020) are hereby delegated effective from 1 October 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
3. In exercise of the power contained in Section 100 of the Planning Development and Infrastructure Act 2016 the powers and functions under the Planning Development and Infrastructure Act 2016 contained in the complete proposed Instrument of Delegation B1 contained in Attachment 2 to this report (Item No. 3.6.1 Resources and Governance, 21/09/2020) are hereby delegated effective from 1 October 2020 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
4. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

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

1. The information be received.

### **3.6.3 Audit Committee membership – Appointment of Independent Members**

1. Council re-appoints Mr Neil Ediriweera as an independent member of the Audit Committee until 30 November 2022.
2. Council re-appoints Mr Craig Johnson as an independent member of the Audit Committee until 30 November 2022.

- 
3. Council approves the recruitment process for the third independent member of the Audit Committee by advertising the position through appropriate channels.
  4. The Administration prepare a confidential report to the Resources and Governance Committee providing the list of applicants, their submitted applications, a prepared matrix indicating the extent to which applicants meet the criteria for the advertised role and providing a recommended short list of candidates for review.
  5. An interview panel consisting of the Chair of the Audit Committee, the Chief Executive Officer and the General Manager Business Excellence, undertake interviews with candidates as determined and approved by Council.
  6. The interview panel is given delegated authority to appoint the third independent member of the Audit Committee from the approved short list for a term of office of four years, and subject to a review after the first two years.
  7. The Audit Committee Terms of Reference be reviewed and redrafted for submission for approval as part of Council's review of its Council / Committee structure, to reflect that terms of office for appointed independent members will be four-year appointments, subject to bi-annual review and will serve no more than two consecutive terms.

**CARRIED  
0682/2020**

The meeting then proceeded to consider item **3.2.1** which was withdrawn to be considered separately.

**3.2.1 Appointment of an Elected Member to the Council Assessment Panel**

*Cr B Brug declared a material conflict of interest on the basis of being nominated for appointment to the Council Assessment Panel. Cr B Brug left the meeting at 7:09 pm.*

*Cr S Reardon declared a conflict of interest on the basis of being nominated as a proxy to Cr Brug on the Council Assessment Panel. Cr S Reardon left the meeting at 7:10 pm.*

Moved Cr D Proleta

Seconded Cr S Ouk

1. That Cr Beau Brug be appointed as the Elected Member appointment to the Council Assessment Panel for the term 1 December 2020 to 30 November 2022.
2. That Cr Shiralee Reardon be appointed as a proxy to Cr Brug to the Council Assessment Panel for the term 1 December 2020 to 30 November 2022.

**CARRIED  
0683/2020**

*Cr B Brug returned to the meeting at 7:11 pm.*

*Cr S Reardon returned to the meeting at 7:11 pm.*



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#### **5.4 Audit Committee of Council**

No Audit Committee meeting was held in September 2020.

#### **5.5 Council Assessment Panel Meeting**

Minutes of the Council Assessment Panel Meeting held on 22 September 2020 were noted by Council.

#### **5.6 Budget and Finance Committee - Recommendations for Council Ratification**

Moved Cr N Henningsen

Seconded Cr B Brug

That Council adopt the recommendations of the Budget and Finance Committee meeting on 21 September 2020, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 28 September 2020), and listed below:

##### **6.0.1 Future Reports for the Budget and Finance Committee**

1. The information be received.

##### **6.0.2 Recommendations of the Innovation and Business Development Sub Committee meeting held on Monday 14 September 2020**

The information contained in the Innovation and Business Development Sub Committee of the meeting held on 14 September 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

##### **IBDSC1 Future Reports for the Innovation and Business Development Sub Committee**

1. The information be received.

##### **IBDSC2 Community Requests – Response Dashboard.**

1. The information be received.

##### **6.6.1 COVID-19 Rates Financial Hardship and measures for Sundry Debtors**

1. Information be received
2. The COVID-19 Rates Financial Hardship Policy as contained in Attachment 1 to this report (Budget and Finance Committee, 21 September 2020 Item 6.6.1), be endorsed with a review date of August 2021.

**CARRIED  
0684/2020**

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**5.7 Sport, Recreation and Grants Committee - Recommendations for Council Ratification**

Moved Cr N Henningsen  
Seconded Cr K Grenfell

That Council adopt the recommendations of the Sport, Recreation and Grants Committee meeting on 14 September 2020, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 28 September 2020), and listed below:

**7.0.1 Future Reports for the Sport, Recreation and Grants Committee**

1. The information be received.

**7.2.1 Community Grants Program Applications for September 2020**

1. The information be received and noted.

**7.2.5 Sports and Community Clubs COVID-19 Recovery Support Package Applications for September 2020**

1. The information be received and noted.

**CARRIED  
0685/2020**

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**5.8 CEO Review Committee - Recommendations for Council Ratification**

**Recommendation**

That Council adopt the recommendations of the CEO Review Committee meeting on 15 September 2020, contained in the report to Council (Item No. 5.8 on the agenda for the Council meeting held on 28 September 2020), and listed below with the exception of item:

**8.1.1 CEO Performance Evaluation – Proposed Personal Evaluation System for FY2020/2021**

which was withdrawn to be considered separately.

**8.0.1 Future Reports for the CEO Review Committee**

1. The information be received

**8.1.1 CEO Performance Evaluation - Proposed Personal Evaluation System for FY2020/2021**

Moved Cr C Buchanan  
Seconded Cr K Grenfell

1. Information be received.
2. The Personal Evaluation System to apply to the CEO for the FY2020/2021 review period, comprising a Performance Appraisal Survey and Key Performance Indicators (both documents attached) be endorsed subject to the provision of community housing in accordance with Council's Affordable and Community Housing Policy and within Welcoming and Living City, and advocating for the duplication of Kings and Elder Smith Roads, and increasing capacity, upgrade and reseal of Waterloo Corner Road, in particular west of Bolivar Road with Growing City Direction.
3. Andrew Reed from Hender Consulting is further engaged as Independent Advisor to the CEO Review Committee.

**CARRIED  
0686/2020**

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**ITEM 6: GENERAL BUSINESS REPORTS**

*There were no General Business Reports*

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**ITEM 7: MOTIONS ON NOTICE**

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**7.1 Motion on Notice: Carpark and Playspace Options for Kingswood Reserve, Paralowie Dog Park**

Moved Cr C Buchanan  
Seconded Cr D Proleta

That:

1. A report to the Works and Services Committee be prepared providing options for the provision of car parking facilities at Kingswood Crescent Reserve Dog Park.
2. A report to the Asset Management Sub Committee be prepared advising options to Council for the provision of playspace equipment appropriate for children at Kingswood Reserve, to complement the dog park, hard court facility and adult exercise equipment already there, and to include consideration of possible deferral of upgrading the playground on nearby Lukin Avenue to prioritise funding new play equipment at Kingswood Reserve.

**CARRIED  
0687/2020**

**7.2 Motion on Notice: DPA for Places of Worship**

Moved Cr C Buchanan  
Seconded Cr D Proleta

1. That Council write to the Minister for Planning and Local Government, and to the State Government Planning and Land Use Services Division, seeking:
  - clarification in relation to the intended approach to Places of Worship under the Planning and Design Code in metropolitan Adelaide, and in which zones places of worship will be allowed under the code;
  - subject to the outcome of the above, seeking the Minister's and the Division's "in principle" support to initiate either a Development Plan Amendment or an amendment to the Planning and Design Code (when introduced for the Adelaide Metropolitan Area) to undertake the initial investigations for a Development Plan Amendment or Code Amendment to provide for Places of Worship to be considered in appropriate locations within the current Primary Production Zone (west of Port Wakefield Road e.g. Waterloo Corner).
2. That a further report be provided to Council upon receipt of a response from the Minister for Planning and Local Government, and the Planning and Land Use Services Division in relation to next steps.

**CARRIED  
0688/2020**

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**7.3 Motion on Notice: Lighting of Little Para Trail**

Moved Cr C Buchanan  
Seconded Cr G Reynolds

1. That a report be prepared providing advice on the installation of appropriate lighting to improve safety for residents along the Little Para Trail, including a budget impact analysis, and identifying opportunities to apply for available grant funding from State Government.

**CARRIED  
0689/2020**

**7.4 Motion on Notice: Lighting of Dog Parks and Recreation Facilities**

Moved Cr C Buchanan  
Seconded Cr B Brug

1. That a report be prepared for consideration at the November meeting of the Asset Management Sub Committee examining the potential impacts, and opportunities and, if appropriate, the guidelines, of installing lighting at dog parks and other stand-alone recreational facilities such as basketball courts.

**CARRIED  
0690/2020**

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**ITEM 8: MAYOR'S DIARY**

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**8.1 Mayor's Diary**

Moved Cr D Hood  
Seconded Cr S Ouk

1. That this information be noted.

**CARRIED  
0691/2020**

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**ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES**

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**Cr J Woodman:**

1 September	Spotlight on Salisbury Radio Program
1 September	Briefing from Terry Sutcliffe Ingle Farm improvement program
1 September	Briefing from Brian Gillies on Ingle Farm Sporting Club and grants
2 September	RUOK Day planning meeting
7 September	Informal Strategy
8 September	Every Life Matters meeting
8 September	Ingle Farm East Governing Council
9 September	Salisbury Business Assoc. Awards
10 September	RUOK Day at Hub
10 September	Ingle Farm Primary School
12 September	RAAF Commemorative Service – Battle of Britain
14 September	Subcommittees
15 September	Spotlight on Salisbury Radio Show
15 September	Tourism, CEO Review and Strategic Property committees
16 September	Valley View Secondary School Committee
17 September	Ingle Farm Children’s Centre – Paint the Town REaD
17 September	NAWMA Board
21 September	ALGWA Nat – Strategic Plan
21 September	Standing Committees
22 September	Burton Community Centre meeting
24 September	ALGWA SA Committee meeting
28 September	ALGWA National Executive meeting
28 September	Council

**Cr K Grenfell:**

21 August	The Pines School meeting re OSHC
25 August	Online training for Governing Council representatives
27 August	ALGWA SA meeting
28 August	Wear It Purple Day celebrations at Salisbury Community Hub hosted
by the	Youth Council
2 September	Principal Panel selection for PGHS
8 September	Parafield Gardens High School Governing Council
9 September	The Pines School Governing Council
11 September	Principal Panel selection for PGHS
15 September	Principal Panel selection for PGHS
21 September	Meeting with DfE, staff and The Pines School re fencing

**Cr M Blackmore:**

27 August	ALGWA SA Committee Meeting
9 September	Salisbury Business Association’s Business Awards
24 September	ALGWA SA Committee Meeting

**Cr Reynolds**

17 September	Attended NAWMA Board meeting with Cr Woodman
	<ul style="list-style-type: none"><li>• Research Road upgrade to go out to tender</li><li>• Achieved most capital projects</li></ul>

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**ITEM 10: QUESTIONS WITHOUT NOTICE**

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There were no Questions Without Notice

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**ITEM 11: QUESTIONS ON NOTICE**

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**11.1 Question on Notice: Sustainability Strategy and Energy Plan**

The following question was submitted by Cr Chad Buchanan:

*Can the Mayor please provide an update on the status of the development of the City of Salisbury's Sustainability Strategy and the inclusion of an Energy Plan?*

General Manager City Development, Mr Terry Sutcliffe provided the following response:

The new City Plan, endorsed by Council in June 2020, identified the update of Council's Sustainability Strategy as a critical action. A draft framework for the update of the Sustainability Strategy was developed and included in the City Plan with key elements including Waste and Energy Management, Cooler Suburbs, Biodiversity and Water.

In July 2020, a Project Brief and Program for the development of the Strategy was approved by Executive Group. The endorsed program identifies an Elected Member workshop on the proposed elements in December 2020 with a draft strategy to be presented to Council in March 2021.

1. The preparation of a draft Energy Plan has commenced, consistent with City Plan directions and will be delivered in concert with the Sustainability Strategy by March 2021. This will enable considerations as part of Council's 21/22 budget deliberations.

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**ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE**

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**12.1 Allocation of ex-gratia funding to Men's Sheds**

*Cr D Hood left the meeting at 7:53 pm.*

*Cr D Hood returned to the meeting at 7:56 pm.*

Moved Cr C Buchanan

Seconded Cr B Brug

1. That Council allocate \$1,000 ex-gratia to The Shed (Edinburgh) to be administered by the General Manager Community & Organisational Development to be spent on the purchase of materials and equipment as determined by the participants of The Shed (Edinburgh) group.
2. That Council allocate \$1,000 ex-gratia to the Pooraka Farm Men's Shed auspiced by the Pooraka Farm Community Centre Inc. to be spent on materials and equipment as determined by the participants of the Pooraka Farm Men's Shed group.
3. The funding of \$2,000 be sourced from the Sports and Community Clubs COVID-19 Recovery Support Package Grant in recognition of the contribution they make to our community.

**CARRIED**  
UNANIMOUSLY  
**0692/2020**



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## 12.2 Waiving of Community and Sporting Club Lease Fees

*Cr C Buchanan declared an actual conflict of interest on the basis of being President of a sporting club. Cr C Buchanan left the meeting at 8:16 pm.*

*Cr D Hood declared an actual conflict of interest on the basis of being a Board Member of a sporting club. Cr D Hood left the meeting at 8:16 pm.*

*Cr S Reardon declared a perceived conflict of interest on the basis of being a patron of a number of sporting clubs who may benefit. Cr S Reardon left the meeting at 8:17 pm.*

*Cr J Woodman declared a perceived conflict of interest on the basis of being a member of the Valley View Tennis Club. Cr Woodman managed the conflict by remaining in the meeting and voting in the best interest of the community.*

Moved Cr G Reynolds

Seconded Cr D Proleta

1. That Community and Sporting Club leases continue to be waived for the period 1 October 2020 to 31 December 2020.
2. That Council endorse the declaration of an income loss of \$59,765.00 at the 2nd Quarter Budget Review for 2020/21, to reflect the continued waiving in lease fees covered in part 1 of the resolution.

**CARRIED**  
UNANIMOUSLY  
**0693/2020**

*The majority of members present voted IN FAVOUR of the MOTION.  
Cr J Woodman voted IN FAVOUR of the MOTION.*

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

*Cr D Hood returned to the meeting at 8:21 pm.*

*Cr S Reardon returned to the meeting at 8:21 pm.*

**13.1 Works and Services Committee - Confidential Recommendation for Council Ratification**

**2.9.1 Recommendation of the Confidential Strategic Property Development Sub Committee meeting held on Tuesday 15 September 2020**

**SPDSC2 Strategic Development Projects - Project Status Report**

Moved Cr J Woodman  
Seconded Cr N Henningsen

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 matter would 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 Tuesday 15 September 2020** 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  
0694/2020**

The meeting moved into confidence at 8.21 pm.

The meeting moved out of confidence at 8.21 pm.

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**13.1 Works and Services Committee - Confidential Recommendation for Council Ratification**

**2.9.2 Little Para Par 3 Golf Course**

Moved Cr G Reynolds

Seconded Cr N Henningsen

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*
  - *Information contained in the report could prejudice the commercial position of Council or confer a commercial advantage on a third party.*

*On that basis the public's interest is best served by not disclosing the **Little Para Par 3 Golf Course** 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  
0695/2020**

The meeting moved into confidence at 8.22 pm.

The meeting moved out of confidence at 8.22 pm.

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**13.1 Works and Services Committee - Confidential Recommendation for Council Ratification**

**2.9.3 Sale of the Len Beadell - Progress Update**

Moved Cr G Reynolds  
Seconded Cr N Henningsen

1. *Pursuant to Section 90(2) and (3)(b)(i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
  - *it relates to 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.*
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 **Sale of the Len Beadell - Progress Update** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**CARRIED  
0696/2020**

The meeting moved into confidence at 8.22 pm.

The meeting moved out of confidence and closed at 8.23 pm.

CHAIRMAN.....

DATE.....

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**ITEM 5: COMMITTEE REPORTS**

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**5.1 Policy and Planning Committee - Recommendations for Council Ratification**

**HEADING** Policy and Planning Committee - Recommendations for Council Ratification

**AUTHOR** Joy Rowett, Governance Coordinator, CEO and Governance

**APPROVING OFFICER** Chief Executive Officer

**EXECUTIVE SUMMARY**

The Policy and Planning Committee met on 19 October 2020 to consider six (6) items on its Agenda. The Policy and Planning Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Five (5) recommendations of the Committee requiring ratification of Council are provided in this report. One (1) recommendation, presented to the Committee in confidence, forms part of Council's Confidential Agenda.

The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

**RECOMMENDATION**

That Council adopt the recommendations of the Policy and Planning Committee meeting on 19 October 2020, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 26 October 2020), and listed below:

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

1. The information be received.

**1.1.1 Recommendations of the Youth Council Sub Committee meeting held on Tuesday 13 October 2020**

The information contained in the Youth Council Sub Committee meeting held on 13 October 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

**YC1 Future Reports for the Youth Council Sub Committee**

1. The information be received.

**YC2 Youth Council Membership**

1. That the resignation of Somayeh Mirzaiei as a Youth Member on Salisbury Youth Council be received and accepted.

**YC3 Youth Council Projects Update**

1. The information be received and noted.

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**YC4 Youth Programs and Events Update October 2020**

1. That the information be received and noted.
2. Staff bring back a future report regarding barista training basics currently offered through Twelve25 and the report to include costings and potential additional subsidy.

**1.1.2 Recommendations of the Strategic and International Partnerships Sub Committee meeting held on Tuesday 13 October 2020**

1. The information contained in the Strategic and International Partnerships Sub Committee Minutes of the meeting held on 13 October 2020 be received and noted and that the following recommendations contained therein be adopted by Council:

**SIPSC1 Future Reports for the Strategic and International Partnerships Sub Committee**

1. The information be received.

**SIPSC2 Invitation - Endorsement of the 2020 Linyi International Cooperation and Exchange Meeting**

1. That the letter of invitation from the Linyi Municipal Government to the Mayor be noted.
2. That it be noted that the Mayor has accepted the invitation to film a video of congratulations to be played at the 2020 Linyi International Cooperation and Exchange Meeting on 18 October 2020.

**SIPSC-OB1 Support Letter to Mobara City Regarding COVID-19**

1. That staff investigate when the City of Salisbury last made contact with Mobara City and inform Sub-Committee Members.
2. That the Mayor Gillian Aldridge formally write to the Mayor of Mobara City expressing our ongoing support with regard to COVID-19, request an update on the situation in Mobara City and provide information on how the City of Salisbury is tackling the challenges of COVID-19.

**1.1.3 Homelessness Strategy Implementation and Homelessness Sector Reform Update**

1. That the information be received.
2. That Council staff work with Anglicare and Housing SA to amend the MOU to expand Council's assertive outreach service across all of the City of Salisbury.
3. The MOU with Victory Church also include homeless people from across the City of Salisbury and that Council assists with providing transport to the weekly engagement program.

**1.3.1 Annual Report of the Council Assessment Panel for 2019/20**

1. That the Annual Report of the Council Assessment Panel for 2019/20 be noted.

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OR

That Council adopt the recommendations of the Policy and Planning Committee meeting on 19 October 2020, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 26 October 2020), and listed below, with the exception of Item(s):

### and ###

which was/were withdrawn to be considered separately.

*(to be determined at meeting as necessary)*

## **ATTACHMENTS**

There are no attachments to this report.

## 1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<b>COMMITTEE AGENDA ITEM NO. and TITLE</b>	<b>EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL</b>
<p><b><u>Item No. 1.0.1</u></b> <b>Future Reports for the Policy and Planning Committee</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This item details reports to be presented to the Policy and Planning Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.</p> <p><b>COMMITTEE RECOMMENDATION:</b> 1. The information be received.</p>
<p><b><u>Item No. 1.1.1</u></b> <b>Recommendations of the Youth Council Sub Committee meeting held on Tuesday 13 October 2020</b></p>	<p><b>EXECUTIVE SUMMARY:</b> The minutes and recommendations of the Youth Council Sub Committee meeting held on Tuesday 13 October 2020 are presented for Policy and Planning Committee's consideration.</p> <p><b>COMMITTEE RECOMMENDATION:</b> 1. The information contained in the Youth Council Sub Committee Minutes of the meeting held on 13 October 2020 be received and noted and that the following recommendations contained therein be adopted by Council:</p> <p><b>YC1 Future Reports for the Youth Council Sub Committee</b> 1. The information be received.</p> <p><b>YC2 Youth Council Membership</b> 1. That the resignation of Somayeh Mirzaiei as a Youth Member on Salisbury Youth Council be received and accepted.</p> <p><b>YC3 Youth Council Projects Update</b> 1. The information be received and noted.</p> <p><b>YC4 Youth Programs and Events Update October 2020</b> 1. That the information be received and noted. 2. Staff bring back a future report regarding barista training basics currently offered through Twelve25 and the report to include costings and potential additional subsidy.</p>



**Item No. 1.1.2**

**Recommendations of the Strategic and International Partnerships Sub Committee meeting held on Tuesday 13 October 2020**

**EXECUTIVE SUMMARY:**

The minutes and recommendations of the Strategic and International Partnerships Sub Committee meeting held on Tuesday 13 October 2020 are presented for Policy and Planning Committee's consideration.

**COMMITTEE RECOMMENDATION:**

1. The information contained in the Strategic and International Partnerships Sub Committee Minutes of the meeting held on 13 October 2020 be received and noted and that the following recommendations contained therein be adopted by Council:

**SIPSC1 Future Reports for the Strategic and International Partnerships Sub Committee**

1. The information be received.

**SIPSC2 Invitation - Endorsement of the 2020 Linyi International Cooperation and Exchange Meeting**

1. That the letter of invitation from the Linyi Municipal Government to the Mayor be noted.
2. That it be noted that the Mayor has accepted the invitation to film a video of congratulations to be played at the 2020 Linyi International Cooperation and Exchange Meeting on 18 October 2020.

**SIPSC-OB1 Support Letter to Mobara City Regarding COVID-19**

1. That staff investigate when the City of Salisbury last made contact with Mobara City and inform Sub-Committee Members.
2. That the Mayor Gillian Aldridge formally write to the Mayor of Mobara City expressing our ongoing support with regard to COVID-19, request an update on the situation in Mobara City and provide information on how the City of Salisbury is tackling the challenges of COVID-19.

<p><b><u>Item No. 1.1.3</u></b>  <b>Homelessness Strategy Implementation and Homelessness Sector Reform Update</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  This report provides a progress update on implementation of Council’s Homelessness Strategy, and a summary update of the recently released transformation plan for reforming the Homelessness Sector.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. That the information be received.</li> <li>2. That Council staff work with Anglicare and Housing SA to amend the MOU to expand Council’s assertive outreach service across all of the City of Salisbury.</li> <li>3. The MOU with Victory Church also include homeless people from across the City of Salisbury and that Council assists with providing transport to the weekly engagement program.</li> </ol>
<p><b><u>Item No. 1.3.1</u></b>  <b>Annual Report of the Council Assessment Panel for 2019/20</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Council Assessment Panel Annual Report for 2019/20 provides an outline of the activities and performance of the Panel and advice on trends and issues for the period.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. That the Annual Report of the Council Assessment Panel for 2019/20 be noted.</li> </ol>

CO-ORDINATION  
Officer:  
Date:

MG

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## 5.2 Works and Services Committee: Recommendations for Council Ratification

**AUTHOR** Joy Rowett, Governance Coordinator, CEO and Governance

**APPROVING OFFICER** Chief Executive Officer

### EXECUTIVE SUMMARY

The Works and Services Committee met on 19 October 2020 to consider twelve (12) items on its Agenda. The Works and Services Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Eight (8) recommendations of the Committee requiring ratification of Council are provided in this report. Two (2) recommendations, presented to the Committee in confidence, form part of Council's Confidential Agenda.

The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided and is subject to the will of the Council meeting.

### RECOMMENDATION

1. That Council adopt the recommendations of the Works and Services Committee meeting on 21 September 2020, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 28 September 2020), and listed below:

#### **2.0.1 Future Reports for the Works and Services Committee**

1. The information be received.

#### **2.1.1 State Government Funding - Community Recreation and Sport Facilities Program**

1. Council endorse a Registration of Interest to State Government for The Paddocks masterplan implementation, Reg Groth Reserve, and Yalumba Drive.
2. Staff prepare an application for \$500,000 funding for The Paddocks through the Community Recreation and Sport Facilities Program which is due to open in October 2020.
3. That Council contact eligible clubs including Salisbury United FC to advise them of the Community Recreation and Sport Facilities Program and provide advice and assistance for any application they may put in.

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### **2.5.1 Road Closure of Portion of Park Way, Mawson Lakes**

1. The report be received and noted.
2. Staff are authorised to implement the required provisions of the Roads (Opening and Closing) Act 1999 to commence a process for closure for a portion of Park Way, Mawson Lakes, identified in red on Attachment 1 to this report (Works and Services Committee 19/10/2020, Item Number 2.5.1) – Aerial View - Road Closure, Portion of Park Way, Mawson Lakes.
3. Staff are authorised to undertake public consultation by placing public notices in the Advertiser Newspaper and a notice in the State Government Gazette in accordance with the provision of the Roads (Opening and Closing) Act 1999 as well as sending notice to affected residents within the area.
4. Should no objections be received after completion of the Public Consultation Process, the Manager Property and Buildings is authorised to submit the required documentation to the Surveyor General for approval.
5. The Chief Executive Officer is delegated to authorise disposal of land as outlined in the report if there are no objections raised as part of the consultation process. In the event objections are made on the road closure, a further report will be presented to Council following the public consultation period for consideration of any objections.

### **2.5.2 Road Closure - Portions of Parachilna Road, Salisbury Heights**

1. This report be received and noted.
2. Pursuant to the provisions of the Roads (Opening and Closing) Act 1991, Council resolves to make a Road Process Order to formally close portions of Parachilna Road, Salisbury Heights, as marked “A” and “B” in Attachment 1 to this report (Works and Services 19/10/2020 Item No. 2.5.2) - Preliminary Plan 20/0022 Road Closure – Portions of Parachilna Road, Salisbury Heights, and grant the required easement to SA Water through Portion A.
3. A Final Plan will be amended and certified to incorporate the granting of the required easements to SA Water through portions of closed Parachilna Road marked as “A”.

### **2.5.3 Recommendations of the Strategic Property Development Sub Committee meeting held on Tuesday 13 October 2020**

1. The information contained in the Strategic Property Development Sub Committee Minutes of the meeting held on 13 October 2020 be received and noted and that the following recommendations contained therein be adopted by Council:

#### **SPDSC1 Future Reports for the Strategic Property Development Sub Committee**

1. The information be received.

#### **SPDSC2 Community Engagement Strategy - Strategic Property Development Program**

1. The Strategic Property Development Program Community Engagement Strategy as provided in Attachment 1 to Strategic Property Development Sub-committee Item SPDSC2, 13/10/2020, be endorsed.

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#### **2.5.4 Proposed Declaration of Multiple Roads within the City of Salisbury**

1. This report be received and noted.
2. Pursuant to Section 210 of the Local Government Act 1999, Council resolve to make the Road Process Order to formally declare the following roads located within the City of Salisbury Centre as Public Roads:
  - Chapel Street
  - Church Street
  - Gawler Street (northern portion)
  - James Lane (western portion)
  - James Street
  - John Street
  - Lawrie Avenue
  - Mary Street
  - North Lane
  - Old John Street (eastern portion)
  - Robert Street
  - Union Street
  - William Street
3. The Manager Property and Buildings be authorised to finalise lodgement of all documentation necessary to formalise the Road Process Order in accordance with the provisions of the Act.

#### **2.6.1 Capital Works Report – September 2020**

1. Approve the creation of a 3 year full time Stormwater Engineer contract position within City Infrastructure, to replace existing consultancy work, with the position to be funded via existing capital Drainage and Waterway Program Budgets.
2. Approval of a 2020/21 Discretionary First Quarter Budget Review Bid to bring forward \$70k of PR20548 Bridge Program expenditure budget funding from 2021/22 into 2020/21 to enable preparatory works to commence for the bridge at Mobarra Park, Mawson Lakes.
3. Council note the successful award of \$281k of grant funding towards the 2020/21 Major Traffic Improvement Program towards the delivery of a Modified T-Junction at Belfree Drive and Elder Smith Road, Mawson Lakes, and Right-angle Treatment at George Street, Greenfields, where budgets for these works currently reside.
4. Approve the returning of \$78k from PR214109 Outdoor Sealed Sports Court Resurfacing, \$120k from PR22120 Reserve Fencing and \$342k from PR25861 Additional Playground associated with Fairbanks Drive Reserve, Paralowie, within the 2nd Quarter 2020/21 Budget Review, and include these returned funds within the 2021/22 Budget Bids. \$58k will be retained within the Additional Playground Program to fund the development of design documentation, to enable effective delivery of the works in 2021/22.

- 
5. Endorse the program inclusions as outline within Works and Services, Item 2.6.1, 19th October 2020, within PR14498 Council Funded New Footpath Program, and PR21412 Kerb Ramp Construction / Upgrade Program, noting these works will be progressively delivered in accordance with endorsed budgets.

#### **2.6.2 Burton Park Playing Surface Upgrade**

1. As part of the First Quarter Budget Review Council approve a non-discretionary budget bid of \$375,000 to remediate the Burton Hub soccer pitches, including subsurface drainage and re-profiling the surface, with an expected commencement date in early November 2020.
2. A report be provided to the next Sport, Recreation and Grants Committee regarding consideration of Salisbury United Football Club's request for compensation for not being able to use the grounds for most of the 2020 soccer season.

#### **2.7.1 Transport Planning Brief**

1. Council notes the information in this report.
2. That a further information report be provided to Council at the 26 October 2020 meeting on the draft transport planning brief regarding the traffic movement issues with Kings Road and Waterloo Corner Road and the duplication of Kings Road.

#### **2.8.1 Illegal Dumping on Private Land**

1. The information be noted and Council continue to utilise the Local Nuisance and Litter Control Act 2016 legislation to address illegal dumping on private land.

OR

That Council adopt the recommendations of the Works and Services Committee meeting on 19 October 2020, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 26 October 2020), and listed below, with the exception of Item(s):

### and ###

which was/were withdrawn to be considered separately.

*(to be determined at meeting as necessary)*

#### **ATTACHMENTS**

There are no attachments to this report.

## 1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<b>COMMITTEE AGENDA ITEM NO. and TITLE</b>	<b>EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL</b>
<p><b><u>Item No. 2.0.1</u></b> <b>Future Reports for the Works and Services Committee</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This item details reports to be presented to the Works and Services Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>The information be received.</li> </ol>
<p><b><u>Item No. 2.1.1</u></b> <b>State Government Funding – Community Recreation and Sport Facilities Program</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This report provides information about State Government’s Community Recreation and Sport Facilities Program (which provides funding for sport and recreation capital works) and considers which project should be submitted for consideration.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>Council endorse a Registration of Interest to State Government for The Paddocks masterplan implementation, Reg Groth Reserve, and Yalumba Drive.</li> <li>Staff prepare an application for \$500,000 funding for The Paddocks through the Community Recreation and Sport Facilities Program which is due to open in October 2020.</li> <li>That Council contact eligible clubs including Salisbury United FC to advise them of the Community Recreation and Sport Facilities Program and provide advice and assistance for any application they may put in.</li> </ol>
<p><b><u>Item No. 2.5.1</u></b> <b>Road Closure of Portion of Park Way, Mawson Lakes</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This report recommends that Council endorse Staff to commence a Road Closure Process for an unmade portion of Park Way, Mawson Lakes measuring approximately 73 metres squared. The closure of this road and disposal to the adjacent land owner, will allow for an additional 11 off street car parking spaces to satisfy their car parking requirements relating to their current development.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>The report be received and noted.</li> <li>Staff are authorised to implement the required provisions of the Roads (Opening and Closing) Act 1999 to commence a process for closure for a portion of Park Way, Mawson Lakes, identified in red on Attachment 1 to this report (Works and Services Committee 19/10/2020, Item Number 2.5.1) – Aerial View - Road Closure, Portion of Park Way, Mawson Lakes.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Staff are authorised to undertake public consultation by placing public notices in the Advertiser Newspaper and a notice in the State Government Gazette in accordance with the provision of the Roads (Opening and Closing) Act 1999 as well as sending notice to affected residents within the area.</li> <li>4. Should no objections be received after completion of the Public Consultation Process, the Manager Property and Buildings is authorised to submit the required documentation to the Surveyor General for approval.</li> <li>5. The Chief Executive Officer is delegated to authorise disposal of land as outlined in the report if there are no objections raised as part of the consultation process. In the event objections are made on the road closure, a further report will be presented to Council following the public consultation period for consideration of any objections.</li> </ol>
<p><b><u>Item No. 2.5.2</u></b>  <b>Road Closure – Portions of Parachilna Road, Salisbury Heights</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  Having complied with the requirement of the Roads (Opening and Closing) Act 1991, this report recommends Council formally close portions of Parachilna Road as road and it be retained by Council and a portion be amalgamated into adjoining Little Para Linear Park (Upper) Reserve and a portion be made into a new Reserve.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. This report be received and noted.</li> <li>2. Pursuant to the provisions of the Roads (Opening and Closing) Act 1991, Council resolves to make a Road Process Order to formally close portions of Parachilna Road, Salisbury Heights, as marked “A” and “B” in Attachment 1 to this report (Works and Services 19/10/2020 Item No. 2.5.2) - Preliminary Plan 20/0022 Road Closure – Portions of Parachilna Road, Salisbury Heights, and grant the required easement to SA Water through Portion A.</li> <li>3. A Final Plan will be amended and certified to incorporate the granting of the required easements to SA Water through portions of closed Parachilna Road marked as ”A”.</li> </ol>
<p><b><u>Item No. 2.5.3</u></b>  <b>Recommendations of the Strategic Property Development Sub Committee meeting held on Tuesday 13 October 2020</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The minutes and recommendations of the Strategic Property Development Sub Committee meeting held on Tuesday 13 October 2020 are presented for Works and Services Committee's consideration.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. The information contained in the Strategic Property Development Sub Committee Minutes of the meeting held on 13 October 2020 be received and noted and that the following recommendations contained therein be adopted by Council:</li> </ol> <p><b>SPDSC1 Future Reports for the Strategic Property Development Sub Committee</b></p> <ol style="list-style-type: none"> <li>1. The information be received.</li> </ol>



	<p style="text-align: center;"><b>SPDSC2 Community Engagement Strategy - Strategic Property Development Program</b></p> <p>1. The Strategic Property Development Program Community Engagement Strategy as provided in Attachment 1 to Strategic Property Development Subcommittee Item SPDSC2, 13/10/2020, be endorsed.</p>
<p><b><u>Item No. 2.5.4</u></b>  <b>Proposed Declaration of Multiple Roads within the City of Salisbury</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  This report seeks Council’s endorsement to make a road process order to formally declare multiple private roads within the City of Salisbury Centre as Public Roads in accordance with Section 210 of the <i>Local Government Act 1999</i>.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. This report be received and noted.</li> <li>2. Pursuant to Section 210 of the Local Government Act 1999, Council resolve to make the Road Process Order to formally declare the following roads located within the City of Salisbury Centre as Public Roads: <ul style="list-style-type: none"> <li>• Chapel Street</li> <li>• Church Street</li> <li>• Gawler Street (northern portion)</li> <li>• James Lane (western portion)</li> <li>• James Street</li> <li>• John Street</li> <li>• Lawrie Avenue</li> <li>• Mary Street</li> <li>• North Lane</li> <li>• Old John Street (eastern portion)</li> <li>• Robert Street</li> <li>• Union Street</li> <li>• William Street</li> </ul> </li> <li>3. The Manager Property and Buildings be authorised to finalise lodgement of all documentation necessary to formalise the Road Process Order in accordance with the provisions of the Act.</li> </ol>
<p><b><u>Item No. 2.6.1</u></b>  <b>Capital Works Report – September 2020</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The following monthly status report and requests for amendments is presented to effectively manage the City Infrastructure Capital Works Program.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. Approve the creation of a 3 year full time Stormwater Engineer contract position within City Infrastructure, to replace existing consultancy work, with the position to be funded via existing capital Drainage and Waterway Program Budgets.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Approval of a 2020/21 Discretionary First Quarter Budget Review Bid to bring forward \$70k of PR20548 Bridge Program expenditure budget funding from 2021/22 into 2020/21 to enable preparatory works to commence for the bridge at Mobarra Park, Mawson Lakes.</li> <li>3. Council note the successful award of \$281k of grant funding towards the 2020/21 Major Traffic Improvement Program towards the delivery of a Modified T-Junction at Belfree Drive and Elder Smith Road, Mawson Lakes, and Right-angle Treatment at George Street, Greenfields, where budgets for these works currently reside.</li> <li>4. Approve the returning of \$78k from PR214109 Outdoor Sealed Sports Court Resurfacing, \$120k from PR22120 Reserve Fencing and \$342k from PR25861 Additional Playground associated with Fairbanks Drive Reserve, Paralowie, within the 2nd Quarter 2020/21 Budget Review, and include these returned funds within the 2021/22 Budget Bids. \$58k will be retained within the Additional Playground Program to fund the development of design documentation, to enable effective delivery of the works in 2021/22.</li> <li>5. Endorse the program inclusions as outline within Works and Services, Item 2.6.1, 19th October 2020, within PR14498 Council Funded New Footpath Program, and PR21412 Kerb Ramp Construction / Upgrade Program, noting these works will be progressively delivered in accordance with endorsed budgets.</li> </ol>
<p><b><u>Item No. 2.6.2</u></b>  <b>Burton Park</b>  <b>Playing Surface</b>  <b>Upgrade</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  This reports seeks a Quarterly budget review.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. As part of the First Quarter Budget Review Council approve a non-discretionary budget bid of \$375,000 to remediate the Burton Hub soccer pitches, including subsurface drainage and re-profiling the surface, with an expected commencement date in early November 2020.</li> <li>2. A report be provided to the next Sport, Recreation and Grants Committee regarding consideration of Salisbury United Football Club’s request for compensation for not being able to use the grounds for most of the 2020 soccer season.</li> </ol>
<p><b><u>Item No. 2.7.1</u></b>  <b>Transport</b>  <b>Planning Brief</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  This report provides Council with an overview of the proposed joint transport planning study between Council and DIT.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. Council notes the information in this report.</li> <li>2. That a further information report be provided to Council at the 26 October 2020 meeting on the draft transport planning brief regarding the traffic movement issues with Kings Road and Waterloo Corner Road and the duplication of Kings Road.</li> </ol>

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<p><b><u>Item No. 2.8.1</u></b> <b>Illegal Dumping On Private Land</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This report provides legislative and operational information on Council’s management of illegally dumped rubbish on private land.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"><li>1. The information be noted and Council continue to utilise the Local Nuisance and Litter Control Act 2016 legislation to address illegal dumping on private land.</li></ol>
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**CO-ORDINATION**

Officer: MG  
Date: 22/10/2020



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**Further Information Item:**

**2.7.1FI Transport Plan and Brief**

<b>AUTHOR</b>	John Devine, General Manager City Infrastructure, City Infrastructure
<b>CITY PLAN LINKS</b>	3.4 Our urban growth is well planned and our centres are active 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	A joint transport planning study is being proposed with DIT. A draft high level project brief was provided to the Works and Services Committee on 19 <sup>th</sup> October 2020. This report provides further background information to that Works and Services report.

**RECOMMENDATION**

1. That the information be received.
2. That the Mayor write to the Minister of Transport to seek joint support for this most important agenda and progressing the draft brief to identify both short term and long term transport improvements to facilitate economic development, improve safety and resolve conflict of users through Salisbury.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 Over the last few years Council has passed a number of resolutions related to freight and public transport concerns, and arterial road network inadequacies, and made these concerns known to the Department for Infrastructure and Transport (DIT), and the State Government, with little action being evident from DIT.
- 1.2 An information report was tabled at the 19<sup>th</sup> October 2020 Works and Services Committee meeting on the topic of a Transport Planning Brief which has been prepared by Council to encourage DIT to undertake a joint planning study with Council.
- 1.3 The City Plan 2035 was informed by a report by Deloitte, Economic Vision for the City of Salisbury that identifies the strategies and action to support and accelerate jobs growth in our City. Similarly, this joint transport planning study will build on the Deloitte report and the Integrated Transport plan completed by Council in 2017.
- 1.4 The completion of the Northern Connector and the electrification of the Gawler passenger train line represent the completion of planned (and funded) major infrastructure improvements to the transport system in the North. Further improvements, that have been identified by Council and Deloitte, are still required to address several capacity, reliability, accessibility, safety and movement efficiency issues and to support further economic and population growth. These issues can be summarised as:

- 
- Delays and safety risks at the at-grade rail level crossings
  - Efficiency and effectiveness of east-west connectivity
  - Access to key business areas for high productivity freight vehicles (restricted access vehicles)

1.5 This report provides further background to the development of the transport planning brief.

## **2. CITY PLAN CRITICAL ACTION**

2.1 Improvements to east-west roads including increasing capacity and safety of Kings road and Waterloo Corner Road, duplication and extension of Elder Smith Road and road/ rail grade separation of Park terrace and Kings Road

2.2 Improve public transport options

2.3 Attract firms to Salisbury, providing job opportunities in Adelaide

2.4 Develop plans to progress economic activity in Technology Park and Edinburgh Parks

## **3. CONSULTATION / COMMUNICATION**

3.1 Internal

3.1.1 Economic Development

3.2 External

3.2.1 DIT

## **4. REPORT**

4.1 Council has sent numerous letters and met with either the Minister of Transport or DIT expressing concerns about various aspects of the arterial road network through Salisbury. In particular east west connectivity improvements have been sought primarily on Kings Road and Waterloo Corner Road. These concerns have been heightened as a result of the recent completion of the Northern Connector.

4.2 Recently the CEO of Infrastructure SA was briefed on the economic opportunities available in Salisbury and constraints for our core industries. The need for transport improvements was a key focus.

4.3 Council and the State Government have a focus on economic growth. Edinburgh Parks in particular is a precinct that is growing but needs significant improvements to the road network, particularly linking the start/ end of freight journeys to the Northern Connector. Council has been progressively improving key arterial road linkages such as Heaslip, Edinburgh and Diment Roads to better facilitate economic development in this precinct. While Council has also made its concerns about the transport network constraints in the precinct clear to the State Government over many years there has been little apparent action from the State on defining network improvements in support of this economic growth and adding to the construction of the Northern Connector.

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- 4.4 Since Waterloo Corner and Kings Roads were initially built there has been substantial development around them, with no improvements to the roads. Today, at the western end of these arterial roads, both still have no kerbs, are two lane pavements, with no sheltered turns, footpaths, or drainage. Consequently the roads are heavily congested, particularly in peak times, and do not provide amenity or connectivity to the local community. However, improvements to these roads by Council desirably should be consistent with the future DIT plans for the corridors, which are yet to be finalised.
  - 4.5 Technology Park is another precinct experiencing substantial economic and employment growth. This area has strong linkages to Lot 14 in the City, defence, technology and education sectors. Council and major employers continue to express concerns about the efficacy of linkages to the arterial network, particularly Main North Road.
  - 4.6 An extension of Elder Smith Road from Salisbury Highway through to Port Wakefield Road is another road network improvement that has been highlighted by Council to the State Government over many years.
  - 4.7 Irrespective of the long term road network modifications there are also a suite of more localized improvements that need to be resolved over the next 2 to 3 years to address current issues and concerns related to safety, barriers to investment, and better managing the mix of users. In particular the western end of Waterloo Corner Road, Kings Road, Heaslip Road, and access on to Main North Road at Technology Park need urgent attention.
  - 4.8 From a public transport perspective the limitations, constraints, and safety concerns around the Park Terrace level crossing are well understood by Council and the State. This interchange is the busiest in the metropolitan area, with significant economic growth and development opportunities around the site which could any grade separation could catalyse. The electrification of the Adelaide to Gawler rail line is expected to significantly increase delays and frustration at this level crossing. The Kings Road level crossing is another concern needing attention by the state and that has been advocated by Council over recent years.
  - 4.9 The draft Transport Planning Brief that has been prepared and provided to Council's Works and Services Committee on 19<sup>th</sup> October, 2020, has been written at a high level, for discussions with DIT. The objective of the brief is to set the scope of the planning study within the broader state based economic and population assumptions, while ensuring Council's priorities are included. The planning study while defining longer term transport requirements will also identify short term improvements in the road network and public transport system.
  - 4.10 The term planning study exploring longer term network improvements could take up to 2 years to complete, and is expected to cost in the vicinity of \$300,000 to \$400,000 with Council potentially contributing 50% of the amount.
  - 4.11 Recognising that the broader network study will take some time to complete it is being proposed to DIT that there is a need to address some current issues in the short term (next 2 to 3 years) to improve safety and conflict, and help encourage further economic investment.
  - 4.12 Once commitment is obtained from DIT, a final brief prepared, and costs better understood, a further report will be submitted to Council seeking endorsement and appropriate funding allocation.

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4.13 The planning study will produce a long term strategic platform for future budgeting, both from a Council and State perspective and prioritisation to enable Council to set future budget agendas to continue to improve economic development, community connectivity, and transport safety in the City. The shorter term study will address a number of existing urgent issues in the interim.

## **5. CONCLUSION / PROPOSAL**

- 5.1 An Information Report on a proposed transport planning brief was presented to the Works and Services Committee on 19<sup>th</sup> October 2020.
- 5.2 Discussions are to be held with DIT to further develop the brief and understand timing of the study and likely costs. These discussions will include both a longer term study, and a study to examine more immediate issues and opportunities.
- 5.3 The final brief will be presented to Council when it has been negotiated with DIT seeking Council endorsement of the brief and required budget. This will be included as part of third quarter budget review bids or as part of the 2021/22 budget bid process subject to DIT's timing.

## **CO-ORDINATION**

Officer: CEO  
Date: 22/10/2020



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### **5.3 Resources and Governance Committee: Recommendations for Council Ratification**

**AUTHOR** Joy Rowett, Governance Coordinator, CEO and Governance

**APPROVING OFFICER** Chief Executive Officer

#### **EXECUTIVE SUMMARY**

The Resources and Governance Committee met on 19 October 2020 to consider five (5) items on its Agenda. The Resources and Governance Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Four (4) recommendations of the Committee requiring ratification of Council are provided in this report. One (1) recommendation, presented to the Committee in confidence, forms part of Council's Confidential Agenda.

The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

#### **RECOMMENDATION**

That Council adopt the recommendations of the Resources and Governance Committee meeting on 19 October 2020, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 26 October 2020), and listed below:

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

1. The information be received.

##### **3.0.2 Draft Annual Report 2019/2020**

1. That the Draft 2019/20 Annual Report forming Attachment 1 to this report (Resources and Governance Committee, 19 October 2020, Item 3.0.2) be endorsed noting that further updates are being made to the report to reflect feedback from the Audit Committee and any further feedback from the Resources & Governance Committee.

##### **3.4.1 Nominations for the South Australian Heritage Council**

1. Cr Shiralee Reardon be nominated as a Local Government member on the South Australian Heritage Council.

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### 3.6.1 Voting Advice to Council Delegate for the Local Government Association Annual General Meeting

1. Council direct its voting delegate (Cr Chad Buchanan or Mayor Gillian Aldridge as proxy) to use their discretion when voting on the recommendations, except where Council suggests otherwise, of the Local Government Association Annual General Meeting as set out in the attachment to this report (Resources and Governance, 19 October 2020, Item 3.6.1).
2. Council direct its voting delegate to vote against item 6.12 in Attachment 1 to this report (Resources and Governance, 19 October 2020, Item 3.6.1).

OR

That Council adopt the recommendations of the Resources and Governance Committee meeting on 19 October 2020, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 26 October 2020), and listed below, with the exception of Item(s):

### and ###

which was/were withdrawn to be considered separately.

*(to be determined at meeting as necessary)*

### ATTACHMENTS

There are no attachments to this report.

### 1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

COMMITTEE AGENDA ITEM NO. and TITLE	EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL
<b><u>Item No. 3.0.1</u></b> <b>Future Reports for the Resources and Governance Committee</b>	<b>EXECUTIVE SUMMARY:</b> This item details reports to be presented to the Resources and Governance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. <b>COMMITTEE RECOMMENDATION:</b> 1. The information be received.
<b><u>Item No. 3.0.2</u></b> <b>Draft Annual Report 2019/2020</b>	<b>EXECUTIVE SUMMARY:</b> The Annual Report is a legislative document required following each financial year to highlight the achievements and financial statements of the City of Salisbury. This has been developed under the City Plan 2030 and its key directions. It also features Key Performance Indicators, showcases work based on Council's Objectives, financial statements and annual reports from Council subsidiaries.

	<p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. That the Draft 2019/20 Annual Report forming Attachment 1 to this report (Resources and Governance Committee, 19 October 2020, Item 3.0.2) be endorsed noting that further updates are being made to the report to reflect feedback from the Audit Committee and any further feedback from the Resources &amp; Governance Committee.</li> </ol>
<p><b><u>Item No. 3.4.1</u></b>  <b>Nominations Sought for the South Australian Heritage Council</b></p>	<p><b>EXECUTIVE SUMMARY:</b></p> <p>The LGA is seeking nominations for a local government representative on the South Australian Heritage Council for a term commencing on 2 April 2021.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. Cr Shiralee Reardon be nominated as a Local Government member on the South Australian Heritage Council.</li> </ol>
<p><b><u>Item No. 3.6.1</u></b>  <b>Voting Advice to Council Delegate for the Local Government Association Annual General Meeting</b></p>	<p><b>EXECUTIVE SUMMARY:</b></p> <p>In accordance with a previous Council resolution, this report presents the items to be considered at the Local Government Association Annual General Meeting (LGA AGM) to be convened on Thursday 29 October 2020 and provides guidance to enable Council to instruct its delegate how to vote in relation to each item.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. Council direct its voting delegate (Cr Chad Buchanan or Mayor Gillian Aldridge as proxy) to use their discretion when voting on the recommendations, except where Council suggests otherwise, of the Local Government Association Annual General Meeting as set out in the attachment to this report (Resources and Governance, 19 October 2020, Item 3.6.1).</li> <li>2. Council direct its voting delegate to vote against item 6.12 in Attachment 1 to this report (Resources and Governance, 19 October 2020, Item 3.6.1)</li> </ol>

**CO-ORDINATION**

Officer: MG  
Date: 22/10/2020



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## 5.4 Audit Committee: Recommendations for Council Ratification

**AUTHOR** Joy Rowett, Governance Coordinator, CEO and Governance

**APPROVING OFFICER** Chief Executive Officer

### EXECUTIVE SUMMARY

The Audit Committee met on 13 October 2020 to consider five (5) items on its Agenda. The Audit Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Five (5) recommendations of the Committee requiring ratification of Council, are provided in this report. The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

### RECOMMENDATION

That Council adopt the recommendations of the Audit Committee meeting on 13 October 2020, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 26 October 2020), and listed below:

#### 4.0.1 Future Reports for the Audit Committee

1. The information is received.

#### 4.2.1 Report to the Audit Committee for the year ended 30 June 2020 prepared by Bentleys

1. That:
  - a. The information be received; and
  - b. Bentleys' Final Report on Audit Findings 30 June 2020, appearing as Attachment 1 to this report (Item 4.2.1, Audit Committee, 13 October 2020) be endorsed for receipt by Council.

#### 4.2.2 End of Financial Year Statements and Analysis

1. The information be received and note the feedback from the Audit Committee which will be incorporated into the annual financial statements.
2. In accordance with Section 126(4)(a) of the Local Government Act 1999 the Audit Committee advises that it has reviewed the annual financial statements of the Council for the year ended 30 June 2020 and is satisfied they present fairly the state of affairs of Council.
3. 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.

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4. The draft analysis of the Annual Financial Statements, as presented in Audit Committee Item 4.2.2 October 2020 Attachment 1, be recommended by the Audit Committee for inclusion in the End of Year Financial Statements Report to Council.

#### **4.2.3 Treasury Policy**

1. Information be received.
2. The Audit Committee supports the Treasury Policy as drafted and set out in Attachment 1 to this report (Item 4.2.3, Audit Committee, 13/10/2020) reflecting the greater guidance provided with respect to funding bids and projects for further consideration of the Budget and Finance Committee in October 2020.

#### **4.2.4 Draft Annual Report 2019/2020**

1. The Audit Committee supports the Draft 2019/20 Annual Report forming attachment 1 to this report for further consideration of the Resources and Governance Committee, subject to consideration of suggested changes provided by members of the Audit Committee.

OR

That Council adopt the recommendations of the Audit Committee meeting on 13 October 2020, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 26 October 2020), and listed below, with the exception of Item(s):

### and ###

which was/were withdrawn to be considered separately.

*(to be determined at meeting as necessary)*

#### **ATTACHMENTS**

There are no attachments to this report.

## 1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<b>COMMITTEE AGENDA ITEM NO. and TITLE</b>	<b>EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL</b>
<p><b><u>Item No. 4.0.1</u></b> <b>Future Reports for the Audit Committee</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This item details reports to be presented to the Audit Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral.</p> <p><b>COMMITTEE RECOMMENDATION:</b> 1. The information is received.</p>
<p><b><u>Item No. 4.2.1</u></b> <b>Report to the Audit Committee for the year ended 30 June 2020 prepared by Bentleys</b></p>	<p><b>EXECUTIVE SUMMARY:</b> Bentleys have been engaged by the City of Salisbury (“CoS”) to perform an end of financial year audit on the financial statements, financial internal controls and the acquittals of certain specific grants programs, with the findings to be reported to the Audit Committee.</p> <p>This report presents Bentleys’ Final Report on Audit Findings for the year ended 30 June 2020 and provides a high level summary of the work undertaken at the financial year end, with any key findings highlighted. Overall, no issues were identified by Bentleys and an unqualified opinion will be given on the City of Salisbury’s financial statements and financial internal controls.</p> <p><b>COMMITTEE RECOMMENDATION:</b> 1. That: a. The information be received; and b. Bentleys’ Final Report on Audit Findings 30 June 2020, appearing as Attachment 1 to this report (Item 4.2.1, Audit Committee, 13 October 2020) be endorsed for receipt by Council.</p>
<p><b><u>Item No. 4.2.2</u></b> <b>End of Financial Year Statements and Analysis</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This report and the associated attachments, provides the Audit Committee with the information required to review the Annual Financial Statements for 2020 in accordance with the requirements of the Local Government Act 1999.</p> <p><b>COMMITTEE RECOMMENDATION:</b> 1. The information be received and note the feedback from the Audit Committee which will be incorporated into the annual financial statements. 2. In accordance with Section 126(4)(a) of the Local Government Act 1999 the Audit Committee advises that it has reviewed the annual financial statements of the Council for the year ended 30 June 2020 and is satisfied they present fairly the state of affairs of Council.</p>

	<p>3. 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.</p> <p>4. The draft analysis of the Annual Financial Statements, as presented in Audit Committee Item 4.2.2 October 2020 Attachment 1, be recommended by the Audit Committee for inclusion in the End of Year Financial Statements Report to Council.</p>
<p><b><u>Item No. 4.2.3</u></b> <b>Treasury Policy</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This report presents the Treasury Management Policy to the Audit Committee prior to presentation to Council for consideration and endorsement.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. Information be received.</li> <li>2. The Audit Committee supports the Treasury Policy as drafted and set out in Attachment 1 to this report (Item 4.2.3, Audit Committee, 13/10/2020) reflecting the greater guidance provided with respect to funding bids and projects for further consideration of the Budget and Finance Committee in October 2020.</li> </ol>
<p><b><u>Item No. 4.2.4</u></b> <b>Draft Annual Report 2019/2020</b></p>	<p><b>EXECUTIVE SUMMARY:</b> The Annual Report is a legislative document required following each financial year to highlight the achievements and financial statements of the City of Salisbury. This has been developed under the City Plan 2030 and its key directions. It also features Key Performance Indicators, showcases work based on Council's Objectives, financial statements and annual reports from Council subsidiaries.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. The Audit Committee supports the Draft 2019/20 Annual Report forming attachment 1 to this report for further consideration of the Resources and Governance Committee, subject to consideration of suggested changes provided by members of the Audit Committee.</li> </ol>

**CO-ORDINATION**

Officer: MG  
Date: 22/10/2020



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## **5.5 Council Assessment Panel**

Minutes from the Council Assessment Panel meeting held on 25 August 2020, which were omitted in September 2020, to be noted by Council.

## **5.6 Budget and Finance Committee: Recommendations for Council Ratification**

**AUTHOR** Joy Rowett, Governance Coordinator, CEO and Governance

**APPROVING OFFICER** Chief Executive Officer

### **EXECUTIVE SUMMARY**

The Budget and Finance Committee met on 19 October 2020 to consider six (6) items on its Agenda. The Budget and Finance Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Five (5) recommendations of the Committee are provided in this report. One (1) recommendation, presented to the Committee in confidence, forms part of Council's Confidential Agenda.

The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

### **RECOMMENDATION**

That Council adopt the recommendations of the Budget and Finance Committee meeting on 19 October 2020, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 26 October 2020), and listed below:

#### **6.0.1 Future Reports for the Budget and Finance Committee**

1. The information is received.

#### **6.0.2 Recommendations of the Innovation and Business Development Sub Committee meeting held on Monday 12 October 2020**

The information contained in the Innovation and Business Development Sub Committee of the meeting held on 12 October 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

##### **IBDSC1 Future Reports for the Innovation and Business Development Sub Committee**

1. The information be received.

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## **IBDSC2 Salisbury Fringe – Change to Friday Night Event**

1. The information contained within this report be received and noted and that:
  - a. Ward Councillors will invite up to 10 individuals per Ward from the local community or business in that Ward.
  - b. The Mayor will invite up to 10 individuals from the local community or businesses.
  - c. City of Salisbury Citizens of the year be invited.
  - d. The Chief Executive Officer & General Managers and partners be invited.
  - e. Remainder of invitees be endorsed by the Mayor and the Chief Executive Officer.
  - f. A formal acknowledgement be made within the Mayor's opening address to reference the contribution the community clubs and groups make to the City of Salisbury.
2. Council notes the existing Protocol for Civic Events and Functions organised by the City of Salisbury Policy but due to COVID restrictions and to ensure that the maximum number of community groups and businesses can be invited that only local State and Federal MP's be invited without partners.

## **IBDSC3 Salisbury Community Achievement Awards incorporated into the Australia Day Awards Program**

1. The information contained within this report be received.
2. The brand new Award for Active Citizenship in the 2021 Australia Day Awards Program introduced by the Australia Day Council is supported.
3. That a separate award called 'The Salisbury Community Achievement Award' is included, and
  - a. The award will be presented at the Australia Day breakfast event as part of the awards ceremony.
  - b. All award winners will be engaged after the awards ceremony and remain connected to our Salisbury Community by becoming an invited guest at future City of Salisbury events.

## **IBDSC4 Roxby Downs Public and Environmental Health Services**

1. The information be received.
2. The City of Salisbury withdraws from the provision of Public and Environmental Health Services for the Roxby Downs Council.
3. Staff formally write to Roxby Downs and advise of the intent to withdraw and cease Public and Environmental Health services at the end of 2020/21 or until such time that a new service provider is engaged (whichever occurs first).
4. The City of Salisbury provides Roxby Downs with remote support for the duration of the 2020/21 period or until such time that a new service provider is engaged (whichever occurs first).

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## **IBDSC5 Community Requests – Response Dashboard**

1. The information be received.

## **IBDSC6 Community Bus to Service Western Suburbs**

1. That the information contained in this report be noted.
2. That Council endorse a 6-month trial of a Fixed Route Community bus service linking the greater Salisbury area to the suburbs west side of Pt Wakefield Road during the 2021/2022 daylight savings period - 3 October 2021 to 3 April 2022, and that a corresponding New Initiative Bid be developed by staff for consideration in the 2021/22 budget.
3. That the service be a fully funded council-provided service operating 3 times per day on 3 days per week.
4. That the Route of the Community bus service incorporate;
  - The Salisbury Hub
  - Hollywood Plaza
  - Globe Derby Park
  - Bolivar (Highway One Caravan Park/Truck stop)
  - Paralowie Village Shop Shopping Centre
  - Springbank Plaza
  - St Kilda Tram Museum
  - St Kilda Playground
5. That Council promote the trial through social media, print media and use of the Hub tele-screen.
6. That a report be brought back at the conclusion of the trial, analysing the success or otherwise of the trial, including;
  - the uptake of the service overall
  - which stops are used the most/least
  - Customer and staff feedback.

### **6.0.3 Council Solutions Update**

1. The information be received.

#### **6.1.1 Treasury Policy**

1. Information be received
2. The amended Treasury Policy, as set out in Attachment 1 to this report (Item 6.1.1, Budget & Finance Committee, 19/10/2020) be endorsed with the replacement of the third and last dot point under the new section titled, “Budget Review Process / Funding Requests Arising Throughout the Financial Year” to:
  - To be considered for funding during the year the project must be urgent or advantageous to Council, and where possible Council should consider options for cancelling or deferring existing projects to enable funds to be made available. It should be considered a last

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resort to add to the program and increase borrowings as this does not enable Council to consider the merits of the specific project in light of all other proposed projects.

- From time to time a matter may be referred to the next quarterly budget review as a “Non-discretionary Budget Review Bid”. This mechanism is only to be used when funds must be expended without delay, and consequently should be regarded as an extraordinary situation or advantageous to Council.

#### **6.6.1 Discretionary Rate Rebate Application for Calvary Central Districts Hospital**

1. In relation to LCM Calvary Health Care Holdings 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 Number 39542, the premises known as 25-37 Jarvis Rd, Elizabeth Vale SA 5112; and
  - (b) That the rate rebate application lodged by LCM Calvary Health Care Holdings Ltd dated 6 August 2020 is dismissed

OR

That Council adopt the recommendations of the Budget and Finance Committee meeting on 19 October 2020, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 26 October 2020), and listed below, with the exception of Item(s):

### and ###

which was/were withdrawn to be considered separately.

*(to be determined at meeting as necessary)*

#### **ATTACHMENTS**

There are no attachments to this report.

## 1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<b>COMMITTEE AGENDA ITEM NO. and TITLE</b>	<b>EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL</b>
<p><b><u>Item No. 6.0.1</u></b> <b>Future Reports for the Budget and Finance Committee</b></p>	<p><b>EXECUTIVE SUMMARY:</b> This item details reports to be presented to the Budget and Finance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. The information is received.</li> </ol>
<p><b><u>Item No. 6.0.2</u></b> <b>Recommendations of the Innovation and Business Development Sub Committee meeting held on Monday 12 October 2020</b></p>	<p><b>EXECUTIVE SUMMARY:</b> The minutes and recommendations of the Innovation and Business Development Sub Committee meeting held on Monday 12 October 2020 are presented for Budget and Finance Committee's consideration.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. The information contained in the Innovation and Business Development Sub Committee of the meeting held on 12 October 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council: <ul style="list-style-type: none"> <li><b>IBDSC1      Future Reports for the Innovation and Business Development Sub Committee</b></li> <li>1. The information be received.</li> <li><b>IBDSC2      Salisbury Fringe – Change to Friday Night Event</b></li> <li>1. The information contained within this report be received and noted and that: <ol style="list-style-type: none"> <li>a. Ward Councillors will invite up to 10 individuals per Ward from the local community or business in that Ward.</li> <li>b. The Mayor will invite up to 10 individuals from the local community or businesses.</li> <li>c. City of Salisbury Citizens of the year be invited.</li> <li>d. The Chief Executive Officer &amp; General Managers and partners be invited.</li> <li>e. Remainder of invitees be endorsed by the Mayor and the Chief Executive Officer.</li> </ol> </li> </ul> </li> </ol>

	<p>f. A formal acknowledgement be made within the Mayor’s opening address to reference the contribution the community clubs and groups make to the City of Salisbury.</p> <p>2. Council notes the existing Protocol for Civic Events and Functions organised by the City of Salisbury Policy but due to COVID restrictions and to ensure that the maximum number of community groups and businesses can be invited that only local State and Federal MP’s be invited without partners.</p> <p><b>IBDSC3</b> <b>Salisbury Community Achievement Awards incorporated into the Australia Day Awards Program</b></p> <p>1. The information contained within this report be received.</p> <p>2. The brand new Award for Active Citizenship in the 2021 Australia Day Awards Program introduced by the Australia Day Council is supported.</p> <p>3. That a separate award called ‘The Salisbury Community Achievement Award’ is included, and</p> <p>a. The award will be presented at the Australia Day breakfast event as part of the awards ceremony.</p> <p>b. All award winners will be engaged after the awards ceremony and remain connected to our Salisbury Community by becoming an invited guest at future City of Salisbury events.</p> <p><b>IBDSC4</b> <b>Roxby Downs Public and Environmental Health Services</b></p> <p>1. The information be received.</p> <p>2. The City of Salisbury withdraws from the provision of Public and Environmental Health Services for the Roxby Downs Council.</p> <p>3. Staff formally write to Roxby Downs and advise of the intent to withdraw and cease Public and Environmental Health services at the end of 2020/21 or until such time that a new service provider is engaged (whichever occurs first).</p> <p>4. The City of Salisbury provides Roxby Downs with remote support for the duration of the 2020/21 period or until such time that a new service provider is engaged (whichever occurs first).</p>
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	<p><b>IBDSC5 Community Requests – Response Dashboard</b></p> <ol style="list-style-type: none"> <li>The information be received.</li> </ol> <p><b>IBDSC6 Community Bus to Service Western Suburbs</b></p> <ol style="list-style-type: none"> <li>That the information contained in this report be noted.</li> <li>That Council endorse a 6-month trial of a Fixed Route Community bus service linking the greater Salisbury area to the suburbs west side of Pt Wakefield Road during the 2021/2022 daylight savings period - 3 October 2021 to 3 April 2022, and that a corresponding New Initiative Bid be developed by staff for consideration in the 2021/22 budget.</li> <li>That the service be a fully funded council-provided service operating 3 times per day on 3 days per week.</li> <li>That the Route of the Community bus service incorporate; <ul style="list-style-type: none"> <li>The Salisbury Hub</li> <li>Hollywood Plaza</li> <li>Globe Derby Park</li> <li>Bolivar (Highway One Caravan Park/Truck stop)</li> <li>Paralowie Village Shop Shopping Centre</li> <li>Springbank Plaza</li> <li>St Kilda Tram Museum</li> <li>St Kilda Playground</li> </ul> </li> <li>That Council promote the trial through social media, print media and use of the Hub tele-screen.</li> <li>That a report be brought back at the conclusion of the trial, analysing the success or otherwise of the trial, including; <ul style="list-style-type: none"> <li>the uptake of the service overall</li> <li>which stops are used the most/least</li> <li>Customer and staff feedback.</li> </ul> </li> </ol>
<p><b><u>Item No. 6.0.3</u></b> <b>Council Solutions Update</b></p>	<p><b>EXECUTIVE SUMMARY:</b></p> <p>This report provides the Ministers approval for the winding up of Council Solutions Subsidiary of which the City of Salisbury is a Constituent Council with five other Councils, Adelaide, Charles Sturt, Marion, Onkaparinga and Tea Tree Gully.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>The information be received.</li> </ol>

<p><b><u>Item No. 6.1.1</u></b> <b>Treasury Policy</b></p>	<p><b>EXECUTIVE SUMMARY:</b> The Treasury Policy has been revised following Council in February 2020 resolving that it be reviewed with respect to non-discretionary bids and sundry projects. The revised policy has been considered by the Audit Committee earlier this month so that feedback can be provided for consideration of the Budget and Finance Committee.</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. Information be received</li> <li>2. The amended Treasury Policy, as set out in Attachment 1 to this report (Item 6.1.1, Budget &amp; Finance Committee, 19/10/2020) be endorsed with the replacement of the third and last dot point under the new section titled, “Budget Review Process / Funding Requests Arising Throughout the Financial Year” to: <ul style="list-style-type: none"> <li>• To be considered for funding during the year the project must be urgent or advantageous to Council, and where possible Council should consider options for cancelling or deferring existing projects to enable funds to be made available. It should be considered a last resort to add to the program and increase borrowings as this does not enable Council to consider the merits of the specific project in light of all other proposed projects.</li> <li>• From time to time a matter may be referred to the next quarterly budget review as a “Non-discretionary Budget Review Bid”. This mechanism is only to be used when funds must be expended without delay, and consequently should be regarded as an extraordinary situation or advantageous to Council.</li> </ul> </li> </ol>
<p><b><u>Item No. 6.6.1</u></b> <b>Discretionary Rate Rebate Application for Calvary Central Districts Hospital</b></p>	<p><b>EXECUTIVE SUMMARY:</b> An application has been received for Council to consider a 75% Discretionary Rate Rebate from LCM Calvary Health Care Holdings Ltd with premises located at 25-37 Jarvis Rd, Elizabeth Vale SA 5112</p> <p>LCM Calvary Health Care Holdings Ltd is requesting Council consider providing a discretionary rate rebate under Section 166 (1)(f) of the Local Government Act..</p> <p><b>COMMITTEE RECOMMENDATION:</b></p> <ol style="list-style-type: none"> <li>1. In relation to LCM Calvary Health Care Holdings Ltd consideration has been given to providing a 75% rebate or any level of rebate and: <ol style="list-style-type: none"> <li>(a) That no rate rebate should be granted in respect of Assessment Number 39542, the premises known as 25-37 Jarvis Rd, Elizabeth Vale SA 5112; and</li> <li>(b) That the rate rebate application lodged by LCM Calvary Health Care Holdings Ltd dated 6 August 2020 is dismissed.</li> </ol> </li> </ol>



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## **5.7 Sport, Recreation and Grants Committee: Recommendations for Council Ratification**

**AUTHOR** Joy Rowett, Governance Coordinator, CEO and Governance

**APPROVING OFFICER** Chief Executive Officer

### **EXECUTIVE SUMMARY**

The Sport, Recreation and Grants Committee met on 12 October 2020 to consider fourteen (14) items on its Agenda. The Sport, Recreation and Grants Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Three (3) recommendations of the Committee requiring ratification of Council are provided in this report together with information regarding those eleven (11) decisions for which the Committee has delegated authority. The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

### **RECOMMENDATION**

That Council adopt the recommendations of the Sport, Recreation and Grants Committee meeting on 12 October 2020, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 26 October 2020), and listed below:

#### **7.0.1 Future Reports for the Sport, Recreation and Grants Committee**

1. The information be received.

#### **7.2.1 Community Grants Program Applications for October 2020**

1. The information be received and noted.

#### **7.2.4 Sports and Community Clubs COVID-19 Recovery Support Package Applications for October 2020**

1. The information be received and noted.

OR

That Council adopt the recommendations of the Sport Recreation and Grants Committee meeting on 12 October 2020, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 26 October 2020), and listed below, with the exception of Item(s):

### and ###

which was/were withdrawn to be considered separately.

*(to be determined at meeting as necessary)*

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## ATTACHMENTS

There are no attachments to this report.

### 1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<b>COMMITTEE AGENDA ITEM NO. and TITLE</b>	<b>EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL</b>
<b><u>Item No. 7.0.1</u> Future Reports for the Sport, Recreation and Grants Committee</b>	<b>EXECUTIVE SUMMARY:</b> This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. <b>COMMITTEE RECOMMENDATION:</b> 1. The information be received.
<b><u>Item No. 7.2.1</u> Community Grants Program Applications for October 2020</b>	<b>EXECUTIVE SUMMARY:</b> This report outlines the Community Grants Program Applications submitted for the October 2020 round. Two applications are submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. <b>COMMITTEE RECOMMENDATION:</b> 1. The information be received and noted.
<b><u>Item No. 7.2.4</u> Sports and Community Clubs COVID-19 Recovery Support Package Applications for October 2020</b>	<b>EXECUTIVE SUMMARY:</b> This report outlines the Sports and Community Clubs COVID-19 Recovery Support Package Applications submitted for October 2020 for consideration by the Sport, Recreation and Grants Committee in individual reports. <b>COMMITTEE RECOMMENDATION:</b> 1. The information be received and noted.

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

<b><u>Item No. 7.2.2</u> 20/2020: Mawson Lakes Golf Club Inc. - Community Grants Program Application</b>	<b>EXECUTIVE SUMMARY:</b> The Mawson Lakes Golf Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration. <b>COMMITTEE DECISION:</b> 1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the October 2020 round of Community Grants as follows: a. Grant No. 20/2020: Mawson Lakes Golf Club Inc. be awarded the amount of \$2,000.00 to assist with the purchase of a defibrillator for ongoing use as outlined in the Community Grant Application.
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<p><b><u>Item No. 7.2.3</u></b>  <b>21/2020: Uniting In Care Salisbury Inc. - Community Grants Program Application</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Uniting In Care Salisbury Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the October 2020 round of Community Grants as follows: <ol style="list-style-type: none"> <li>a. Grant No. 21/2020: Uniting In Care Salisbury Inc. be awarded the amount of \$5,000.00 to assist with the purchase of \$30 Essential Cards and tote bags for the 2020 Parcel of Love project as outlined in the Community Grant Application.</li> </ol> </li> </ol>
<p><b><u>Item No. 7.2.5</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Pontian Eagles Sports and Social Club</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Pontian Eagles Sports and Social Club Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Pontian Eagles Sports and Social Club to assist with the following COVID-19 related expenses – Club apparel, backpacks, water bottles and balls.</li> </ol>
<p><b><u>Item No. 7.2.6</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Para Hills (Knights) Soccer Club</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Para Hills (Knights) Soccer Club Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Para Hills (Knights) Soccer Club to assist with the following COVID-19 related expenses – new goals, fridge/freezer, laptop computer and apparel for players and coaches.</li> </ol>

<p><b><u>Item No. 7.2.7</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Ferrari Pit Stop Adelaide</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Ferrari Pit Stop Adelaide Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to Ferrari Pit Stop Adelaide to assist with the following COVID-19 related expenses – Go Kart Parts and Website Subscriptions.</li> </ol>
<p><b><u>Item No. 7.2.8</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Para Hills Cricket Club</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Para Hills Cricket Club Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$5,000 to the Para Hills Cricket Club to assist with the following COVID-19 related expenses – COVID equipment, Cricket Balls, Food Stock and Uniforms.</li> </ol>
<p><b><u>Item No. 7.2.9</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - La Festa di San Giuseppe Association</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The La Festa di San Giuseppe Association Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$4,930 to the La Festa di San Giuseppe Association to assist with the following COVID-19 related expenses – Maintenance/Repairs to Bocce Court, Hand sanitizer, Repairs to toilets.</li> </ol>

<p><b><u>Item No. 7.2.10</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Salisbury East Neighbourhood Centre</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Salisbury East Neighbourhood Centre Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$4,495 to the Salisbury East Neighbourhood Centre to assist with the following COVID-19 related expenses – Electricity and Gas, phone, cleaning expenses.</li> </ol>
<p><b><u>Item No. 7.2.11</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Rotary Club of Mawson Lakes</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Rotary Club of Mawson Lakes Sports and Community Clubs application for the COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$3,000 to the Rotary Club of Mawson Lakes to assist with the following COVID-19 related expenses - PA Equipment, T-Shirts, Website/Email fees, Trailer Registration, Post Office Box Lease fee, Rotary Fees and magazine fees.</li> </ol>
<p><b><u>Item No. 7.2.12</u></b>  <b>Sports and Community Clubs COVID-19 Recovery Support Package Grant Application - Salisbury Stitchers</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  The Salisbury Stitchers Sports and Community Clubs COVID-19 Recovery Support Package Grant Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"> <li>1. The Sport, Recreation and Grants Committee, in accordance with the delegated powers set out in the Terms of Reference, approve funding of \$1,764 to the Salisbury Stitchers to assist with the following COVID-19 related expenses – Sanitizers, printer ink, tables, table leg risers, printer and rent.</li> </ol>
<p><b><u>Item No. 7.2.13</u></b>  <b>Minor Capital Works Grant Program - Northridge Para Vista Scout Group - Application</b></p>	<p><b>EXECUTIVE SUMMARY:</b>  An application from The Scout Association of Australia – South Australia Branch, on behalf of the Northridge Para Vista Scout Group for the renovation of an out dated kitchen, and installation of air conditioning has been received. An amount of \$25,000 is recommended for funding under the 2020/21 MCWGP budget available for grant allocation.</p>

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	<p><b>COMMITTEE DECISION:</b></p> <ol style="list-style-type: none"><li>1. The report be received.</li><li>2. In accordance with the delegated power set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2020/21 Minor Capital Works Grant Program budget as follows:<ol style="list-style-type: none"><li>a. The Scout Association of Australia – South Australia Branch, on behalf of the Northridge Para Vista Scout Group: an amount of \$25,000 for the renovation of an out dated existing kitchen, and installation of air conditioning to the building, noting that any additional costs are to be funded by the Northridge Para Vista Scout Group or external grant programs, as per the funding agreement.</li></ol></li></ol>
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**CO-ORDINATION**

Officer: MG  
Date: 22/10/2020

**5.8 CEO Review Committee – Recommendations for Council Ratification**

*No CEO Review Committee meeting was held in October 2020.*

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**ITEM 6: GENERAL BUSINESS REPORTS**

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**6.1 End of Year Financial Statement and Analysis****AUTHORS**

Tim Aplin, Senior Accountant, Business Excellence  
Kate George, Manager Financial Services, Business Excellence

**CITY PLAN LINKS**

4.3 Have robust processes that support consistent service delivery and informed decision making.  
4.2 Develop strong capability and commitment to continually improve Council's performance.

**SUMMARY**

The City of Salisbury end of year processes for the financial year ended 30 June 2020 have been finalised and audited by Council's external auditor Bentleys. This report provides detail of actual results compared to prior year actuals and to the budget position.

The annual financial statements have been reviewed by the Audit Committee at the meeting on 13 October 2020. Further Council's external auditors are satisfied that they present fairly the state of affairs of the Council.

**RECOMMENDATION**

1. The information be received.
2. The Annual Financial Statements for the year ended 30 June 2020 be adopted.

**ATTACHMENTS**

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

1. Annual Financial Statements for the year ended 30 June 2020

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## 1. BACKGROUND

1.1 Regulation 10 of the Local Government (Financial Management) Regulations 2011 requires the Council to

- (1) *...prepare and consider a report showing the audited financial results of each item shown in the statement of comprehensive income and balance sheet of the budgeted financial statements of the Council, ... for the previous financial year compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.*
- (2) *...council's operating surplus ratio, net financial liabilities ratio and asset renewal funding ratio compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.*

## 2. CONSULTATION / COMMUNICATION

### 2.1 Internal

2.1.1 This report provides the mechanism for consultation and communication with Council regarding the City of Salisbury's Annual Financial Statements (AFS) for the year ending 30 June 2020. This report has been reviewed by the City of Salisbury's Audit Committee at the meeting held 13 October 2020 and feedback from the Committee has been included into the 2020 AFS.

### 2.2 External

2.2.1 The AFS for 2020 have been audited by Council's Auditors Bentleys, and they have provided an unqualified audit opinion.

## 3. REPORT

3.1 The City of Salisbury's Financial Statements for the 2020 Financial Year have been prepared in accordance with the Local Government Act 1999, the Local Government (Financial Management) Regulations 2011, the Australian Accounting Standards and the South Australian 2020 Model Financial Statements.

3.2 In accordance with Section 126(4)(a) of the Local Government Act 1999 the Audit Committee advised that it has reviewed the annual financial statements of the Council for the year ended 30 June 2020 and is satisfied they present fairly the state of affairs of Council.

3.3 The external auditors Bentleys have conducted their audit and have provided an unqualified audit opinion.

3.4 The following comments are provided with respect to the 2020 AFS, with commentary highlighting significant movements' year on year.

3.5 Please note the date convention that has been used in this report, where 2020 refers to the 2019/20 financial year and 2019 refers to the 2018/19 financial year.



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## 4. FINANCIAL STATEMENT ANALYSIS

### 4.1 Statement of Comprehensive Income

- 4.1.1 The Statement of Comprehensive Income shows an Operating Surplus before capital amounts and other comprehensive income of \$9,520k compared to \$14,221k in the prior year.
- 4.1.2 The main factors contributing to this decrease in the Operating Surplus is an increase in depreciation costs, related to the addition of new assets including the Salisbury Community Hub (SCH) and prior year revaluations, enterprise agreements increasing Employee Costs and inflationary impacts on Materials, Contracts and Other Expenses, offset by planned additional rate revenue and significantly higher reimbursement income received, which related to prior year's expenditure associated with street lighting. Further Grants, Subsidies and Contributions have decreased in 2020 compared to 2019 as a result of Supplementary Local Road funding received two years in advance in the 2019. Further details on these movements are outlined in the paragraphs below.
- 4.1.3 Rates Revenue has increased by 3.89% from \$97,846k in 2019 to \$101,654k in 2020. This increase is due to the average rate increase of 2.9% for the 2020 financial year, combined with development growth in the city leading to a higher number of rateable properties. However it should be noted that there are also additional costs from this development growth primarily associated with infrastructure and provision of services.
- 4.1.4 Statutory Charges received have increased by 0.21% from \$2,989k in 2019 to \$2,995k in 2020. Whilst overall a minor increase, there has been significant impacts associated with increases in Parking Fines issued in 2020 of \$100k compared to 2019 and Building Fees \$105k higher than 2019 as a result of higher levels of external applications processed. Offsetting these favourable variances are decreases in Dog Registration income \$42k as a result of the shift to concessional registration fees for animals and \$55k lower expiations raised. Planning Application Fees are also lower in 2020 by \$68k as a result of a significant drop in development activity during the COVID-19 pandemic.
- 4.1.5 User Charges have decreased by 0.62% from \$4,824k in 2019 to \$4,794k in 2020, with the significant decreases within Home and Community Support Programs \$69k, Twelve25 Youth Enterprise Centre \$35k and Libraries \$18k as a result of impacts associated with COVID-19 closures. Offsetting these decreases is an \$85k increase in Salisbury Water charges primarily related to non-residential supply and usage.
- 4.1.6 Grants, Subsidies and Contributions have decreased by 15.24% from \$17,624k in 2019 to \$14,939k in 2020. The driving factor for this decrease is the Supplementary Local Road Grant and the timing of receipts of this funding. In 2019 we received two annual allocation of this funding in advance, that is for the 2020 and 2021 financial years, totaling \$1,580k, together with the 2019 allocation of \$790k, being a total of \$2,371k, and resulting in no allocations received in 2020.

Financial Assistance Grant total for 2019 was \$8,368k, compared with 2020 allocation of \$8,386k, with an equal number of installments being received in each year, but with advance payments being based on estimates this has resulted in \$8,721k being received in 2019, compared with \$8,159k, being a \$562k unfavourable variance comparing year on year. This variance is partially offset by slightly higher roads to recovery funding in 2020 of \$286k.

<b>Supplementary Local Roads Funding</b>			
	<b>2020</b>	<b>2019</b>	
<b>Details of Payment</b>	<b>\$'000s</b>	<b>\$'000s</b>	<b>Notes</b>
Standard Payment	0	790	[A]
Advance Payment	0	1,581	[B]
	<b>0</b>	<b>2,371</b>	

[A] Standard Payment represents the annual allocation in 2019  
[B] Advance Payment represents the annual allocation for 2020 and 2021.

<b>Financial Assistance Grant</b>			
	<b>2020</b>	<b>2019</b>	
<b>Details of Payment</b>	<b>\$'000s</b>	<b>\$'000s</b>	<b>Notes</b>
Standard Payment	3,830	4,166	[A]
Advance Payment	4,329	4,556	[B]
	<b>8,159</b>	<b>8,721</b>	

[A] Standard Payment represents two quarters of 2019 and 2020 allocation.  
[B] Advance Payment represents estimated two quarters of the next years allocation.

- 4.1.7 Investment Income has decreased by 66.64% from \$743k in 2019 to \$248k in 2020, primarily as a result of lower levels of cash holdings due to an increase in expenditure on infrastructure associated with a larger capital program. Interest rates were also lower than the prior year; with the average interest rate on short-term investments for 2020 being 1.6%, which is slightly lower than the 1.74% average rate for 2019.
- 4.1.8 Reimbursements have increased by 188.40% from \$552k in 2019 to \$1,592k in 2020 which primarily relates to a significant reimbursement of \$1,087k received for previous financial year's public lighting payments pursuant to the Australian Energy Regulator Consent Orders and agreed with the energy supplier.
- 4.1.9 Other Income has decreased by 4.05% from \$1,112k in 2019 to \$1,067k in 2020 which is primarily a result of \$119k lower Workers Compensation and Insurance Special Distributions funds received in 2020 compared to the prior year. Also attributing are numerous small variances across a range of operations.

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- 4.1.10 Net Gain – Equity Accounted Council Businesses has increased from \$62k in 2019 to \$102k in 2020. The prior year result was Council’s share of Council Solution’s performance, producing a net surplus of \$373k in 2019 with Council’s share being \$62k which has reduced to zero in 2020 as a result of the subsidiary being wound up during the 2020 year. The 2020 result reflects Council’s share of NAWMA’s performance, producing a net surplus of \$169k in 2020 and Council’s share being \$102k, which has increased from an overall net loss of \$48k in the 2019 year.
- 4.1.11 Employee Costs have increased by 3.74% from \$35,533k in 2019 to \$36,863k in 2020, primarily as a result of the EB adjustment of 2.50% for MOA staff and 2.50% for LGE staff, and noting that 2019 actuals were favourable to budget as a result of vacancies which totaled approximately \$284k, with all funds from vacancies in 2020 being redirected through Salary and Wages Provision allocations.
- 4.1.12 Materials, Contracts and Other Expenses have increased by 3.79% from \$51,321k in 2019 to \$53,267k in 2020. The primary reasons for this increase are costs associated with the Solid Waste Levy which increased from \$100 per tonne at the beginning of 2020 to \$140 per tonne throughout the year, which has resulted in cost increase of \$1,026k. Also contributing are higher electricity costs primarily associated with a \$586k increase in Energy costs, primarily related to an increase in the Street Lighting contract which has increased from \$2,359k in 2019 to \$2,617k in 2020. There have also been net of existing budget provision additional operating requirements associated with the Community Hub totaling \$602k during 2020, noting that from a funding perspective these were funded from the transformational funds allocated and detailed as part of the Third Budget Review. Various other minor increases/decreases have occurred throughout the 2020 year as a result of variations in contracts and other factors.
- 4.1.13 Depreciation costs have increased from \$23,830k in 2019 as compared to \$26,950k in 2020. Infrastructure depreciation has increased from \$21,583k in 2019 to \$23,388k in 2020. This is primarily associated to the addition of new assets to our infrastructure asset stock in particular the addition of the SCH, as well as incremental adjustments to unit rates and indexation increases flowing from the prior year revaluation of these assets. Also contributing is an increase in Plant Furniture and Equipment depreciation from \$2,078k in 2019 to \$2,931k in 2020 as a result of furniture and equipment associated with the Community Hub and some large sized items of fleet such as Road Sweepers purchased during 2020.
- 4.1.14 Council has been required to apply AASB 16 *Leases* for the first time from 1 July 2019, whereby lease contracts are assessed at inception to determine if the contract conveys the right to control the use of an identified asset for a period of time. As a result of this, right-of-use assets and lease liabilities were identified totaling \$3,034k (being leases for IT equipment and Land at Parafield Airport) at 1 July 2019 and subsequently depreciated during the 2020 year, with depreciation costs of

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\$444k incurred in 2020, noting this is offset by an adjustment to actual lease costs of the same amount.

- 4.1.15 Finance Costs have decreased by 2.75% from \$799k in 2019 to \$777k in 2020, which reflects a real decrease in Council's long term borrowings. Interest costs decreased \$139k from 2019 to 2020, however offsetting this decrease is the introduction of nominal interest costs associated with leased assets \$110k, with Council adopting AASB 16 *Leases* from 1 July 2019, noting this is offset by an adjustment to actual lease costs of the same amount.
- 4.1.16 Net Loss - Equity Accounted Council Businesses decreased from a \$48k net loss in 2019 to a \$14k net loss in 2020. In 2019 we recognised a net loss of \$48k in relation to NAWMA reflecting our share of their surplus of \$4k offset by our reduced equity share. A net loss of \$14k has been recognised in 2020 for Council Solutions, resulting from the final distribution received upon wind up of \$124k compared to the carrying value of our interest in Council Solution's \$138k.
- 4.1.17 Asset disposal and fair value adjustments, amounts received specifically for new or upgraded assets and physical resources received free of charge, which are all items below the operating surplus, are discussed in detail in the budget and variance analysis below (section 5.5)

## **4.2 Statement of Financial Position 30 June 2020**

- 4.2.1 The Statement of Financial Position as at 30 June 2020 shows Net Assets (Total Assets less Total Liabilities) or 'Equity' has increased by 1.21% or \$18,109k from \$1,500M in 2019 to \$1,518M in 2020.
- 4.2.2 Infrastructure, Property, Plant and Equipment has significantly increased from \$1,459M in 2019 to \$1,516M in the 2020 year and is largely the result of additions to our current asset portfolio \$75,046k, inclusive of the SCH. Also contributing to this is net asset revaluation increments totaling \$10,844k, primarily being revaluation increments for Land \$13,962k. Offsetting these increases is accumulated depreciation totaling \$26,950k and disposals of assets renewed or replaced \$4,668k. Further to the significant increase in Infrastructure Assets is a decrease in Capital Works in Progress from \$36,732k in 2019 to \$16,474k in 2020, which is primarily associated with the completion of the SCH.
- 4.2.3 Cash held by Council has decreased from \$27,777k in 2019 to \$1,776k in 2020 as a result of the Infrastructure spend during the financial year and the implementation of shorter payment terms to creditors, which was reduced from 30 days to 14 days during the COVID-19 pandemic, which have reverted back to 30 days from 31 August 2020. Further, there has been less Property Development sales in 2020. Trade and Other Payables have also reduced from \$21,256k as at 30 June 2019 to \$12,067k which is also the result of the shorter payment terms with fewer accounts due at balance date and the completion of the SCH.

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- 4.2.4 As contained in AFS Note 15 'Financial Indicators', Net Financial Liabilities have increased from \$2,975k to \$21,896k, with the position as a proportion of total operating income having increased from 2.4% to 17.2%. Net Financial Liabilities are defined as total liabilities less financial assets expressed as a percentage of total operating revenue. The increase in the Net Financial Liabilities predominantly results from lower levels of cash holdings in 2020 when compared to 2019. Council's level of cash has decreased \$26,002k from the 2019 year and total financial liabilities have decreased by \$7,986k. The resulting ratio of 17.2% is well inside the target range for this indicator of less than 40%, noting that Council has resolved to increase this ratio to less than 70% from 1 July 2020.
- 4.2.5 The Asset Renewal Funding Ratio has trended upwards to 103.52% in 2020 from 82.2% achieved in 2019 (noting 2018 was 110.6%). This is a reflection of net cash expenditure on the renewal/replacement of assets \$17,398k in 2020 as compared to the planned expenditure as per the Infrastructure Asset Management Plans (IAMP) \$16,806k, and reflects timing of delivery of renewal impacts on the year on year results. The ratio as at 30 June 2020 is within the endorsed range of between 90% - 110%.

### **4.3 Statement of Cash Flows 30 June 2020**

- 4.3.1 The Statement of Cash Flows shows a net decrease in cash and investments of \$26,001k from \$27,777k at 30 June 2019 to \$1,776k at 30 June 2020.
- 4.3.2 Net cash provided by Operating Activities at 30 June 2020 was \$32,949k as compared with \$36,974k in 2019. This decrease is primarily due to an increase in the cash outflows for Materials, Contracts and Other Expenses, of \$8,405k from \$59,414k in 2019 to \$67,819k in 2020. This is the result of numerous factors including general cost increases; however one of the more significant impacts is GST paid (\$221k) associated with the infrastructure program which is required to be disclosed within the Materials, Contracts and Other Expenses category, and given the size of the 2020 program this has contributed to the increase. There is also a minor increase in Payments to Employees, increasing from \$35,386k in 2019 to \$36,299k in 2020 which reflects the EB increases and movements within employee entitlements.
- 4.3.3 Offsetting the increases in cash expenditure in Operating Activities is a decrease in Cash Receipts for Grants, Subsidies and Contributions, with cash received in 2019 of \$17,728k decreasing to \$15,007k in 2020. This is primarily related to the advance payment of the 2020 and 2021 Supplementary Local Road funding received in 2019 \$1,581k as well as the standard payment for 2019 of \$790k, resulting in no allocation being received in 2020. Also impacting is a decrease in Developer Contributions \$244k and other smaller decreases related to once off grants \$185k.

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- 4.3.4 Net cash used in Investing Activities has increased from \$40,835k in 2019 to \$56,641k in 2020. This increase is primarily as a result of an increase in expenditure for Renewal/Replacement of Assets \$3,479k and New/Upgraded Assets \$9,730k as a result of the infrastructure program, including the SCH.
- 4.3.5 Net cash used in Financing Activities relates solely to Council's investment and borrowings activities. Overall net cash used in financing activities has increased from \$2,142k in 2019 to \$2,309k in 2020. This is primarily related to the adoption of AASB 16 Leases and the subsequent recognition of lease liabilities as financing activities in the Statement of Cash Flows. Council's overall debt levels decreased from \$10,575k as at 30 June 2019 to \$8,598k as at 30 June 2020.

## 5. BUDGET ACTUAL ANALYSIS

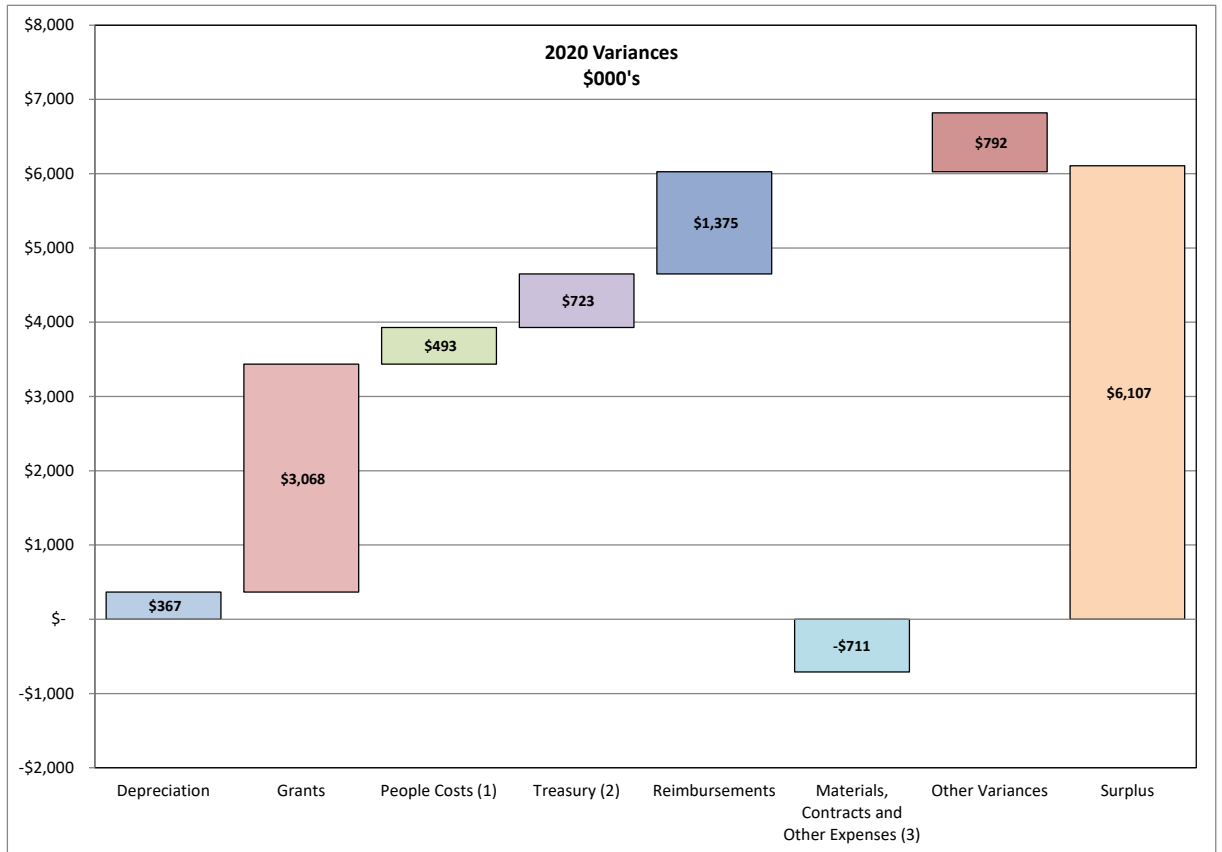
5.1 The analysis below is based on the comparison between the actual end of year results for the year ended 30 June 2020, and the 2020 original budget. The commentary on the Statement of Comprehensive Income is designed to explain the variations appropriate to this 'view'. Comment is made only to variances greater than \$50k unless there are significant issues that need to be brought to members' attention.

**City Of Salisbury**  
**Statement of Comprehensive Income**  
**As at 30 June 2020**

	Actual \$000	End of Financial Year Original Budget \$000	Variance \$000
<b>Income</b>			
Rates Revenues	101,654	101,277	377
Statutory Charges	2,995	2,819	176
User Charges	4,794	5,014	(220)
Grants, Subsidies & Contributions	14,939	11,871	3,068
Investment Income	248	158	90
Reimbursement	1,592	217	1,375
Other Income	1,067	696	371
Net Gain - Equity Accounted Council Businesses	102	-	102
<b>Total Income</b>	<b>127,391</b>	<b>122,052</b>	<b>5,339</b>
<b>Expenses</b>			
Employee Costs	36,863	38,375	1,512
Materials, Contracts and Other Expenses	53,267	51,537	(1,730)
Depreciation, amortisation & impairment	26,950	27,317	367
Finance Costs	777	1,410	633
Net Loss - Equity Accounted Council Businesses	14	-	(14)
<b>Total Expenses</b>	<b>117,871</b>	<b>118,639</b>	<b>768</b>
<b>Operating Surplus/(Deficit)</b>	<b>9,520</b>	<b>3,413</b>	<b>6,107</b>
Asset Disposal and Fair Value Adjustments	(3,532)	3,447	(6,979)
Amounts Received Specifically for New or Upgraded Physical Resources Received Free of Charge	1,277	3,703	(2,426)
	-	1,000	(1,000)
<b>Net Surplus/(Deficit) <sup>(1)</sup></b>	<b>7,265</b>	<b>11,563</b>	<b>(4,298)</b>
<b>Other Comprehensive Income</b>			
Changes in Revaluation Surplus - I,PP&E	10,844	21,804	(10,960)
<b>Total Other Comprehensive Income</b>	<b>10,844</b>	<b>21,804</b>	<b>(10,960)</b>
<b>Total Comprehensive Income</b>	<b>18,109</b>	<b>33,367</b>	<b>(15,258)</b>

## 5.2 Waterfall Analysis

5.2.1 The graph below shows the major components contributing to the increased surplus achieved in 2020 compared to budget. Following the graph is a table which provides a high level commentary on the variances, with more detail contained in section 5.3 of this report.



- (1) People Costs is expenditure category “Employee Costs” less agency costs for backfilling vacancies which is disclosed within “Materials, Contracts and Other Expenses”
- (2) Treasury Costs is income category “Investment Income” together with savings on expenditure category “Finance Costs”
- (3) Materials, Contracts and Other Expenses have been adjusted for the variance in Agency costs for backfilling vacancies, which has been adjusted against People Costs.

2020 Variances	
Grants	The higher variance results from higher than budgeted Financial Assistance Grant funding \$1,054k and Roads to Recovery \$1,229k as compared to original budget.
Reimbursements	The higher variance relates to a significant one off reimbursement \$1,087k received for previous financial year’s public lighting payments.



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### 5.3 Income Analysis

#### 5.3.1 Rates Revenues – Favourable Variance \$377k

The favourable variance is primarily the result of higher final growth numbers compared to budget estimates and lower levels of objection adjustments throughout the financial year \$237k. Also contributing are the separate rates (NRM Levy) being \$57k above budget which will be adjusted for in the subsequent financial year and higher than budgeted Fines \$43k.

#### 5.3.2 Statutory Charges – Favourable Variance \$176k

The favourable variance is primarily due to higher than budgeted Building and Development Lodgment fees \$303k predominantly associated to a higher number of external applications processed during the financial year. Offsetting this favourable variance is lower than budgeted charges across various areas as a result of COVID-19 implications, with the main areas affected being Planning application fees \$26k due to a reduction in applications lodged, Dog and Cat expiation fees \$79k with a higher number of unpaid expiations sent to the Fines Enforcement Agency. Further Parking fines were \$15k and Food Inspection fees \$12k unfavourable, both of which are primarily related to Council's response to the pandemic by waiving fees for the last quarter of the financial year.

#### 5.3.3 User Charges – Unfavourable Variance \$220k

The unfavourable variance is primarily related to the impacts of COVID-19 within program areas. Council's response to the financial impacts on the community resulted in property rental/lease income and other associated charges to be waived for the period of April to June 2020 which resulted in these User Charges being \$138k lower than budgeted. Adjustments associated with property income were included as part of the Third Budget Review. Subsequent closures of Council facilities and the suspension of programs have resulted in lower than budgeted User Charges income within these areas, with the main contributors being the Home and Community Support area \$89k lower than budget, with lower Meal Income \$34k and Social Activities \$22k. Twelve25 Youth Enterprise Centre also completed the year \$41k lower than budget in program income as a result of the closure and suspension of programs during the COVID-19 peak period. Other minor variances occurred within Libraries and other Community areas as a result of COVID-19 implications as well. Offsetting these unfavourable variances is higher than budgeted Cemetery Licence income \$50k which is partially offset by \$9.6k lower burial income for the year.

#### 5.3.4 Grants, Subsidies & Contributions – Favourable Variance \$3,068k

The favourable variance results from a number of impacts, with the most significant being higher than budget roads to recovery grant income of \$1,229k, higher than budgeted Financial Assistance Grant and untiled Local Road funding of \$1,053k, and unbudgeted developer contributions totaling \$493k were also received during the 2020 financial year; however these are restricted contributions and will be expended in upcoming years on related capital projects.

- 
- 5.3.5 Investment Income – Favourable Variance \$90k  
The favourable variance is primarily the result of higher than anticipated interest received on our investment activity resulting from higher cash holdings particularly at the start of the financial year.
- 5.3.6 Reimbursements – Favourable Variance \$1,375k  
The favourable variance is the result of a significant reimbursement received for previous financial year's public lighting payments \$1,087k pursuant to the Australian Energy Regulator Consent Orders and agreed with the energy supplier which was adjusted at Budget Review. Also contributing to the favourable variance are other various reimbursements received relating to works or services undertaken by Council, with the key areas being Recreational Services Contract Management \$251k and Security costs \$29k. These amounts relate to costs incurred within the materials, contracts and other expenses classification. Also impacting are numerous small amounts primarily from private works that are offset by the expenditure incurred.
- 5.3.7 Other Income – Favourable Variance \$371k  
The favourable variance is due to higher than budgeted amounts received including the unbudgeted distribution from the Local Government Risk Services \$120k, higher than budgeted Workers Compensation Bonus funds \$63k and Sundry Income \$188k made up of numerous minor variances, including revenue from the profit share arrangement with Belgravia \$71k, Equipment Salvage sale income \$20k and Traineeships Rebates \$12k.
- 5.3.8 Net Gain – Equity Accounted Council Businesses – Favourable Variance \$102k  
The favourable variance reflects Council's share of results in our Regional Subsidiary NAWMA, who produced a net surplus of \$169k in 2020, (details of which are contained in paragraph 4.1.10). It should be noted that from a budgeting perspective we budget for these entities to break even.

#### **5.4 Expenditure Analysis**

- 5.4.1 Employee Costs - Favourable Variance \$1,512k  
The favourable variance is primarily as a result of utilising contractors and agency staff \$1,760k to provide backup to operational roles during recruitment of vacancies as well as for other service delivery positions, which is reported in Materials, Contracts and Other Expenses below. Also contributing is lower than budgeted Workers Compensation insurance costs \$372k as a result of a reduction in the estimated percentage rate from the previous year (3.88% in 2019 as compared to 3.15% in 2020). Offsetting this is an unfavourable variance in overtime \$199k as well as a minor variance for Covid-19 Special Leave \$15k.
- 5.4.2 Materials, Contracts and Other Expenses - Unfavourable Variance \$1,730k  
Contract labour, which is required to be classified as a contractual expense for reporting purposes, resulted in an unfavourable variance of

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\$1,760k compared to original budget. Contract labour utilised to backfill for vacant positions and offset by savings of \$700k in employee costs is reported in wages and salaries above. Also incorporated in the Contract labour unfavourable variance is \$400k associated with Grant funded positions, \$646k related to other service delivery positions and other minor variances. It should be noted that this is a variance against original budget and that amounts that have subsequently been adjusted for at Budget Reviews and through allocations from the wages and salaries provision.

Also contributing to the unfavourable variance is \$264k higher than anticipated external water expenditure in Park Maintenance associated with the reserve reactivation project and seasonal conditions, \$297k associated with the Domestic Hardwaste Service with a significant increase in both vouchers and kerbside services (noting an additional \$223k was allocated at the second Budget Review), \$436k and \$290k associated with the Drainage and Trees Program respectively resulting from increased reactive works throughout the financial year.

Offsetting these unfavourable variances is lower than budgeted operating components of various infrastructure projects \$528k, with \$434k associated with the Kerb and Gutter Replacement Program and \$190k associated with the Council Building Renewal Program as a result of delays some of which were caused by the impacts of COVID-19. Street Lighting is also \$372k favourable to original budget, with savings declared at Budget Reviews.

#### 5.4.3 Depreciation, Amortisation and Impairment - Favourable Variance \$367k

The favourable variance is primarily related to Infrastructure Assets (Roads, Footpaths, Drainage and Reserves) as a result of budget estimates being based on prior years to enable the analysis of the impacts of road and building audits and also changes to the accounting treatment of residual values.

Depreciation for Infrastructure Assets is \$1,097k lower than original estimates which is primarily the result of the retiming of various projects as a result of COVID-19, in particular large scale projects such as the Bridgestone Athletics facility and St Kilda Masterplan. As such, various projects have been carried forward or retimed into the 2021 financial year; however the depreciation expense was budgeted for in 2020. This is offset by unfavourable variances within Plant, Furniture and Equipment \$235k as a result of the addition of Salisbury Community Hub assets during 2020 and \$444k associated with Right-of-Use assets required to be recognised for the first time in 2020 (refer to 4.1.14 for further explanation).

- 
- 5.4.4 Finance Costs – Favourable Variance \$633k  
The favourable variance relates to the timing of cash receipts and disbursements, with the budget allowing for the drawdown on cash advance debentures to fund major projects; however this was not required until later in the year. During the year there were project timing adjustments made totaling \$7.5M at the third Budget Review plus projects carried forward into the 2021 totaling \$15M which have the effect of reducing our cash requirements in 2020 and will increase our cash requirements in 2021.
- 5.4.5 Net Loss – Equity Accounted Council Businesses – Unfavourable Variance \$14k  
At the end of the financial year we have recognised our share of the final results for Council Solutions, which has been wound up in October 2019. We received a final distribution of \$124k from Council Solutions as compared to the carrying value of our interest in Council Solutions \$138k resulting in a net loss of \$14k (details of which are contained in paragraph 4.1.16). It should be noted that from a budgeting perspective we budget for these entities to break even.

## **5.5 Non-Operating Items Analysis**

- 5.5.1 Net Gain/(Loss) on disposal of assets is \$6,979k unfavourable, with the budget anticipating a gain of \$3,447k for net proceeds from property sales based on the pipeline of projects at the time of setting the budget, however net proceeds from property sales for 2020 was \$327k. The actual results are primarily from \$4,020k accounting losses representing the written down value of assets that have been disposed of as part of the infrastructure renewal process. This includes Building Assets \$519k, Land Improvement Assets \$612k, Infrastructure Assets \$3,112k and Land \$38k. All of these assets have been renewed or replaced earlier than anticipated, resulting in a residual value needing to be written off. There is also \$161k accounting gain on disposal of items of Plant, Furniture and Equipment.
- 5.5.2 Amounts specifically for new or upgraded assets were unfavourable \$2,426k primarily as a result of lower levels of grant funding received for infrastructure projects than originally budgeted as a result in Council being unsuccessful in receiving grant funding, primarily associated with Kesters Road/Nelson Road Roundabout \$750k, Bicycle Network Program \$100k and Mawson Lakes Central CCTV \$395k projects. These were adjusted for in Budget Reviews throughout the financial year.
- 5.5.3 Physical resources received free of charge had an unfavourable variance of \$1,000k. This amount normally represents the assets donated to Council which are associated with external property development and residential infill, with typical assets being road, kerbing, footpaths, drainage, and verges. It should be noted that the budget is an estimated figure due to the complexities involved in determining the expected levels of donated assets. There have been no assets donated to Council during the 2020 year.

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## **5.6 Other Comprehensive Income Analysis**

- 5.6.1 Changes in Revaluation Surplus – IPP&E resulted in an unfavourable variance to budget of \$10,960k. Budgeting for infrastructure revaluations is inherently complex, however the variance is the result of revaluation increments for Land \$13,962k, Land Improvements \$567k, and Infrastructure \$86k, offset by a revaluation decrement for Buildings \$3,771k.

## 5.7 Statement of Financial Position Analysis

5.7.1 The Statement of Financial Position for 2020 is set out below and details the actual end of financial year position against the original endorsed budget. Commentary has been made on significant variances between the estimates as presented at the adoption of the budget and the 2020 end of year position.

**City Of Salisbury**  
**Statement of Financial Position**  
**As at 30 June 2020**

	Actual \$000	End of Financial Year Original Budget \$000	Variance \$000
<b>Current Assets</b>			
Cash and Cash Equivalents	1,776	-	1,776
Trade and Other Receivables	8,067	5,333	2,734
Inventories	2,185	2,159	26
<b>Total Current Assets</b>	<b>12,028</b>	<b>7,492</b>	<b>4,536</b>
<b>Non Current Assets</b>			
Financial Assets	1,117	395	722
Equity Accounted Investments in Council Businesses	3,855	3,877	(22)
Infrastructure, Property, Plant and Equipment	1,515,971	1,507,898	8,073
Other Non-Current Assets	18,079	24,287	(6,208)
<b>Total Non Current Assets</b>	<b>1,539,022</b>	<b>1,536,457</b>	<b>2,565</b>
<b>Total Assets</b>	<b>1,551,050</b>	<b>1,543,949</b>	<b>7,101</b>
<b>Current Liabilities</b>			
Cash Advance Debentures	-	16,364	16,364
Trade and Other Payables	12,067	15,033	2,966
Borrowings	2,060	1,773	(287)
Provisions	7,722	7,058	(664)
<b>Total Current Liabilities</b>	<b>21,849</b>	<b>40,228</b>	<b>18,379</b>
<b>Non Current Liabilities</b>			
Borrowings	9,240	6,825	(2,415)
Provisions	1,767	1,662	(105)
<b>Total Non Current Liabilities</b>	<b>11,007</b>	<b>8,487</b>	<b>(2,520)</b>
<b>Total Liabilities</b>	<b>32,856</b>	<b>48,715</b>	<b>15,859</b>
<b>Net Assets</b>	<b>1,518,194</b>	<b>1,495,234</b>	<b>22,960</b>
<b>Equity</b>			
Accumulated Surplus	373,183	374,152	(969)
Asset Revaluation Reserves	1,118,053	1,097,146	20,907
Other Reserves	26,958	23,936	3,022
<b>Total Equity</b>	<b>1,518,194</b>	<b>1,495,234</b>	<b>22,960</b>

5.7.2 The Statement of Financial Position as at 30 June 2020 shows a favourable variance when compared to budget for Net Assets (Total Assets less Total Liabilities) or 'Equity' of \$22,960k. This variance is made up of the following:

- Total Current Assets are \$4,536k favourable when compared to the original budget. This is primarily the result of trade and other receivables being \$2,734k higher than originally anticipated. Cash and cash equivalents are also \$1,776k favourable with the budget forecast being in a Cash Advance Debenture position however the actuals reflect the timing of delivery of the infrastructure program.
- Infrastructure, Property, Plant and Equipment is \$8,073k higher than originally budgeted. This is primarily the recognition of leased assets \$2,590k resulting from the adoption of Accounting Standard AASB 16 *Leases* and the subsequent accounting effects of this (refer 4.1.14 for further explanation) plus other revaluation adjustments on infrastructure assets, noting that these adjustments are inherently complex, and are derived from periodic detailed asset audits.
- Other Non-current assets are \$6,208k lower than budget estimates, which is primarily the result of lower than anticipated infrastructure projects in progress at the end of 2020. The budget was set with the last known actual result (30 June 2019), as it is expected to remain relatively static, although the mix of projects will of course change over time.
- Liabilities are overall lower than budget by \$15,859k predominantly due to the Original Budget including an expectation that Council would need to drawdown on Cash Advance Debentures \$16,364k which was not required as a result of the level of carry forwards included in the actual results \$15M, as well as project retiming of \$7.5M into the 2021 year. This will have the potential impact of increasing our cash requirements in 2021.

## 5.8 Financial Indicator Analysis

5.8.1 The Financial Indicators as presented in the original budget are set out below and have been compared to actual results for the 2020 financial year. Also included are adjusted Financial Indicators which normalise the ratios for the timing of the Financial Assistance Grant.

Financial Indicators	Endorsed Operating Range	2019-20 Original Budget	2019-20 Actuals	Variance to Original Budget	2019-20 Adjusted Actuals	Variance to Original Budget
Operating Surplus Ratio	0.5% - 5%	2.80%	7.47%	4.67%	7.64%	4.84%
Net Financial Liabilities Ratio	<40%	35.20%	17.19%	18.01%	17.16%	18.04%
Asset Renewal Funding Ratio	90-110%	100.00%	103.52%	3.52%	N/A	N/A

- 
- 5.8.2 The operating surplus ratio of 7.47% provides a favourable variance of 4.67% when compared to budget. However, when adjusted for the year on year timing impact of the early receipt of the 2021 Financial Assistance Grant, plus the advance payment in the prior year of the 2020 Financial Assistance Grant the ratio increases slightly to 7.64%, which is a favorable variance of 4.84%. Excluding the favourable Grant receipts, the main factors contributing to this variance are Reimbursements \$1,375k and Employee costs \$1,512k, with reasons for these variances explained above. The current endorsed operating range for this indicator is 0.5%-5%.
- 5.8.3 Net Financial Liabilities was 17.19% for 2020 which is favourable by 18.01% when compared to the original budget, primarily as a result of our budget expectations that we would be in a Cash Advance Debentures of \$16,364k in 2020 which was ultimately not required, primarily as a result of the timing of the delivery of the infrastructure program. When adjusted for the timing impact of the early receipt of the 2021 Financial Assistance Grant, the ratio reduces slightly to 17.16%. The actual result falls within the current endorsed operating range for this indicator, being less than 40%.
- 5.8.4 The Asset Renewal Funding Ratio of 103.5% provides a variance of 3.52% when compared to budget, and is higher than the 82.2% achieved in 2019 and the 110.6% in 2018. The ratio for 2020 is which the endorsed range of between 90% - 110%. Further it should be noted that the calculated three year weighted average ratio is 98.8% which is also within the endorsed range.

## **6. CONCLUSION / PROPOSAL**

- 6.1.1 The Annual Financial Statements for 2020 have been prepared in accordance with the applicable Australian Accounting Standards and legislative requirements, and are recommended to Council for adoption.

### **CO-ORDINATION**

Officer:

Date:



# City of Salisbury

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2020

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*Salisbury - a flourishing City with opportunity for all*



City of Salisbury

General Purpose Financial Statements  
for the year ended 30 June 2020

Table of Contents	Page
<b>1. Council Certificate</b>	1
<b>2. Understanding Council's Financial Statements</b>	2
<b>3. Primary Financial Statements:</b>	
- Statement of Comprehensive Income	3
- Statement of Financial Position	4
- Statement of Changes in Equity	5
- Statement of Cash Flows	6
<b>4. Notes to the Financial Statements</b>	7
<b>5. Independent Auditor's Report - Financial Statements</b>	58
<b>6. Independent Auditor's Report - Internal Controls</b>	60
<b>7. Certificates of Audit Independence</b>	
- Council Certificate of Audit Independence	62
- Audit Certificate of Audit Independence	63

## City of Salisbury

### General Purpose Financial Statements for the year ended 30 June 2020

#### Certification of Financial Statements

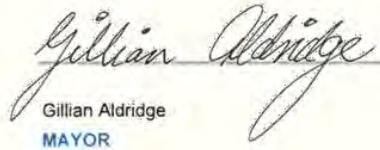
**We have been authorised by the Council to certify the financial statements in their final form.**

**In our opinion:**

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2020 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.



John Harry  
CHIEF EXECUTIVE OFFICER



Gillian Aldridge  
MAYOR

Date:

## City of Salisbury

### General Purpose Financial Statements for the year ended 30 June 2020

#### Understanding Council's Financial Statements

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##### Introduction

Each year, individual Local Governments across South Australia are required to present a set of audited Financial Statements to their Council and Community.

##### About the Certification of Financial Statements

The Financial Statements must be certified by the Chief Executive Officer and Mayor as "presenting a true and fair view" of the Council's financial results for the year and ensuring both responsibility for and ownership of the Financial Statements across Council.

##### What you will find in the Statements

The Financial Statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2020.

The format of the Financial Statements is standard across all South Australian Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and the requirements as set down in the South Australia Model Financial Statements.

The Financial Statements incorporate four "primary" financial statements:

##### **1. Statement of Comprehensive Income**

A summary of Council's financial performance for the year, listing all income and expenditure.

##### **2. Statement of Financial Position**

A 30 June snapshot of Council's financial position including its assets and liabilities.

##### **3. Statement of Changes in Equity**

The overall change for the year (in dollars) of Council's "net wealth".

##### **4. Statement of Cash Flows**

Indicates where Council's cash came from and where it was spent.

##### About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the four Primary Financial Statements.

##### About the Auditor's Reports

Council's Financial Statements are required to be audited by external accountants (that generally specialise in Local Government).

In South Australia, the Auditor provides an audit report, with an opinion on whether the Financial Statements present fairly the Council's financial performance and position.

##### About the Independence Certificates

Council's Financial Statements are also required to include signed Certificates by both the Council and the Auditors that the Council's Auditor has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

##### Who uses the Financial Statements?

The Financial Statements are publicly available documents and are used by (but not limited to) Councillors, Residents and Ratepayers, Employees, Suppliers, Contractors, Customers, the Local Government Association of South Australia, the SA Local Government Grants Commission, and Financiers including Banks and other Financial Institutions.

Under the *Local Government Act 1999* the Financial Statements must be made available at the principal office of the Council and on Council's website.

## City of Salisbury

Statement of Comprehensive Income  
for the year ended 30 June 2020

\$ '000	Notes	2020	2019
<b>Income</b>			
Rates	2a	101,654	97,846
Statutory Charges	2b	2,995	2,989
User Charges	2c	4,794	4,824
Grants, Subsidies and Contributions	2g	14,939	17,624
Investment Income	2d	248	743
Reimbursements	2e	1,592	552
Other Income	2f	1,067	1,112
<b>Net Gain - Equity Accounted Council Businesses</b>	1e	<b>102</b>	<b>62</b>
<b>Total Income</b>		<b>127,391</b>	<b>125,752</b>
<b>Expenses</b>			
Employee Costs	3a	36,863	35,533
Materials, Contracts and Other Expenses	3b	53,267	51,321
Depreciation, Amortisation and Impairment	3c	26,950	23,830
Finance Costs	3d	777	799
<b>Net Loss - Equity Accounted Council Businesses</b>	1e	<b>14</b>	<b>48</b>
<b>Total Expenses</b>		<b>117,871</b>	<b>111,531</b>
<b>Operating Surplus / (Deficit)</b>		<b>9,520</b>	<b>14,221</b>
Asset Disposal and Fair Value Adjustments	4	(3,532)	(1,952)
Amounts Received Specifically for New or Upgraded Assets	2g	1,277	2,958
Physical Resources Received Free of Charge	2i	-	1,090
<b>Net Surplus / (Deficit) <sup>1</sup></b>		<b>7,265</b>	<b>16,317</b>
<b>Other Comprehensive Income</b>			
<i>Amounts which will not be reclassified subsequently to operating result</i>			
Changes in Revaluation Surplus - I,PP&E	3a	10,844	48,920
<b>Total Other Comprehensive Income</b>		<b>10,844</b>	<b>48,920</b>
<b>Total Comprehensive Income</b>		<b>18,109</b>	<b>65,237</b>

<sup>1</sup> Transferred to Statement of Changes in Equity

## City of Salisbury

## Statement of Financial Position

as at 30 June 2020

\$ '000	Notes	2020	2019
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	8a	1,776	27,777
Trade and Other Receivables	8b	8,067	8,974
Inventories	8c	2,185	2,212
<b>Total Current Assets</b>		<b>12,028</b>	<b>38,963</b>
<b>Non-Current Assets</b>			
Financial Assets	8a	1,117	1,116
Equity Accounted Investments in Council Businesses	8b	3,855	3,891
Infrastructure, Property, Plant and Equipment	7a	1,515,971	1,458,665
Other Non-Current Assets	8c	18,079	38,292
<b>Total Non-Current Assets</b>		<b>1,539,022</b>	<b>1,501,964</b>
<b>TOTAL ASSETS</b>		<b>1,551,050</b>	<b>1,540,927</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	8a	12,067	21,256
Borrowings	8b	2,060	1,978
Provisions	8c	7,722	7,481
<b>Total Current Liabilities</b>		<b>21,849</b>	<b>30,715</b>
<b>Non-Current Liabilities</b>			
Borrowings	8b	9,240	8,597
Provisions	8c	1,767	1,530
<b>Total Non-Current Liabilities</b>		<b>11,007</b>	<b>10,127</b>
<b>TOTAL LIABILITIES</b>		<b>32,856</b>	<b>40,842</b>
<b>Net Assets</b>		<b>1,518,194</b>	<b>1,500,085</b>
<b>EQUITY</b>			
Accumulated Surplus		373,183	372,291
Asset Revaluation Reserves	9a	1,118,053	1,107,209
Other Reserves	9b	26,958	20,585
<b>Total Council Equity</b>		<b>1,518,194</b>	<b>1,500,085</b>

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

page 4

## City of Salisbury

Statement of Changes in Equity  
for the year ended 30 June 2020

\$ '000	Notes	Asset			Total Equity
		Accumulated Surplus	Revaluation Reserve	Other Reserves	
<b>2020</b>					
Balance at the end of previous reporting period		372,291	1,107,209	20,585	1,500,085
Net Surplus / (Deficit) for Year		7,265	-	-	7,265
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7a	-	10,844	-	10,844
Other Comprehensive Income		-	10,844	-	10,844
Total Comprehensive Income		7,265	10,844	-	18,109
Transfers between Reserves		(6,373)	-	6,373	-
Balance at the end of period		373,183	1,118,053	26,958	1,518,194
<b>2019</b>					
Balance at the end of previous reporting period		352,267	1,058,289	24,292	1,434,848
Net Surplus / (Deficit) for Year		16,317	-	-	16,317
Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7a	-	48,920	-	48,920
Other Comprehensive Income		-	48,920	-	48,920
Total Comprehensive Income		16,317	48,920	-	65,237
Transfers between Reserves		3,707	-	(3,707)	-
Balance at the end of period		372,291	1,107,209	20,585	1,500,085

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

page 5

## City of Salisbury

Statement of Cash Flows  
for the year ended 30 June 2020

\$ '000	Notes	2020	2019
<b>Cash Flows from Operating Activities</b>			
<u>Receipts</u>			
Rates		100,847	97,802
Statutory Charges		3,082	3,111
User Charges		5,517	3,545
Grants, Subsidies and Contributions (operating purpose)		15,007	17,728
Investment Receipts		265	737
Reimbursements		1,751	607
Other Receipts		11,375	9,043
<u>Payments</u>			
Payments to Employees		(36,299)	(35,386)
Payments for Materials, Contracts and Other Expenses		(67,819)	(59,414)
Finance Payments		(777)	(798)
<b>Net Cash provided by (or used in) Operating Activities</b>	11b	<b>32,949</b>	<b>36,974</b>
<b>Cash Flows from Investing Activities</b>			
<u>Receipts</u>			
Amounts Received Specifically for New/Upgraded Assets		1,277	2,958
Sale of Replaced Assets		347	1,096
Sale of Surplus Assets		462	118
Net Disposal of Investment Securities		-	71
Sale of Real Estate Developments		525	1,011
Repayments of Loans by Community Groups		14	31
Distributions Received from Equity Accounted Council Businesses		124	-
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(17,745)	(14,248)
Expenditure on New/Upgraded Assets		(41,501)	(31,771)
Development of Real Estate for Sale		(144)	(101)
<b>Net Cash provided by (or used in) Investing Activities</b>		<b>(56,641)</b>	<b>(40,835)</b>
<b>Cash Flows from Financing Activities</b>			
<u>Payments</u>			
Repayments of Borrowings		(1,977)	(2,142)
Repayment of Lease Liabilities		(332)	-
<b>Net Cash provided by (or used in) Financing Activities</b>		<b>(2,309)</b>	<b>(2,142)</b>
<b>Net Increase (Decrease) in Cash Held</b>		<b>(26,001)</b>	<b>(6,003)</b>
plus: <b>Cash and Cash Equivalents at beginning of period</b>	11	<b>27,777</b>	<b>33,780</b>
<b>Cash and Cash Equivalents at end of period</b>	11	<b>1,776</b>	<b>27,777</b>
Additional Information:			
plus: <b>Investments on hand - end of year</b>	8a	<b>690</b>	<b>690</b>
<b>Total Cash, Cash Equivalents and Investments</b>		<b>2,466</b>	<b>28,467</b>

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

page 6



City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Contents of the Notes accompanying the Financial Statements

Note	Details	Page
1	Significant Accounting Policies	8
2	Income	15
3	Expenses	20
4	Asset Disposal and Fair Value Adjustments	22
	<b>Current Assets</b>	
5a	Cash and Cash Equivalent Assets	23
5b	Trade and Other Receivables	23
5c	Inventories	23
	<b>Non-Current Assets</b>	
6a	Financial Assets	24
6b	Equity Accounted Investments in Council's Businesses	24
6c	Other Non-Current Assets	24
	<b>Fixed Assets</b>	
7a	Infrastructure, Property, Plant and Equipment	26
7b	Valuation of Infrastructure, Property, Plant and Equipment	27
	<b>Liabilities</b>	
8a	Trade and Other Payables	34
8b	Borrowings	34
8c	Provisions	34
	<b>Reserves</b>	
9a	Asset Revaluation Reserve	35
9b	Other Reserves	35
10	Assets Subject to Restrictions	37
11	Reconciliation to Statement of Cashflows	38
12a	Functions	39
12b	Components of Functions	40
13	Financial Instruments	41
14	Capital Expenditure Commitments	45
15	Financial Indicators	46
16	Uniform Presentation of Finances	48
17	Leases	49
18	Superannuation	51
19	Interests in Other Entities	52
20	Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet	55
21	Events After the Statement of Financial Position Date	56
22	Related Party Transactions	57

## City of Salisbury

### Notes to and forming part of the Financial Statements for the year ended 30 June 2020

#### Note 1. Summary of Significant Accounting Policies

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The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

#### 1 Basis of Preparation

##### 1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011* dated 14 October 2020.

##### 1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

##### 1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

##### 1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

#### 2 The Local Government Reporting Entity

The City of Salisbury is incorporated under the South Australian *Local Government Act 1999* and has its principal place of business at 34 Church Street, Salisbury. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions.

#### 3 Income Recognition

Council recognises revenue under AASB 1058 *Income of Not-for-Profit Entities* (AASB 1058) or AASB 15 *Revenue from Contracts with Customers* (AASB 15) when appropriate.

In cases where there is an enforceable contract with a customer with sufficiently specific performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied (i.e. when it transfers control of a product or service to a customer). Revenue is measured based on the consideration to which the Council expects to be entitled in a contract with a customer.

In other cases, AASB 1058 applies when a not-for-profit (NFP) entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. The excess of the asset recognised (at fair value) over any 'related amounts' is recognised as income immediately, except in the case where a financial asset has been received to enable the council to acquire or construct a recognisable non-financial asset that is to be controlled by the council. In this case, the council recognises the excess as a liability that is recognised over time in profit and loss when (or as) the entity satisfies its obligations under the transfer

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 1. Summary of Significant Accounting Policies

In recent years the payment of untied grants (financial assistance grants / local roads / supplementary grants) has varied from the annual allocation. The advanced payments received are summarised in the below table:

Financial Year	Payment Received In Advance \$'000	Comments
2016/17	3,995	Relates to 2017/18
2017/18	4,208	Relates to 2018/19
2018/19	4,556	Relates to 2019/20
2019/20	4,329	Relates to 2020/21

Because these grants as applicable for the current reporting period are untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

#### 4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the *Local Government Act 1999*. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

As evidenced in the Statement of Financial Position, Council has a low level of current assets \$12,028k compared to the level of current liabilities \$21,849k, resulting in a current assets deficiency of \$9,821k as at 30 June 2020. However it should be noted that Council has significant borrowing capacity represented by \$78,917k at 30 June 2020 of funding available through the future drawdown of Cash Advance Debentures, and consequently the current asset deficiency does not represent a liquidity issue for Council.

#### 4.1 Net Current Assets

As evidenced in the Statement of Financial Position, Council has a low level of current assets \$12,028k compared to the level of current liabilities \$21,849k, resulting in a current assets deficiency of \$9,821k as at 30 June 2020. However it should be noted that Council has significant borrowing capacity represented by \$78,917k at 30 June 2020 of funding available through the potential future drawdown of Cash Advance Debentures, and consequently the current asset deficiency does not represent a liquidity issue for Council.

#### 5 Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

#### 5.1 Real Estate Assets Developments

Real Estate Assets developments have been classified as Inventory in accordance with *AASB 102 Inventories* and are valued at the lower of cost or net realisable value. Cost includes the costs of acquisition, development, borrowing and other costs incurred on financing of that acquisition and up to the time of sale. Any amount by which cost exceeds the net realisable value has been recognised as an expense.

Revenues arising from the sale of property are recognised in the operating statement when settlement is completed.

## City of Salisbury

### Notes to and forming part of the Financial Statements for the year ended 30 June 2020

#### Note 1. Summary of Significant Accounting Policies

---

##### 5.2 Other Real Estate Held for Resale

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

##### 6 Infrastructure, Property, Plant and Equipment

###### 6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant and equipment when completed ready for use.

###### 6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life.

Examples of capitalisation thresholds applied during the year are disclosed in Note 7. No capitalisation threshold is applied to the acquisition of land or interests in land.

###### 6.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties

exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties and of existing valuations, methods and valuers are provided at Note 7.

###### 6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually; these reviews are conducted either internally or externally through the completion of asset audits and valuations.

Major depreciation periods for each class of asset are detailed in Note 7. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

###### 6.5 Intangible Assets

Intangible Assets have been accounted for in accordance with the requirements of AASB 138 *Intangible Assets*. An item is recognised as an intangible if it meets the definition of an intangible asset, it is probable that future economic benefits will flow to Council and the cost of the asset can be reliably measured.

Intangible Assets are tested for impairment yearly or when there is objective evidence or an indication that these assets may be impaired. Further determinations on useful lives are reviewed annually.

###### 6.6 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 1. Summary of Significant Accounting Policies

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

**7 Payables****7.1 Goods & Services**

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice, however during the COVID-19 pandemic Council introduced measures to assist the community and payment terms were amended to 14 day terms up to 30 June 2020. No interest is payable on these amounts.

**7.2 Payments Received in Advance and Deposits**

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

**8 Borrowings**

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of 'Payables'.

**9 Employee Benefits****9.1 Salaries, Wages & Compensated Absences**

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are

accrued at nominal amounts (including payroll based oncosts) measured in accordance with *AASB 119 Employee Benefits*.

Liabilities for employee benefits not expected to be paid or settled within twelve months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

**9.2 Superannuation**

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

**10 Leases****Accounting policy applicable from 1 July 2019**

The Council assesses at contract inception, whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

Lease arrangements have been accounted for in accordance with *AASB 16 Leases* which was applied by Council for the first time from 1 July 2019. This supersedes *AASB 117 Leases*.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 1. Summary of Significant Accounting Policies

**10.1 Council as a lessee**

The Council recognises lease liabilities to make lease payments and right of use assets representing the right to use the underlying assets.

**i) Right of Use Assets**

The Council recognises right-of-use assets at the commencement date of the lease. Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, lease payments made at or before the commencement date less any lease incentives received and the estimate of costs to be incurred to restore the leased asset. Plant and equipment right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets. Land is amortised over a period of 30 years; details for both as follows:

Plant and equipment	3 to 5 years
Water Harvesting Site	30 years

The right of use assets are also subject to impairment. Refer to the accounting policies above.

**ii) Lease Liabilities**

At the commencement date of the lease, the Council recognises lease liabilities measured at the present value of lease payments to be made over the lease term. In calculating the present value of lease payments, the Council uses its incremental borrowing rate or the interest rate implicit in the lease.

**iii) Short-term leases and leases of low-value assets**

The Council applies the short-term lease recognition exemption to its short-term leases of machinery and equipment (i.e., those leases that have a lease term of twelve months or less from the commencement date). It also applies the low-value assets recognition exemption to leases of office equipment that are considered to be low value. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

Further information on the adoption of this new accounting standard is provided below in Point 13.

**11 Equity Accounted Council Businesses**

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interest in cooperative arrangements are accounted for in accordance with *AASB 128 Investments in Associates and Joint Ventures* and set out in detail in Note 19.

**12 GST Implications**

In accordance with UIG Abstract 1031 "Accounting for the Goods and Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

**13 New and amended accounting standards and interpretations**

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 1. Summary of Significant Accounting Policies

**Adoption of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities**

Council applied AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not for Profit Entities*, for the first time from 1 July 2019. AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-for-profit (NFP) entities, in conjunction with AASB 15. These Standards supersede the NFP income recognition requirements previously in AASB 1004 *Contributions* (with the exception of certain matters relating to public sector NFP entities) as well as current revenue recognition guidance including AASB 118 *Revenue*, AASB 111 *Construction Contracts* and the related Interpretations.

The timing of income recognition depends on whether such a transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service). Details of the accounting policy adopted for these standards can be found in Note 1 Significant Accounting Policies. The Council has elected to adopt the modified retrospective method on transition to the new standards with an initial application date of 1 July 2019.

**AASB 16 Leases**

Council applied AASB 16 *Leases* for the first time from 1 July 2019. AASB 16 supersedes AASB 117 *Leases*, Interpretation 4 determining whether an Arrangement contains a Lease and other related Interpretations. The standard sets out the principles for the recognition, measurement, presentation and disclosure of leases and requires lessees to recognise most leases on the balance sheet under a single on-balance sheet model. Council has lease contracts for various items of plant, equipment and computers. Before the adoption of AASB 16, the Council classified each of its leases (as lessee) at the inception date as either a finance lease or an operating lease.

Council adopted AASB 16 using the modified retrospective method of adoption. Under this method, the standard has been applied retrospectively with the cumulative effect of initially applying the standard recognised as an adjustment to the opening balance of Accumulated Surplus as at 1 July 2019 and comparatives have not been restated.

Council recognise right-of-use assets (ROU) and lease liabilities for those leases previously classified as operating leases, except for short-term leases with lease terms that end within twelve months of the date of initial application and leases of low-value assets. The right-of-use assets for all leases were recognised based on the amount equal to the lease liabilities. No adjustments were needed for any previously recognised prepaid or accrued lease expenses as there were none. Lease liabilities were recognised based on the present value of the remaining lease payments, discounted using the incremental borrowing rate at the date of initial application.

The effect of adoption of AASB 16 as at 1 July 2019 (increase/(decrease)) is as follows:

	\$'000
<b>Assets</b>	
- IPP&E ROU Assets	3,034
<b>Total Assets</b>	<b>3,034</b>
<b>Liabilities</b>	
Interest-bearing loans and borrowings	(3,034)
<b>Total Liabilities</b>	<b>(3,034)</b>
<b>Accumulated Surplus</b>	<b>Nil</b>

The lease liabilities as at 1 July 2019 can be reconciled to the operating lease commitments as of 30 June 2019, as follows:

	\$'000
<b>Operating lease commitments as at 30 June 2019</b>	<b>367</b>
<b>Add:</b>	
New leases taken out post 1 July 2019	2,990
<b>Less:</b>	
Commitments relating to leases of low-value assets	(308)
Commitments relating to short-term leases	(8)
Effect of discounting using the weighted average incremental borrowing rate as at 1 July 2019 of 4.55%	(7)
<b>Lease Liabilities as at 1 July 2019</b>	<b>3,034</b>

## City of Salisbury

### Notes to and forming part of the Financial Statements for the year ended 30 June 2020

#### Note 1. Summary of Significant Accounting Policies (continued)

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##### **Standards issued by the AASB not yet effective**

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2020, these standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a significant impact for Council then further information has been provided in this note.

##### **Effective for NFP annual reporting periods beginning on or after 1 January 2022**

- AASB 2014-10 *Safe or Contribution of Assets between an Investor and its Associate or Joint Venture* (amended by AASB 2015-10 and AASB 2017-5).

##### **14 Comparative Figures**

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

##### **15 Disclaimer**

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.



## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 2. Income

\$ '000	Notes	2020	2019
<b>(a). Rates Revenues</b>			
<b>General Rates</b>			
General Rates		100,748	96,973
Less: Mandatory Rebates		(1,249)	(1,222)
Less: Discretionary Rebates, Remissions and Write Offs		(362)	(343)
<b>Total General Rates</b>		<b>99,137</b>	<b>95,408</b>
<b>Other Rates (including Service Charges)</b>			
Natural Resource Management Levy		2,067	2,016
Salisbury Business Association Separate Rate		156	162
Globe Derby Community Club Separate Rate		6	6
<b>Total Other Rates</b>		<b>2,229</b>	<b>2,184</b>
<b>Other Charges</b>			
Penalties for Late Payment		288	254
<b>Total Other Charges</b>		<b>288</b>	<b>254</b>
<b>Total Rates Revenues</b>		<b>101,654</b>	<b>97,846</b>
<b>(b). Statutory Charges</b>			
Development Act Fees		1,028	946
Town Planning Fees		398	466
Animal Registration Fees and Fines		828	1,046
Parking Fines / Expiation Fees		316	215
Other Licences, Fees and Fines		425	316
<b>Total Statutory Charges</b>		<b>2,995</b>	<b>2,989</b>
<b>(c). User Charges</b>			
Cemetery Fees		536	541
Property Lease		875	878
Waste Disposal Fees		9	12
Water Supply		2,420	2,335
Aged and Disability Services		450	519
Sundry		504	539
<b>Total User Charges</b>		<b>4,794</b>	<b>4,824</b>

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 2. Income (continued)

\$ '000	Notes	2020	2019
<b>(d). Investment Income</b>			
Interest on Investments			
- Local Government Finance Authority		137	203
- Banks and Other		89	521
- Loans to Community Groups		22	19
<b>Total Investment Income</b>		<b>248</b>	<b>743</b>
<b>(e). Reimbursements</b>			
Contract Maintenance		251	242
Street Lighting		1,023	-
Other		318	310
<b>Total Reimbursements</b>		<b>1,592</b>	<b>552</b>
<b>(f). Other Income</b>			
Insurance and Other Recoupments - Infrastructure, IPP&E		-	9
Rebates Received		661	728
Sundry		406	375
<b>Total Other Income</b>		<b>1,067</b>	<b>1,112</b>

## City of Salisbury

## Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

## Note 2. Income (continued)

\$ '000	Notes	2020	2019
<b>(g). Grants, Subsidies and Contributions</b>			
Amounts Received Specifically for New or Upgraded Assets		1,277	2,958
<b>Total Amounts Received Specifically for New or Upgraded Assets</b>		<b>1,277</b>	<b>2,958</b>
Other Grants, Subsidies and Contributions		6,780	6,532
Untied Financial Assistance Grant		3,830	4,956
Individually Significant Item - Additional Financial Assistance Grant (refer below)		4,329	6,136
<b>Total Other Grants, Subsidies and Contributions</b>		<b>14,939</b>	<b>17,624</b>
<b>Total Grants, Subsidies and Contributions</b>		<b>16,216</b>	<b>20,582</b>

The functions to which these grants, subsidies and contributions relate are disclosed in Note 12, with the exception of Amounts Received Specifically for New or Upgraded Assets.

**(i) Sources of grants**

Commonwealth Government	2,876	2,599
State Government	12,738	17,287
Other	602	696
<b>Total</b>	<b>16,216</b>	<b>20,582</b>

**(ii) Individually Significant Items**

Advanced Financial Assistance Grant Recognised as Income	4,329	4,556
Advanced Supplementary Local Road Funding Recognised as Income	-	1,580

On 27 May 2020, Council received advance payment of the first two quarters of the 2020/2021 Financial Assistance Grant, totalling \$4,329k (comprising of \$3,300k in general purpose funding and \$1,029k in untied local road funding). This has materially increased Council's operating results in the current year, as these amounts are recognised as income upon receipt, as detailed in Note 1. Potential material effects will be experienced when the timing of these grant payments are once again restored to a normal schedule.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 2. Income (continued)

\$ '000	Notes	2020	2019
<b>(h). Conditions over Grants and Contributions</b>			
Grants and contributions which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:			
<b>Unexpended at the close of the previous reporting period</b>		2,115	1,752
<i>Less:</i>			
<i>Expended during the current period from revenues recognised in previous reporting periods</i>			
Dry Creek Park Way - City Wide Trails		(800)	-
Pauls Drive Valley View - Major Flooding		(657)	-
Tea Tree Gully Business Advisory Services		(80)	(30)
Fostering Integration Grant		(49)	-
Home and Community Support Program		(41)	-
Drug and Alcohol Framework		(7)	(11)
The Shed Project		(5)	-
Bridgestone Athletic Track		-	(860)
Salisbury Oval Female Changerooms		-	(397)
Digital Growth Program		-	(64)
Footpath Development Program		-	(63)
Pooraka Farm CCTV		-	(39)
Northern Adelaide Industry Development		-	(39)
Salisbury Oval CCTV		-	(19)
Street Tree Developer Program		-	(17)
Playford Business Services		-	(12)
Duke of Edinburgh School Program		-	(7)
Other		-	(61)
<b>Subtotal</b>		<b>(1,619)</b>	<b>(1,619)</b>

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 2. Income (continued)

\$ '000	Notes	2020	2019
<i>Plus:</i>			
<i>Amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions</i>			
Tea Tree Gully Business Advisory Services		182	60
NDIS Participants		75	-
Risk & Governance - Special Distribution Fund		58	-
OH&S - Special Distribution Fund		52	-
Mindset for Life Program		41	-
Preventative WHS Programs - Special Distribution Fund		39	-
Waterwatch General		38	-
ACE Project (Accredited)		21	-
Perspex Screens for Public PC's - Special Distribution Fund		15	-
ACE Project (Non-Accredited)		13	-
Drug and Alcohol Framework		8	7
Pooraka Farm Family Fun Day		5	-
Dry Creek Park Way - City Wide Trails		-	1,000
Pauls Drive Valley View - Major Flooding		-	657
Fostering Integration Program		-	49
Home and Community Support Program		-	41
The Shed Project		-	5
Other		-	163
<b>Subtotal</b>		<b>547</b>	<b>1,982</b>
<b>Unexpended at the close of this reporting period</b>		<b>1,043</b>	<b>2,115</b>
<b>Net increase (decrease) in assets subject to conditions in the current reporting period</b>		<b>(1,072)</b>	<b>363</b>
 (i). Physical Resources Received Free of Charge			
Land and Improvements		-	96
Roads, Bridges and Footpaths		-	375
Stormwater Drainage		-	619
<b>Total Physical Resources Received Free of Charge</b>		<b>-</b>	<b>1,090</b>

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 3. Expenses

\$ '000	Notes	2020	2019
<b>(a). Employee Costs</b>			
Salaries and Wages		30,608	28,825
Employee Leave Expense		5,094	5,121
Superannuation - Defined Contribution Plan Contributions	18	743	793
Superannuation - Defined Benefit Plan Contributions	18	2,698	2,349
Workers' Compensation Insurance		1,416	1,387
Less: Capitalised and Distributed Costs		(3,696)	(2,942)
<b>Total Operating Employee Costs</b>		<b>36,863</b>	<b>35,533</b>
Total Number of Employees (full time equivalent at end of reporting period)		412	403
<b>(b). Materials, Contracts and Other Expenses</b>			
<b>(i) Prescribed Expenses</b>			
Auditor's Remuneration			
- Auditing the Financial Reports		32	46
Bad and Doubtful Debts		2	16
Elected Members' Expenses		472	470
Election Expenses		41	540
Operating Lease Rentals - Cancellable Leases (2019 only)		-	697
Lease Expense - Low Value Assets / Short Term Leases		524	-
<b>Subtotal - Prescribed Expenses</b>		<b>1,071</b>	<b>1,769</b>
<b>(ii) Other Materials, Contracts and Expenses</b>			
Contractors		35,722	34,476
Energy		4,737	4,160
Legal Expenses		425	314
Levies Paid to Government - NRM Levy		2,038	2,014
Levies - Other		350	378
Parts, Accessories and Consumables		2,874	2,733
Insurance		1,058	951
Water Rates		911	858
Sundry		4,081	3,668
<b>Subtotal - Other Material, Contracts and Expenses</b>		<b>52,196</b>	<b>49,552</b>
<b>Total Materials, Contracts and Other Expenses</b>		<b>53,267</b>	<b>51,321</b>

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 3. Expenses (continued)

\$ '000	Notes	2020	2019
<b>(c). Depreciation, Amortisation and Impairment</b>			
<b>(i) Depreciation and Amortisation</b>			
Land Improvements		5,545	5,293
Buildings and Other Structures		3,112	2,418
Infrastructure		14,731	13,872
Right-of-Use Assets		444	-
Plant and Equipment		2,931	2,078
Library Books		187	169
<b>Subtotal</b>		<b>26,950</b>	<b>23,830</b>
<b>Total Depreciation, Amortisation and Impairment</b>		<b>26,950</b>	<b>23,830</b>
<b>(d). Finance Costs</b>			
Interest on Loans		659	799
Interest on Leases		110	-
Interest on Cash Advance Debentures		8	-
<b>Total Finance Costs</b>		<b>777</b>	<b>799</b>

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 4. Asset Disposal and Fair Value Adjustments

\$ '000	Notes	2020	2019
<b>Infrastructure, Property, Plant and Equipment</b>			
<b>(i) Assets Renewed or Directly Replaced</b>			
Proceeds from Disposal		347	1,096
Less: Carrying Amount of Assets Sold		(3,914)	(3,581)
<b>Gain (Loss) on Disposal</b>		<b>(3,567)</b>	<b>(2,485)</b>
<b>(ii) Assets Surplus to Requirements</b>			
Proceeds from Disposal		462	118
Less: Carrying Amount of Assets Sold		(754)	(199)
<b>Gain (Loss) on Disposal</b>		<b>(292)</b>	<b>(81)</b>
<b>Real Estate Development Assets</b>			
Proceeds from Disposal		525	1,011
Less: Carrying Amount of Assets Sold		(198)	(397)
<b>Gain (Loss) on Disposal</b>		<b>327</b>	<b>614</b>
<b>Net Gain (Loss) on Disposal or Revaluation of Assets</b>		<b>(3,532)</b>	<b>(1,952)</b>



## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 5. Current Assets

\$ '000	Notes	2020	2019
<b>(a). Cash and Cash Equivalent Assets</b>			
Cash on Hand at Bank		689	156
Short Term Deposits		1,087	27,621
<b>Total Cash and Cash Equivalent Assets</b>		<b>1,776</b>	<b>27,777</b>
<b>(b). Trade and Other Receivables</b>			
Rates - General and Other		3,950	2,986
Accrued Revenues		-	17
Debtors - General		2,458	3,162
GST Recoupment		1,168	2,106
Prepayments		461	671
Loans to Community Organisations		30	32
<b>Total Trade and Other Receivables</b>		<b>8,067</b>	<b>8,974</b>
<b>(c). Inventories</b>			
Stores and Materials		285	256
Real Estate Developments	6c	1,865	1,920
Cemetery Plinths, Vaults and Inurnments		35	36
<b>Total Inventories</b>		<b>2,185</b>	<b>2,212</b>

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 6. Non-Current Assets

\$ '000	Notes	2020	2019
<b>(a). Financial Assets</b>			
<b>Receivables</b>			
Council Rates Postponement Scheme		28	15
Loans to Community Organisations		399	411
<b>Subtotal</b>		<b>427</b>	<b>426</b>
<b>Total Receivables</b>		<b>427</b>	<b>426</b>
<b>Other Financial Assets (Investments)</b>			
Mortgages over Property - Affordable Housing Scheme		690	690
<b>Total Other Financial Assets (Investments)</b>		<b>690</b>	<b>690</b>
<b>Total Financial Assets</b>		<b>1,117</b>	<b>1,116</b>
<b>(b). Equity Accounted Investments in Council Businesses</b>			
Northern Adelaide Waste Management Authority	10	3,855	3,753
Council Solutions	10	-	138
<b>Total Equity Accounted Investments in Council Businesses</b>		<b>3,855</b>	<b>3,891</b>
Council Solutions was wound up as at 15 October 2019 and the net equity was distributed to the Constituent Councils in line with the respective interests.			
<b>(c). Other Non-Current Assets</b>			
<b>(i) Inventories</b>			
Real Estate Developments		1,395	1,394
<b>Total Inventories</b>		<b>1,395</b>	<b>1,394</b>
<b>(ii) Other</b>			
Capital Works-in-Progress		16,474	36,732
Intangible Assets		210	166
<b>Total Other</b>		<b>16,684</b>	<b>36,898</b>
<b>Total Other Non-Current Assets</b>		<b>18,079</b>	<b>38,292</b>

## City of Salisbury

## Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

## Note 6. Non-Current Assets

\$ '000	Notes	2020	2019
<b>Real Estate Developments - Current and Non-Current</b>			
(Valued at the lower of cost and net realisable value)			
Residential		3,260	3,314
<b>Total Real Estate for Resale</b>		<b>3,260</b>	<b>3,314</b>
<b>Represented by:</b>			
Acquisition Costs		1,771	1,570
Development Costs		1,489	1,744
<b>Total Real Estate of Resale</b>		<b>3,260</b>	<b>3,314</b>
<b>(ii) Apportionment of Real Estate Developments</b>			
Current Assets		1,865	1,920
Non-Current Assets		1,395	1,394
		<b>3,260</b>	<b>3,314</b>

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 7a (i). Infrastructure, Property, Plant and Equipment

	Fair Value (cost)	as at 30/6/2019				Asset Movements during the Reporting Period					as at 30/6/2020							
		At Fair Value	At Cost	Accumulated Dep'n	Impairment	Carrying Value	Transfer adjustment - AAAS 28	Asset Additions		WDB of Asset Disposal	Depreciation Expense (Note 3c)	Revaluation increments to Equity (ARR) (Note 5)	At Fair Value	At Cost	Accumulated Dep'n	Impairment	Carrying Value	
								State / Upgrade	Renovals									
<b>\$ '000</b>																		
Land - Other	2	459,413	-	-	-	459,413	-	1,230	-	(58)	-	15,962	474,567	-	-	-	-	474,567
Land Improvements	3	190,679	-	73,899	-	116,780	-	5,492	2,411	(612)	(5,545)	567	198,484	-	79,445	-	-	119,039
Buildings and Other Structures	3	91,020	-	26,137	-	64,883	-	36,099	1,212	(519)	(3,112)	(3,771)	121,857	-	27,055	-	-	94,792
Infrastructure	3	1,236,706	-	432,184	-	804,522	-	9,487	12,824	(2,851)	(14,731)	86	1,249,534	-	440,247	-	-	809,337
Right-of-Use Assets		-	-	-	-	-	3,034	-	-	-	(144)	-	-	3,034	444	-	-	2,590
Plant and Equipment		-	27,464	15,646	-	11,818	-	4,826	1,329	(648)	(2,931)	-	-	32,013	17,619	-	-	14,394
Library Books		-	1,243	-	-	1,243	-	196	-	-	(187)	-	-	2,494	1,242	-	-	1,252
<b>Total Infrastructure, Property, Plant and Equipment</b>		<b>1,977,816</b>	<b>28,707</b>	<b>547,660</b>	<b>-</b>	<b>1,458,665</b>	<b>3,034</b>	<b>57,270</b>	<b>17,776</b>	<b>(4,668)</b>	<b>(26,950)</b>	<b>10,344</b>	<b>2,044,492</b>	<b>37,841</b>	<b>566,062</b>	<b>-</b>	<b>-</b>	<b>1,515,971</b>
<b>Comparatives</b>		<b>1,883,767</b>	<b>26,227</b>	<b>509,039</b>	<b>-</b>	<b>1,400,955</b>	<b>-</b>	<b>23,989</b>	<b>12,411</b>	<b>(3,780)</b>	<b>(23,830)</b>	<b>48,920</b>	<b>1,977,816</b>	<b>28,707</b>	<b>547,860</b>	<b>-</b>	<b>-</b>	<b>1,458,665</b>

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and  
Investment Property

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\$ '000

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Valuation of Assets

Council measures and recognises the following assets at fair value on a recurring basis after initial recognition:

- Land
- Land Improvements
- Infrastructure
- Buildings and Other Structures

Council does not subsequently measure any liabilities at fair value on a recurring basis, or any assets or liabilities at fair value on a non-recurring basis.

a) Fair Value Hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information according to the relevant level in the fair value hierarchy. This hierarchy categorises fair value measurements into one of three possible levels based on the lowest level that a significant input can be characterised into. The levels are outlined below:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset.

The fair value of assets that are not traded in an active market is determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and  
Investment Property

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 \$ '000
 

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**b) Valuation Techniques**

Council selects valuation techniques that are appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends upon the specific characteristics of the asset being measured. The valuation techniques selected by Council are consistent with one or more of the following valuation approaches:

- *Market Approach* uses prices and other relevant information generated by market transactions involving identical or similar assets.
- *Income Approach* converts estimated future cash flows or income and expenses into a single current (i.e. discounted) value.
- *Cost Approach* reflects the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset, including assumptions about risks. When selecting a valuation technique, Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

During 2017/18 Council initially undertook a review of the internal overhead costs, such as project management, supervision and design, that are directly related to the renewal of Council's Transport and Stormwater assets. The purpose of the review was to ensure that the appropriate level of direct internal overhead costs (expressed as a percentage) were being reflected in the unit rates that are utilized to revalue these asset classes. These overhead percentages were independently reviewed by Tonkin Consulting and continue to be incorporated into their review of Council's Asset Valuations.

**c) Capitalisation Thresholds**

Capitalisation thresholds used by Council for a representative range of assets are shown below. No capitalisation threshold is applied to the acquisition of land or interests in land.

	\$
Office Furniture and Equipment	5,000
Plant and Light Vehicles	5,000
Buildings - new construction/extensions	10,000
Park and Playground Furniture and Equipment	5,000
Road construction and reconstruction	10,000
Paving and footpaths, Kerb and Gutter	5,000
Drains and Culverts	10,000
Reticulation extensions	5,000
Sidelines and household connections	5,000
Artworks	5,000

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and  
Investment Property

\$ '000

**d) Estimated Useful Lives**

Useful lives are estimated for each individual asset. In estimating useful lives, regard is had to technical and commercial obsolescence, as well as legal and other limitations on continued use. The range of useful lives for a representative range of assets is shown below, although individual assets may have an estimated total useful life of greater or lesser amount:

	Years
<i>Plant, Furniture and Equipment</i>	
Office Equipment	3 to 10 years
Office Furniture	3 to 10 years
Vehicles and Road-making Equipment	2 to 20 years
Other Plant and Equipment	3 to 20 years
<i>Building and Other Structures</i>	
Building Components	10 to 80 years
Playground Equipment	15 to 25 years
Benches, Seats, etc	10 to 15 years
<i>Infrastructure</i>	
Roads - Seal	20 to 40 years
Roads - Base	50 to 150 years
Roads - Sub-Base	150 to 300 years
Unsealed Roads	5 to 10 years
Bridges	100 years
Footpaths	8 to 80 years
Kerb, Gutter and Medians	50 to 300 years
Drainage Pipes	80 to 100 years
Culverts, Headwalls and Junction Boxes	40 to 100 years
Dams and Reservoirs	400 years
Bores	75 years
Reticulation Pipes - PVC	50 to 80 years
Pumps and Telemetry	10 to 50 years
<i>Other Assets</i>	
Library Books	3 to 7 years
Artworks/Local History	Indefinite
Street Trees	50 years
Right-of-Use Assets	3 to 5 years

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and  
Investment Property

\$ '000

	Level 1 \$'000s	Level 2 \$'000s	Level 3 \$'000s	Total \$'000s
Land	-	474,567	-	474,567
Land Improvements	-	-	119,039	119,039
Buildings and Other Structures	-	-	94,792	94,792
Infrastructure	-	-	809,337	809,337
<b>Total</b>	-	<b>474,567</b>	<b>1,023,168</b>	<b>1,497,735</b>

## f) Disclosed Fair Value Measurements

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Land	2	Market Value	\$474,567

Valuations of assets in this category are undertaken using the State Valuer Generals Site Values.

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Land Improvements	3	Cost Approach	\$119,039

Valuations of assets in this category are undertaken via one of the following methods:

- Independent valuations are provided by Tonkin Consulting using a methodology that utilises observable Council specific contract rates to derive a unit rate used to calculate a current replacement cost for each asset. Assets valued via this method include Footpaths and Carpark Pavement/Seals all situated on Council Reserves.
- Revalued using the Local Government Pricing Index (LGPI) for 2019/20. Assets valued via this method include Fencing, Irrigation Equipment, Playgrounds, Kerbing, Sports Courts/Facilities, Reserve Furniture, Landscaping and Other Structures all situated on Council Reserves.
- Independent valuations provided by Tonkin Consulting in 2019/20 using a methodology that utilises observable Council cost information as well as their knowledge of the water industry and references to various construction guides (such as Rawlinsons Australian Construction Handbook) to derive an index for each asset component associated with Councils Recycled Stormwater Business Unit, which includes assets such as Pipework, Pumps, Bores, Valves, Electrical and Computer Equipment.
- Independent valuations initially provided by JLL in 2017/18 using a methodology that utilises observable rates and cost information from their research across the Playground and Fitness Equipment industries. Assets valued via this method included Playgrounds and Fitness Equipment. These assets have been revalued using the LGPI for 2019/20.



## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and  
Investment Property

\$ '000

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Buildings and Other Structures	3	Cost Approach	\$94,792

Valuation of assets in this category are undertaken via the following method:

a. Independent valuation of the current replacement cost for buildings at a component level was undertaken by GHD for the year ending 30 June 2017 using a methodology that utilises observable rates and cost information from their extensive knowledge across Building Infrastructure. In 2019/20 an independent valuation of the current replacement cost for these assets was undertaken using Building Component Indexes provided by Tonkin Consulting, derived from references to the Rawlinsons Australian Construction Handbook.

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Infrastructure	3	Cost Approach	\$809,337

Valuation of assets in this category are undertaken via one of the following methods:

a. Independent valuations are provided by Tonkin Consulting using a methodology that utilises observable Council specific contract rates to derive a unit rate used to calculate a current replacement cost for each asset. Assets valued via this method include Footpaths, Kerbing, Carpark Pavements/Seals, Road Pavement/Seals and Drainage Pipes/Pits all situated on or under Council Roads.

b. Independent valuations initially provided by SMEC in 2016/17 using a methodology that utilises observable rates and cost information from their extensive knowledge of water retention related infrastructure. Assets valued via this method include Major Drainage Dams. In 2019/20 these assets were revalued using the Local Government Pricing Index (LGPI).

c. Revalued using the Local Government Pricing Index (LGPI). Assets valued via this method include Bridges, Irrigation Equipment on Roads, Road Furniture, Landscaping on Roads, Open Drainage Systems and Minor Drainage Dams.

The requirements of AASB 13 *Fair Value Measurement* have been applied to all valuations undertaken since 1 July 2013. There has been no change in the valuation technique(s) used to calculate the fair values disclosed in the financial statements from previous years.

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

**Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and  
Investment Property (continued)**

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\$ '000

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Valuation of Assets (continued)

**Highest and best use**

All of Council's non financial assets are considered as being utilised for their highest and best use, unless market or other factors suggest a different use by market participants would maximise the value of the asset.

**Land Under Roads**

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition; land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

**Land**

Much of the land under Council's care and control is Crown land or has been declared as community land under the provision of the *Local Government Act 1999*. Other types of restrictions on the land may also apply. Valuations of this land are based on the State Valuer General's Site Values, which are based on observable sales in an active market of similar properties with a similar land use on both vacant land and land with improvements. Adjustments to these values are then made by the State Valuer General taking into consideration the highest and best use of the property e.g. if there is a single house on the land but zoning would allow it to be divided for home units.

**Infrastructure, Buildings and Land Improvements**

As there is no known active market for the majority of infrastructure, building and land improvement assets owned by Council, these assets have been valued at current replacement cost using the *Cost Approach*. Upon revaluation, the current replacement cost and accumulated depreciation are restated such that the difference (the current replacement cost) represents the fair value of the asset determined in accordance with AASB 13 *Fair Value Measurement*.

This method involves the determination of the current cost to construct the asset (or its modern engineering equivalent) and then calculating the value of its remaining service capacity (current replacement cost). Council utilises a number of observable and unobservable inputs in the calculation of these values which may include:

Observable Inputs:

- Council specific contract rates
- Recent construction costs for similar assets
- Independent valuations

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and  
Investment Property (continued)

\$ '000

Unobservable Inputs/Estimates:

- Quantities of materials used
- Economic (Useful) Lives of assets
- Residual Value of assets
- Preserved Value of assets
- Pattern of consumption of an assets economic benefits
- Condition
- Obsolescence
- Impairment
- Industry construction pricing indexes e.g. Rawlinson's Construction Handbook and Cost Guide
- Other construction pricing indexes e.g. Local Government Pricing Index which is an index developed by the Australian Bureau of Statistics and is prepared quarterly by the South Australia Centre for Economic Studies and is based on price movements in the goods and services purchased by Local Governments.

**Intangible Assets**

Intangible Assets have been accounted for in accordance with the requirements of AASB 138 *Intangible Assets*. Council owns Water Licences that enable the harvesting and sale of stormwater. These Water Licences meet the definition and recognition requirements of Intangible Assets, specifically classified as Intangible assets with an indefinite useful life. Initial recognition of these Water Licences is at cost, and after initial recognition they are carried at cost less any accumulated impairment losses.

Testing for impairment, in accordance with AASB 136 *Impairment of Assets*, is undertaken annually, or whenever there may be an indication that the intangible assets may be impaired. The determination that these Water Licences have an indefinite useful life is reviewed annually to determine whether events and circumstances continue to support an indefinite useful life assessment.

**Street Trees**

Council is of the opinion that street trees and tree screens are tangible assets that Council uses to support the provision of environmental and recreational services to the community, and have an initial cost that can be reliably measured, that is the cost of planting and establishment. It is therefore considered that costs relating to tree plantings for Street Tree and Tree Screen renewal programs only meet the recognition criteria of property, plant and equipment and are recognised as an asset.

**Plant, Furniture and Fittings**

Assets are carried at cost, less any accumulated depreciation and impairment losses.

**Library Books**

Library books are accounted for under the replacement method. Library stock at 30 June 2020 is valued using nominal values recommended by PLS (Public Library Service). All new purchases are treated as replacement items and the expense is classified as depreciation. This expense is then adjusted by the movement in the calculated value of the library stock.

**Right-of-Use Assets**

Valued as the initial measurement of the lease liability being the present value of future lease payments and any initial direct costs, pre-paid lease payments and any estimated costs to dismantle.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 8. Liabilities

\$ '000	Notes	2020		2019	
		Current	Non Current	Current	Non Current
<b>(a). Trade and Other Payables</b>					
Goods and Services		10,104	-	19,468	-
Payments Received in Advance		1,558	-	1,541	-
Accrued Expenses - Employee Entitlements		238	-	-	-
Accrued Expenses - Other		45	-	43	-
Deposits, Retentions and Bonds		122	-	204	-
<b>Total Trade and Other Payables</b>		<b>12,067</b>	<b>-</b>	<b>21,256</b>	<b>-</b>
<b>(b). Borrowings</b>					
Loans		1,773	6,825	1,978	8,597
Lease Liabilities	17	287	2,415	-	-
<b>Total Borrowings</b>		<b>2,060</b>	<b>9,240</b>	<b>1,978</b>	<b>8,597</b>
All interest bearing liabilities are secured over the future revenues of the Council					
<b>(c). Provisions</b>					
Employee Entitlements (including accruals)		7,722	1,654	7,481	1,427
Salisbury Memorial Park Maintenance Provision		-	90	-	80
Mortgage Loss Provision		-	23	-	23
<b>Total Provisions</b>		<b>7,722</b>	<b>1,767</b>	<b>7,481</b>	<b>1,530</b>
			Salisbury Memorial Park Maintenance Provision	Mortgage Loss Provision	
Opening Balance			80	23	
Additional Amounts Recognised			10	-	
<b>Closing Balance</b>			<b>90</b>	<b>23</b>	

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 9. Reserves

\$ '000	1/7/2019	Increments (Decrements)	Transfers	Impairments	30/6/2020
<b>(a). Asset Revaluation Reserve</b>					
Land - Other	359,962	13,962	-	-	373,924
Land Improvements	27,628	567	-	-	28,195
Buildings and Other Structures	10,969	(3,771)	-	-	7,198
Infrastructure	706,312	86	-	-	706,398
Library Books	2,338	-	-	-	2,338
<b>Total Asset Revaluation Reserve</b>	<b>1,107,209</b>	<b>10,844</b>	<b>-</b>	<b>-</b>	<b>1,118,053</b>
<b>Comparatives</b>	<b>1,058,289</b>	<b>48,920</b>	<b>-</b>	<b>-</b>	<b>1,107,209</b>

\$ '000	1/7/2019	Tifs to Reserve	Tifs from Reserve	Other Movements	30/6/2020
<b>(b). Other Reserves</b>					
Development and Public Infrastructure Reserve	1,279	475	(324)	-	1,430
Open Space Reserve	1,423	33	(100)	-	1,356
Car Parking Reserve	941	6	-	-	947
Property Disposal Reserve	464	287	-	-	751
Mausoleum Perpetual Care Reserve	850	8	-	-	858
Salisbury Memorial Park Reserve	906	6	-	-	912
Carried Forward Funds Reserve	12,720	18,595	(12,720)	-	18,595
Salisbury Water Business Unit Reserve	2,002	107	-	-	2,109
<b>Total Other Reserves</b>	<b>20,585</b>	<b>19,517</b>	<b>(13,144)</b>	<b>-</b>	<b>26,958</b>
<b>Comparatives</b>	<b>24,292</b>	<b>14,241</b>	<b>(17,948)</b>	<b>-</b>	<b>20,585</b>

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

**Note 9. Reserves**

**PURPOSES OF RESERVES**

**Asset Revaluation Reserves**

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

**Development and Public Infrastructure Reserve**

The Development and Public Infrastructure Reserve contains developer contributions towards future footpaths, street signs and street trees specific to the development site. It also contains developer contributions towards future works associated with drainage systems, water pipes and pumps, Council road network, trails and bridges necessary to facilitate the development and external to the development site.

**Open Space Reserve**

For developer contributions received that are to be utilised towards the future acquisition of open space areas.

**Carpark Reserve**

For the provision of future renewal and maintenance of car parking areas within the Salisbury Town Centre, Ingle Farm Town Centre and Mawson Lakes Town Centre.

**Property Disposal Reserve**

To retain the proceeds of any property sales, including surplus land and redevelopments, under the provision of Section 194 of the *Local Government Act 1999* and subject to compliance with all legal requirements thereof, and to be utilised to repay debt or reduce future borrowings.

**Mausoleum Perpetual Care Fund Reserve**

To provide maintenance for the Mausoleum situated at Salisbury Memorial Park.

**Salisbury Memorial Park Reserve**

To fund future development work and maintenance at the Salisbury Memorial Park.

**Carried Forward Funds Reserve**

Used for unspent budget funds at the end of financial year that are to be carried forward for use in the following year.

**Salisbury Water Business Unit Reserve**

Generated by the allocation of surpluses, and offset by deficits resulting from the operations of the Salisbury Water Business Unit. Allocations from the Reserve can only be made following a resolution of Council and can only be utilised to fund either business development, asset renewal, offset losses or to distribute dividends to Council.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 10. Assets Subject to Restrictions

\$ '000	2020	2019
<p>The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.</p>		
<b>Cash and Financial Assets</b>		
Open Space Contributions	1,356	1,423
Developer Contributions	2,377	2,220
Unexpended Grants and Subsidy Funds	1,043	2,115
<b>Total Cash and Financial Assets</b>	<b>4,776</b>	<b>5,758</b>
<b>Total Assets Subject to Externally Imposed Restrictions</b>	<b>4,776</b>	<b>5,758</b>

Open Space Contributions are received primarily to fund reserves/playspaces and other recreational areas within new subdivisions. Developer Contributions are received primarily to fund infrastructure works in new subdivisions. These funds are held in Reserves (as disclosed in Note 9) until required and as such are regarded as restricted. Grant and Subsidy Funds received but not yet expended are regarded as restricted, and are disclosed in Note 2f.

## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2020	2019
<b>(a). Reconciliation of Cash</b>			
Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:			
Total Cash and Equivalent Assets	8	1,776	27,777
Balances per Statement of Cash Flows		<u>1,776</u>	<u>27,777</u>
<b>(b). Reconciliation of Change in Net Assets to Cash from Operating Activities</b>			
Net Surplus/(Deficit)		7,265	16,317
Non-Cash Items in Income Statements			
Depreciation, Amortisation and Impairment		26,950	23,830
Equity Movements in Equity Accounted Investments (Increase)/Decrease		(88)	(14)
Non-Cash Asset Acquisitions		-	(1,090)
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(1,277)	(2,958)
Net (Gain) Loss on Disposals		<u>3,532</u>	<u>1,952</u>
		<b>36,382</b>	<b>38,037</b>
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		892	(2,954)
Net (Increase)/Decrease in Inventories		(28)	(4)
Net (Increase)/Decrease in Other Current Assets		(44)	-
Net Increase/(Decrease) in Trade and Other Payables		(4,731)	1,604
Net Increase/(Decrease) in Unpaid Employee Benefits		468	286
Net Increase/(Decrease) in Other Provisions		<u>10</u>	<u>5</u>
Net Cash provided by (or used in) operations		<u><b>32,949</b></u>	<u><b>36,974</b></u>
<b>(c). Non-Cash Financing and Investing Activities</b>			
Acquisition of assets by means of:			
- Physical Resources Received Free of Charge	21	-	1,090
Amounts recognised in Income Statement		-	1,090
- Leases		-	-
Total Non-Cash Financing and Investing Activities		<u>-</u>	<u>1,090</u>
<b>(d). Financing Arrangements</b>			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		500	500
Corporate Credit Cards		500	500
LGFA Cash Advance Debenture Facility		78,917	16,917

The significant increase in LGFA Cash Advance Debenture Facilities from \$16,917k to \$78,917k is as a response to COVID-19 and the financial support measures implemented to assist the community. Council established a short-term \$80,000k Cash Advance Debenture facility for the specific purpose of supporting the organisations potential cash flow associated with the potential deferral of rates payment due dates.

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.



## City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

## Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT AND NON-CURRENT)	
	Actual 2020	Actual 2019	Actual 2020	Actual 2019	Actual 2020	Actual 2019	Actual 2020	Actual 2019	Actual 2020	Actual 2019
<b>\$ '000</b>										
Public Order and Safety	2,941	2,935	3,705	3,505	(764)	(570)	-	-	879	843
Health	242	277	1,757	1,662	(1,515)	(1,385)	5	31	529	531
Social Security and Welfare	3,528	3,533	7,586	7,064	(4,058)	(3,551)	2,996	2,893	25,221	24,268
Housing and Community Services	4,470	3,329	31,139	29,564	(26,669)	(26,235)	230	243	483,403	477,563
Recreation and Culture	1,156	1,238	30,251	28,320	(29,095)	(27,082)	614	679	470,930	438,560
Transport and Communication	4,081	6,143	19,413	18,139	(15,332)	(11,996)	4,080	6,142	496,906	495,075
Economic Affairs	155	203	6,297	5,956	(6,142)	(5,753)	63	110	256	258
Other, Not Attributed and Admin	110,716	108,032	17,709	17,253	93,007	90,779	6,951	7,526	70,926	103,816
<b>Total Functions/Activities</b>	<b>127,289</b>	<b>125,630</b>	<b>117,857</b>	<b>111,483</b>	<b>9,432</b>	<b>14,207</b>	<b>14,939</b>	<b>17,624</b>	<b>1,551,050</b>	<b>1,540,927</b>

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures and associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.

## Correction of an classification error relating to 2019

It has been ascertained that in the 2019 Annual Financial Statements that a total of \$188,080k worth of Transportation Assets (Roads, Footpaths, Bridges etc.) had been incorrectly classified within the Recreation and Culture Function and should have been classified within the Transport and Communication Function. In the 2020 the value of these transportation assets is \$492,271k and has been correctly classified within the Transport and Communication Function. Accordingly, in order to maintain comparability the prior year comparatives have been adjusted, resulting in a decrease in the Recreation and Culture Function of \$488,080k and a corresponding increase in Transportation and Communication Function of \$488,080k.

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City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 12b. Components of Functions

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\$ '000

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**The activities relating to Council functions are as follows:**

**Public Order and Safety**

Supervision of various laws, fire prevention, crime prevention and repair, road safety and dog control.

**Health**

Health Act administration, immunisation services and pest and pest plant control.

**Social Security and Welfare**

Operation of a senior leisure centre, aged care services, youth services and community information.

**Housing and Community Services**

Town planning, community development planning, road sweeping, roadside rubbish collection, domestic refuse collection, operating of waste transfer station, stormwater drainage, operation of the St Kilda Mangrove trail, street signs, landscape design, tree management and operation of cemetery.

**Recreation and Culture**

Maintenance and operation of libraries, recreation centres, swimming pool, community centres, parks, gardens and reserves, clubrooms, playgrounds, sports grounds and halls.

**Transport and Communication**

Construction and maintenance of roads, footpaths, bridges, parking facilities and bus shelters.

**Economic Affairs**

Building Act administration, economic initiatives, tourism.

**Other, Not Attributed and Administration**

Rates, public debt transactions, administration costs, capital works in progress and costs which relate to multiple functions but cannot accurately be split between these functions.

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City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 13. Financial Instruments

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\$ '000

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**Recognised Financial Instruments**

**Bank, Deposits at Call, Short Term Deposits**

**Accounting Policy:**

Initially recognised at fair value and subsequently measured at amortised cost, interest is recognised when earned.

**Terms & Conditions:**

Deposits are returning fixed interest rates between 1.3% and 1.9% (2019: 1.6% and 2.15%). Short term deposits have an average maturity of 91 days and an average interest rate of 1.6% (2019: 37 days and 1.74%).

**Carrying Amount:**

Approximates fair value due to the short term to maturity.

**Receivables**

**Rates and Associated Charges**

(including legals and penalties for late payment)

**Accounting Policy:**

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

**Terms & Conditions:**

Secured over the subject land, arrears attract interest of 2.0% (2019: 2.0%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

**Carrying Amount:**

Approximates fair value (after deduction of any allowance).

**Receivables**

**Fees and Other Charges**

**Accounting Policy:**

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

**Terms & Conditions:**

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

**Carrying Amount:**

Approximates fair value (after deduction of any allowance).

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City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 13. Financial Instruments (continued)

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\$ '000

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**Recognised Financial Instruments**

**Receivables**

**Other Levels of Government**

**Accounting Policy:**

Carried at nominal value.

**Terms & Conditions:**

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

**Carrying Amount:**

Approximates fair value.

**Liabilities**

**Creditors and Accruals**

**Accounting Policy:**

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

**Terms & Conditions:**

Liabilities are normally settled on 30 day terms, however due to the financial impacts of COVID-19 on the community terms were changed by Council to settle on 14 days terms from March 2020. Subsequently, this decision was reverted back to 30 day terms in August 2020.

**Carrying Amount:**

Approximates fair value.

**Liabilities**

**Interest Bearing Borrowings**

**Accounting Policy:**

Carried at the principal amounts. Interest is charged as an expense as it accrues.

**Terms & Conditions:**

Secured over future revenues, borrowings are repayable biannually; interest is charged at fixed rates between 4.0% and 7.01% (2019: 4.0% and 7.01%).

**Carrying Amount:**

Approximates fair value.

**Liabilities**

**Leases**

**Accounting Policy:**

Accounted for in accordance with AASB 16 as stated in Note 17.

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
<b>2020</b>					
<b>Financial Assets</b>					
Cash & Equivalents	1,776	-	-	1,776	1,776
Receivables	6,438	427	-	6,865	6,865
Other Financial Assets	-	-	690	690	690
<b>Total Financial Assets</b>	<b>8,214</b>	<b>427</b>	<b>690</b>	<b>9,331</b>	<b>9,331</b>
<b>Financial Liabilities</b>					
Payables	10,509	-	-	10,509	10,509
Current Borrowings	2,310	-	-	2,310	1,773
Non-Current Borrowings	-	7,721	246	7,967	6,825
Lease Liabilities	287	2,415	-	2,702	2,702
<b>Total Financial Liabilities</b>	<b>13,106</b>	<b>10,136</b>	<b>246</b>	<b>23,488</b>	<b>21,809</b>
<b>2019</b>					
<b>Financial Assets</b>					
Cash & Equivalents	27,777	-	-	27,777	27,777
Receivables	6,197	426	-	6,623	6,623
Other Financial Assets	-	-	690	690	690
<b>Total Financial Assets</b>	<b>33,974</b>	<b>426</b>	<b>690</b>	<b>35,090</b>	<b>35,090</b>
<b>Financial Liabilities</b>					
Payables	19,715	-	-	19,715	19,715
Current Borrowings	2,644	-	-	2,644	1,978
Non-Current Borrowings	-	9,354	923	10,277	8,597
<b>Total Financial Liabilities</b>	<b>22,359</b>	<b>9,354</b>	<b>923</b>	<b>32,636</b>	<b>30,290</b>

The following interest rates were applicable  
to Council's Borrowings at balance date:

	30 June 2020		30 June 2019	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft	6.47%	-	7.12%	-
Fixed Interest Rates	5.99%	8,598	6.07%	10,575
		<b>8,598</b>		<b>10,575</b>

**Net Fair Value**

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

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City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 13. Financial Instruments (continued)

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\$ '000

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Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 and 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 14. Capital Expenditure and Investment Property Commitments

\$ '000	Notes	2020	2019
<b>(a). Capital Commitments</b>			
<b>Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:</b>			
Buildings		2,530	19,327
Infrastructure		5,904	4,542
Plant & Equipment		715	1,115
		<u>9,149</u>	<u>24,984</u>
<b>These expenditures are payable:</b>			
Not later than one year		<u>9,149</u>	<u>24,984</u>
		<u>9,149</u>	<u>24,984</u>
<b>(b). Other Expenditure Commitments</b>			
<b>Other expenditure commitments for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:</b>			
Audit Services		33	36
		<u>33</u>	<u>36</u>
<b>These expenditures are payable:</b>			
Not later than one year		<u>33</u>	<u>36</u>
		<u>33</u>	<u>36</u>

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 15. Financial Indicators

\$ '000	Amounts	Indicator	Prior Periods	
	2020	2020	2019	2018

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

**1. Operating Surplus Ratio**

Operating Surplus	9,520			
<u>Total Operating Income</u>	<u>127,391</u>	7.5%	11.3%	12.3%

*This ratio expresses the operating surplus as a percentage of total operating revenue.*

**1a. Adjusted Operating Surplus Ratio**

<i>In recent years the Federal Government has made advance payments prior to 30 June from future year allocations of financial assistance and supplementary local roads grants, as explained in Note 1. The Adjusted Operating Surplus Ratio adjusts for the resulting distortion in the disclosed operating result for each year.</i>	9,747			
	<u>127,618</u>	7.6%	9.9%	12.1%

**2. Net Financial Liabilities Ratio**

Net Financial Liabilities	21,896			
<u>Total Operating Income</u>	<u>127,391</u>	17.2%	2.4%	(1.8%)

*Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.*

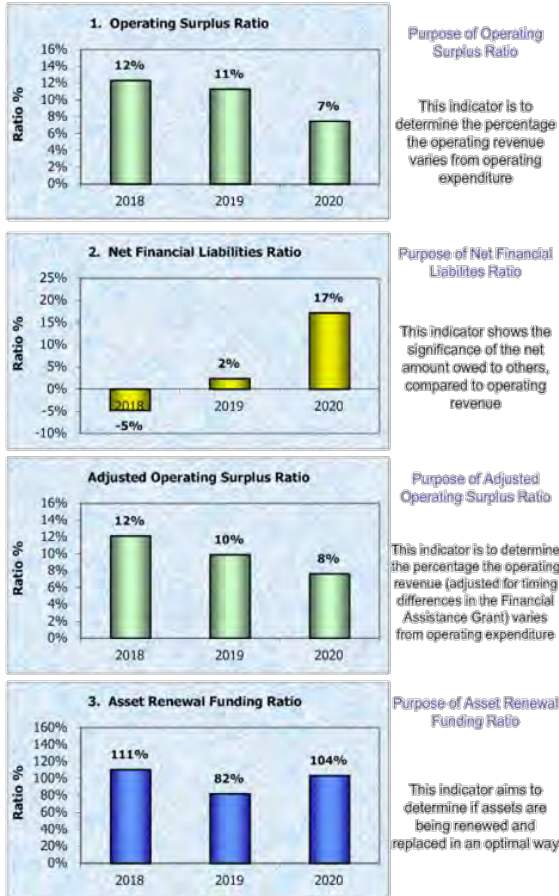
**3. Asset Renewal Funding Ratio**

Net Asset Renewals	17,398			
<u>Infrastructure &amp; Asset Management Plan required expenditure</u>	<u>16,806</u>	103.5%	82.2%	110.0%

*Net asset renewal expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.*



Note 15. Financial Indicators - Graphs (continued)



City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 16. Uniform Presentation of Finances

\$ '000	2020	2019
<p>The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.</p> <p>All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.</p> <p>The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.</p>		
Income	127,391	125,752
Less Expenses	<u>(117,871)</u>	<u>(111,531)</u>
Operating Surplus / (Deficit)	9,520	14,221
<b>Net Outlays on Existing Assets</b>		
Capital Expenditure on Renewal and Replacement of Existing Assets	(17,745)	(14,248)
<i>add back</i> Depreciation, Amortisation and Impairment	26,950	23,830
<i>add back</i> Proceeds from Sale of Replaced Assets	<u>347</u>	<u>1,096</u>
<b>Subtotal</b>	<b>9,552</b>	<b>10,678</b>
<b>Net Outlays on New and Upgraded Assets</b>		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(41,645)	(31,872)
<i>add back</i> Amounts Received Specifically for New and Upgraded Assets	1,277	2,958
<i>add back</i> Proceeds from Sale of Surplus Assets (including Investment Property, Real Estate Developments and Non-Current Assets Held for Resale)	<u>987</u>	<u>1,129</u>
<b>Subtotal</b>	<b>(39,381)</b>	<b>(27,785)</b>
<b>Net Lending / (Borrowing) for Financial Year</b>	<b><u>(20,309)</u></b>	<b><u>(2,886)</u></b>

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 17. Leases

\$ '000

Council as a Lessee

Terms and conditions of leases

Council leases information technology equipment and a parcel of land utilised as part of its recycled water operations. The repayments for the information technology assets are fixed and the land is subject to yearly increases in-line with contractual requirements. Information technology leases are either 3 or 5 year terms, and the land has a contractual agreement in place until 2048, with another right of renewal.

Set out below are the carrying amounts of right-of-use assets recognised within Infrastructure, Property, Plant and Equipment and the movements during the period:

Right of use assets

	Information Technology Assets \$'000	Land \$'000	Total \$'000
<b>2020</b>			
Adoption of AASB 16 at 1 July 2019	1,832	1,202	3,034
Depreciation charge	(403)	(41)	(444)
<b>Balance at 30 June 2020</b>	<b>1,429</b>	<b>1,161</b>	<b>2,590</b>

Set out below are the carrying amounts of lease liabilities (included under interest-bearing loans and borrowings) and the movements during the period:

Balance at 1 July 2019	3,034
Accretion of interest	112
Payments	(444)
<b>Balance at 30 June 2020</b>	<b>2,702</b>

Classified as:

Current	399
Non Current	2,303
	<b>2,702</b>

The maturity analysis of lease liabilities is included in Note 13.

The Group had total cash outflows for leases of \$968k

The following are the amounts recognised in profit or loss:

Depreciation expense of Right-of-Use Assets	444
Interest expense on lease liabilities	112
Expense relating to short term leases	524
<b>Total amount recognised in profit or loss</b>	<b>1,080</b>

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City of Salisbury

Notes to and forming part of the Financial Statements

for the year ended 30 June 2020

Note 17. Leases

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\$ '000	2020	2019
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Council as a Lessor

Leases Providing Revenue to the Council

Council owns various buildings, plant and other facilities that are available for hire or lease (on a non-cancellable basis wherever practicable) in accordance with the published revenue policy. Rentals received from such leases are disclosed as rent and hire of non-investment property in Note 2.

(i) Investment Property

Rentals received, and outgoings reimbursed, in relation to Investment Property are also disclosed in Note 2. These lease agreements, all of which are classified as operating leases, are made on a non-cancellable basis wherever practicable.

Future minimum rentals receivable under non-cancellable operating leases as at 30 June, are as follows:

Not later than one year	878	694
Later than one year and not later than 5 years	2,843	2,436
Later than 5 years	<u>3,467</u>	<u>2,435</u>
	<u>7,188</u>	<u>5,565</u>

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## City of Salisbury

### Notes to and forming part of the Financial Statements for the year ended 30 June 2020

#### Note 18. Superannuation

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\$ '000

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The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

##### **Accumulation only Members**

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2019/20; 9.50% in 2018/19). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

##### **Salarylink (Defined Benefit Fund) Members**

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2018/19) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2020. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

##### **Contributions to Other Superannuation Schemes**

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 19. Interests in Other Entities

\$ '000

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

	Council's Share of Net Income		Council's Share of Net Assets	
	2020	2019	2020	2019
Joint Ventures	88	14	3,855	3,891
<b>Total</b>	<b>88</b>	<b>14</b>	<b>3,855</b>	<b>3,891</b>

(i) JOINT VENTURES, ASSOCIATES AND JOINT OPERATIONS

(a) Carrying Amounts

Name of Entity	Principal Activity	2020	2019
Northern Adelaide Waste Management Authority	Waste Management	3,855	3,753
Council Solutions	Procurement	-	138
<b>Total Carrying Amounts - Joint Ventures &amp; Associates</b>		<b>3,855</b>	<b>3,891</b>

**Northern Adelaide Waste Management Authority**

Manages the waste collection, recycling and waste disposal for the Cities of Salisbury and Playford and the Town of Gawler.

Whilst the City of Salisbury has a 56% share of equity in NAWMA for the 2020 Financial Year, Council is of the opinion that it does not have control over NAWMA's operations. The rationale being that all three Constituent Councils hold equal voting power at 33% and NAWMA's Chairperson and CEO are independent from the constituent Councils. Therefore the ability for Council to control NAWMA's operations is limited to Council's voting power at 33%, not its share of equity at 56%. Accordingly Council has utilised the equity accounting method to recognise its share of equity in NAWMA for the 2020 Financial Year.

**Council Solutions**

Established by the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully in December 2012, this regional subsidiary was established for the purposes of providing a centre of excellence in procurement to the Constituent Councils. Council Solutions was formally wound up as at 15 October 2019 and the net equity was distributed to the Constituent Councils in-line with the respective interests.

(b) Relevant Interests

Name of Entity	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2020	2019	2020	2019	2020	2019
Northern Adelaide Waste Management Authority	56%	56%	56%	56%	33%	33%
Council Solutions	17%	17%	17%	17%	17%	17%

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 19. Interests in Other Entities

\$ '000

(c) Movement in Investment in Joint Venture or Associate

	Northern Adelaide Waste Management Authority		Council Solutions	
	2020	2019	2020	2019
Opening Balance	3,753	3,801	138	76
Share in Operating Result	102	(48)	(14)	62
Adjustments to Equity	-	-	(124)	-
<b>Council's Equity Share in the Joint Venture or Associate</b>	<b>3,855</b>	<b>3,753</b>	<b>-</b>	<b>138</b>

(d) Summarised Financial Information of the Equity Accounted Business

Statement of Financial Position	Northern Adelaide Waste Management Authority		Council Solutions	
	2020	2019	2020	2019
Cash and Cash Equivalents	3,804	2,613	-	539
Other Current Assets	3,873	3,236	743	342
Non-Current Assets	23,828	14,709	-	-
<b>Total Assets</b>	<b>31,505</b>	<b>20,558</b>	<b>743</b>	<b>881</b>
Current Trade and Other Payables	5,856	3,410	743	37
Current Financial Liabilities	2,522	1,186	-	15
Current Provisions	255	191	-	-
Non-Current Financial Liabilities	12,446	6,318	-	-
Non-Current Provisions	3,502	2,698	-	-
<b>Total Liabilities</b>	<b>24,581</b>	<b>13,803</b>	<b>743</b>	<b>52</b>
<b>Net Assets</b>	<b>6,924</b>	<b>6,755</b>	<b>-</b>	<b>829</b>
<b>Statement of Comprehensive Income</b>	<b>Northern Adelaide Waste Management Authority</b>		<b>Council Solutions</b>	
	<b>2020</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>
Other Income	38,648	33,825	81	270
Management Fees	-	-	218	1,056
Interest Income	210	209	2	7
<b>Total Income</b>	<b>38,858</b>	<b>34,034</b>	<b>301</b>	<b>1,333</b>
Employee Costs	3,042	2,753	-	-
Materials, Contracts & Other Expenses	33,754	29,756	386	960
Depreciation, Amortisation and Impairment	2,841	1,394	-	-
Finance Costs	529	351	-	-
<b>Total Expenses</b>	<b>40,166</b>	<b>34,254</b>	<b>386</b>	<b>960</b>
<b>Operating Result</b>	<b>(1,308)</b>	<b>(220)</b>	<b>(95)</b>	<b>373</b>

page 53

City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 19. Interests in Other Entities

\$ '000

(e). Share of Joint Operations Expenditure Commitments

Expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:

	Northern Adelaide Waste Management Authority		Council Solutions	
	2020	2019	2020	2019
Not later than one year	18,976	14,049	-	-
Later that one year and not later than 5 years	62,492	56,136	-	-
Later than 5 years	-	10,526	-	-
	<u>81,468</u>	<u>80,711</u>	<u>-</u>	<u>-</u>

The Northern Adelaide Waste Management Authority manages multiple external contracts with external suppliers for the collection, processing and disposal of waste on behalf of its Constituent Councils and customers. The commitments disclosed above reflect a consolidation of multiple contracts entered into with external suppliers. In future years, all contracts will be required to be renewed with external suppliers in accordance with adopted procurement policies and procedures of the Authority.

(iii) Lease Payments Commitments Payable	Northern Adelaide Waste Management Authority		Council Solutions	
	2020	2019	2020	2019
Not later than one year	1,466	1,035	-	-
Later that one year and not later than 5 years	4,899	2,620	-	-
Later than 5 years	-	3,004	-	-
	<u>6,365</u>	<u>6,659</u>	<u>-</u>	<u>-</u>

(iv) INDIVIDUALLY IMMATERIAL COUNCIL BUSINESSES

Council did not have any individually immaterial businesses

(v) UNCONSOLIDATED STRUCTURED ENTITIES

Council has no Unconsolidated Structured Entities



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City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 20. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

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The following assets and liabilities do not qualify for recognition in the Balance Sheet, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

**1. LAND UNDER ROADS**

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

**2. POTENTIAL INSURANCE LOSSES**

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

**3. LEGAL MATTERS**

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had notice of nil appeals against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

**4. CEMETERY**

Council operates a Cemetery Facility - Salisbury Memorial Park. A Contingent Liability exists for the ongoing maintenance of this Cemetery. This liability remains for a period of 100 years after the expiry of the lease on the last burial of the site. In addition, Council is party to a leasing arrangement for the management and operations of the Mausoleum situated at Salisbury Memorial Park. As part of this lease the lessee is required to contribute to the Perpetual Care Fund which was established to fund the long term maintenance of the Mausoleum upon expiry of the le:

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City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 21. Events After the Statement of Financial Position Date

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Events that occur after the reporting date of 30 June 2020, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Certification of Financial Statements as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 14/10/20.

**Council is unaware of any material or significant "non adjusting events" that should be disclosed.**

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City of Salisbury

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2020

Note 22. Related Party Transactions

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\$ '000	2020	2019
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Key Management Personnel

Transactions with Key Management Personnel

The Key Management Personnel (KMP) of the Council include the Mayor, Councillors, CEO, General Managers and certain prescribed officers under section 112 of the *Local Government Act 1999*, as well as other personnel that satisfy the criteria of KMP as contained within AASB 124 *Related Party Transactions*. In some circumstances members of the KMP have left Council during the financial year, however their compensation has still been included. In all, 44 persons were paid the following total compensation:

The compensation paid to Key Management Personnel comprises:

Short-Term Employee Benefits	5,419	5,477
Post-Employment Benefits	451	455
Long-Term Benefits	704	627
Total	<u>6,574</u>	<u>6,559</u>

Amounts paid as direct reimbursement of expenses incurred on behalf of Council have not been included above.

Receipts from Key Management Personnel comprise:

There have been no other material amounts received from KMP during the financial year, other than amounts paid in their capacity as ratepayers or residents (e.g. rates, swimming pool entry fees, etc).

Transactions with Regional Subsidiaries:

In regards to Council's Regional Subsidiaries, further information relating to their specific activities and carrying amounts are disclosed in Note 19. Council is an equity owner, along with other member Councils, of both these Subsidiaries. Member Councils have equal representation on the Board of both Regional Subsidiaries and accordingly have influence over both the financial and operational decisions of the Subsidiaries. However, no one Member Council individually has control over these decisions. The following material transactions occurred with Council's Regional Subsidiaries, during the financial year:

	Payments	Outstanding
Northern Adelaide Waste Management Authority	14,158	1,550
Total	<u>14,158</u>	<u>1,550</u>

Budgeted future year expenditure at the reporting date but not recognised in the financial statements as liabilities:

Northern Adelaide Waste Management Authority	14,527
Total	<u>14,527</u>

The budgeted expenditures are payable no later than one year from the reporting date



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## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CITY OF SALISBURY

### Opinion

We have audited the accompanying financial report of the City of Salisbury, which comprises the statement of financial position as at 30 June 2020, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the Certification of the Financial Statements.

In our opinion, the financial report gives a true and fair view of the financial position of the City of Salisbury as of 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Report

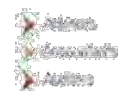
Management is responsible for the preparation of the financial report, which gives a true and fair view in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*, and for such internal control as the committee and management determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.



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**Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>). This description forms part of our auditor's report.

**BENTLEYS SA AUDIT PARTNERSHIP**

DAVID PAPA  
PARTNER

Dated at Adelaide this 16<sup>th</sup> day of October 2020



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## INDEPENDENT ASSURANCE REPORT ON INTERNAL CONTROLS OF THE CITY OF SALISBURY

### Opinion

We have audited the compliance of the City of Salisbury (the Council) with the requirements of *Section 125 of the Local Government Act 1999* in relation to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2019 to 30 June 2020 are in accordance with legislative provisions.

In our opinion, the Council has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to Internal Controls, established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with legislative provisions for the period 1 July 2019 to 30 June 2020.

### Limitation on Use

This report has been prepared for the members of the Council in accordance with *Section 129 of the Local Government Act 1999* in relation to Internal Controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

### Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

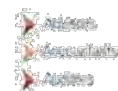
An assurance engagement on internal controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

### Independence

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.



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### **The Council's Responsibility for the Internal Controls**

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with *Section 125 of the Local Government Act 1999* in relation to Internal Controls, to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and incurring of liabilities are in accordance with legislative provisions.

### **Our Responsibility**

Our responsibility is to express an opinion on the Council's compliance with *Section 125 of the Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* and ASAE 3150 *Assurance Engagement on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with *Section 125 of the Local Government Act 1999* in relation only to the Internal Controls specified above for the period 1 July 2019 to 30 June 2020. ASAE 3000 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

Our procedures included obtaining an understanding of internal controls in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, evaluating management's assessment of these internal controls, assessing the risk that a material weakness exists, and testing and evaluating the design and implementation of controls on a sample basis on the assessed risks.

### **BENTLEYS SA AUDIT PARTNERSHIP**

A handwritten signature in black ink, appearing to read "David Papa".

DAVID PAPA  
PARTNER

Dated at Adelaide this 16<sup>th</sup> day of October 2020

City of Salisbury

General Purpose Financial Statements  
for the year ended 30 June 2020

Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of City of Salisbury for the year ended 30 June 2020, the Council's Auditor, Bentleys has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



John Harry  
CHIEF EXECUTIVE OFFICER



Graham Reynolds  
PRESIDING MEMBER, AUDIT COMMITTEE

Date: 14/10/2020





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[bentleys.com.au](http://bentleys.com.au)

**Certification of Auditor Independence**

I confirm that, for the audit of the financial statements of City of Salisbury for the year ended 30 June 2020, I have maintained my independence in accordance with the requirements of APES 110 – *Code of Ethics for Professional Accountants (including Independence Standards)*, Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011*.

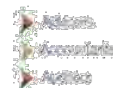
**Bentleys SA Audit Partnership**

David Papa  
Partner

**Dated at Adelaide this 30<sup>th</sup> day of September 2020**



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## 6.2 Salisbury Secret Garden Event Name Change

<b>AUTHOR</b>	Julie Kushnir, Manager Community Experience & Relationships, Business Excellence
<b>CITY PLAN LINKS</b>	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 4.5 We engage meaningfully and our community is aware of Council initiatives
<b>SUMMARY</b>	<p>This report provides the background to our Salisbury Secret Garden event which has been conducted for the past 6 years. This report seeks endorsement to change the name from “Salisbury Secret Garden” to “Salisbury Fringe Carnival” which is more in line with the event setting and atmosphere of the proposed event.</p> <p>Additionally we propose a new vibrant theme to this major event in our events calendar and in all subsequent marketing/promotional collateral that reflects a Carnival environment.</p>

### RECOMMENDATION

1. The information contained within this report be received and endorsed.

### ATTACHMENTS

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

1. Salisbury Carnival indicative theming

#### 1. BACKGROUND

- 1.1 The City of Salisbury Secret Garden Event has been a significant part of Council’s events calendar for the past 6 years, being held in various locations within the Salisbury City Centre since its inception in 2015.
- 1.2 Each year various artists and musicians have been engaged to offer a variety of entertainment and performances for our community.
- 1.3 In previous years our budget has been able to accommodate headline Australian music performances from artists such as Jebadiah, Dan Sultan and Sheppard.
- 1.4 Year on year this significant event proves to be successful in capturing the theme and atmosphere of “Fringe in the North”, connecting with many locals and visitors with attendance numbers in excess of 5,000+ each year for the three day event.
- 1.5 This year is no exception as preparations are in progress to deliver an exciting and entertaining free family event for the City of Salisbury community, visitors and neighbours alike.

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## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

- 2.1.1 Community Planner: Place Activation
- 2.1.2 Manager Community Experience and Relationships
- 2.1.3 General Manager Business Excellence

### **2.2 External**

- 2.2.1 N/A

## **3. REPORT**

- 3.1 Due to COVID 19; this year saw the cancellation of many of South Australia's major events including the Royal Adelaide Show.
- 3.2 Following the recent Council endorsement of the 3 Year Calendar of Events the 2021 Fringe event will be the first of a revised program, spanning the Friday (late afternoon through to evening) and Saturday (morning through to evening).
- 3.3 Following the recent review of the Calendar of Events and subsequent revised budget, the opportunity has arisen to "refresh" the design and branding of the event to reflect a new theme – the Salisbury Fringe Carnival.
- 3.4 The aim is to provide our community with continued access to free family entertainment, and the Salisbury Fringe Carnival is proposed to reignite the theme of the Royal Adelaide Show which was cancelled in September 2020 due to the pandemic, and has been sorely missed by many in the community.
- 3.5 The Salisbury Fringe Carnival is an opportunity to bring a little bit of the Adelaide Show atmosphere to our local community and provide an event that is free, fun, different and appealing to a wide target audience.
- 3.6 We seek to increase patronage from last years' attendance numbers, and as such suggest changing the name and theme of the event to that of a Fringe Carnival, which in turn should encourage additional patronage.
- 3.7 The Salisbury Fringe Carnival is earmarked to include amusement rides, local musicians, local performers and food vendors with event theming all in keeping with a carnival/showground atmosphere.

## **4. CONCLUSION / PROPOSAL**

- 4.1 It is recommended that the name of "Secret Garden" is changed to "Salisbury Fringe Carnival" to support the delivery of a carnival theme that aims to capture a wider audience and community participation.

## **CO-ORDINATION**

Officer:

Date:

### SALISBURY FRINGE CARNIVAL INDICATIVE THEMING









### 6.3 Council Committee Structure 2020 to 2022

**AUTHOR** Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance

**CITY PLAN LINKS** 4.4 We plan effectively to address community needs and identify new opportunities

**SUMMARY** A review of the current Council/Committee structure was undertaken during August and September 2020. This report provides information and advice about the areas of responsibility for each Committee (and subordinate Sub Committees) of the Council to enable Council to determine its decision making framework for the remainder of the 2018/2022 Council term of office, commencing at the conclusion its November 2020 meeting.

#### RECOMMENDATION

That the Council/Committee Governance structure for the remainder of the 2018/2022 Council term of office, commencing from the conclusion of the November 2020 meeting of Council, be adopted as follows:

1. Pursuant to section 41 of the *Local Government Act 1999*, the following committees be established:
  - Policy and Planning Committee
  - Finance and Corporate Services Committee
  - Innovation and Business Development Committee
  - Governance and Compliance Committee
  - Community Wellbeing and Sport Committee
  - Community and Urban Services Committee
  - Audit Committee (in accordance with section 125 of the *Local Government Act 1999*)
  - Council Assessment Panel (in accordance with the *Development Act 1993*)
  - CEO Review Committee.
2. Pursuant to section 41 of the *Local Government Act 1999*, the following sub committees continue to operate with the existing Terms of Reference and to report to the Standing Committees as follows:
  - Youth Council reporting to the Policy and Planning Committee
  - Intercultural Strategy and Partnerships Sub-Committee reporting to the Policy and Planning Committee
  - Strategic Property Development Sub-Committee reporting to the Innovation and Business Development Committee
  - Asset Management Sub Committee reporting to the Community and Urban Services Committee
  - Tree Management Appeals Sub Committee reporting to the Community and Urban Services Committee.
3. The Tourism Sub Committee be terminated as at the conclusion of this meeting of Council and any outstanding business of the sub committee be submitted to the Policy and Planning Committee in due course.
4. The Terms of Reference for all Committees, as shown in Attachment 1 in the report to Item No. 6.3 on the agenda for the meeting of Council on Monday, 26 October 2020, be adopted, noting that, in accordance with section 101A of the *Development Act 1993*,



Councils are required to establish a strategic planning and development policy committee, the purposes of such committee have been incorporated into the terms of reference of the proposed Policy and Planning Committee, and the terms of reference also include appropriate reference to the *Planning Development and Infrastructure Act 2016* so as to accommodate any necessary requirements of that Act.

5. In relation to the Policy and Planning Committee:
  - a) Membership of the Policy and Planning Committee comprise all members of Council.
  - b) Cr \_\_\_\_\_ be appointed Chairman of the Policy and Planning Committee.
  - c) The Policy and Planning Committee appoint a Deputy Chairman at its December 2020 meeting.
6. In relation to the Finance and Corporate Services Committee:
  - a) Membership of the Finance and Corporate Services Committee comprise all members of Council.
  - b) Cr \_\_\_\_\_ be appointed Chairman of the Finance and Corporate Services Committee.
  - c) The Finance and Corporate Services Committee appoint a Deputy Chairman at its December 2020 meeting.
7. In relation to the Innovation and Business Development Committee, membership comprise:
  - Cr \_\_\_\_\_ (Central Ward)
  - Cr \_\_\_\_\_ (East Ward)
  - Cr \_\_\_\_\_ (Hills Ward)
  - Cr \_\_\_\_\_ (North Ward)
  - Cr \_\_\_\_\_ (Para Ward)
  - Cr \_\_\_\_\_ (South Ward)
  - Cr \_\_\_\_\_ (WestWard)
  - a) Cr \_\_\_\_\_ be appointed Chairman of the Innovation and Business Development Committee.
  - b) The Innovation and Business Development Committee appoint a Deputy Chairman at its December 2020 meeting.
8. In relation to the Governance and Compliance Committee, membership comprise:
  - Cr \_\_\_\_\_ (Central Ward)
  - Cr \_\_\_\_\_ (East Ward)
  - Cr \_\_\_\_\_ (Hills Ward)
  - Cr \_\_\_\_\_ (North Ward)
  - Cr \_\_\_\_\_ (Para Ward)
  - Cr \_\_\_\_\_ (South Ward)
  - Cr \_\_\_\_\_ (WestWard)
  - a) Cr \_\_\_\_\_ be appointed Chairman of the Governance and Compliance Committee.
  - b) The Governance and Compliance Committee appoint a Deputy Chairman at its December 2020 meeting.
9. In relation to the Community Wellbeing and Sport Committee, membership comprise:

- Cr \_\_\_\_\_ (Central Ward)
  - Cr \_\_\_\_\_ (East Ward)
  - Cr \_\_\_\_\_ (Hills Ward)
  - Cr \_\_\_\_\_ (North Ward)
  - Cr \_\_\_\_\_ (Para Ward)
  - Cr \_\_\_\_\_ (South Ward)
  - Cr \_\_\_\_\_ (WestWard)
- a) Cr \_\_\_\_\_ be appointed Chairman of the Community Wellbeing and Sport Committee.
- b) The Community Wellbeing and Sport Committee appoint a Deputy Chairman at its December 2020 meeting.
10. In relation to the Community and Urban Services Committee membership comprise:
- Cr \_\_\_\_\_ (Central Ward)
  - Cr \_\_\_\_\_ (East Ward)
  - Cr \_\_\_\_\_ (Hills Ward)
  - Cr \_\_\_\_\_ (North Ward)
  - Cr \_\_\_\_\_ (Para Ward)
  - Cr \_\_\_\_\_ (South Ward)
  - Cr \_\_\_\_\_ (WestWard)
- a) Cr \_\_\_\_\_ be appointed Chairman of the Community and Urban Services Committee.
- b) The Community and Urban Services Committee appoint a Deputy Chairman at its December 2020 meeting.
11. In relation to the Audit Committee, Cr Reynolds and Cr Grenfell continue to be members of the Audit Committee, and continue as Chairman and Deputy Chairman of the Committee respectively for the remainder of the current term of the Council.
12. In relation to the CEO Review Committee, the committee continue to operate with the existing Terms of Reference, and membership consist as follows:
- Mayor (Chairman)
  - Deputy Mayor (Deputy Chairman)
  - Cr D Proleta
  - Cr S Reardon, and
  - Cr J Woodman.
13. In relation to the Council Assessment Panel, the committee continue to operate with the current Terms of Reference.
14. The Mayor be an *ex officio* member of all Committees and Sub Committees (with the exception of the Audit Committee).
15. Membership on the following Sub Committees be comprised as follows:

Intercultural Strategy and Partnerships Sub-Committee - reporting to the Policy and Planning Committee:

- Members -
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_

- Cr \_\_\_\_\_ be appointed Chairman of the Intercultural Strategy and Partnerships Sub-Committee.
- The Intercultural Strategy and Partnerships Sub-Committee appoint a Deputy Chairman at its December 2020 meeting.

Strategic Property Development Sub-Committee - reporting to the Innovation and Business Development Committee:

- Members -
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Chair of the Policy and Planning Committee.
- Cr \_\_\_\_\_ be appointed Chairman of the Strategic Property Development Sub-Committee.
- The Strategic Property Development Sub-Committee appoint a Deputy Chairman at its December 2020 meeting.

Asset Management Sub Committee - reporting to the Community and Urban Services Committee:

- Members -
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Cr \_\_\_\_\_
  - Chair of the Community and Urban Services Committee
- Cr \_\_\_\_\_ be appointed Chairman of the Asset Management Sub Committee.
- The Asset Management Sub Committee appoint a Deputy Chairman at its December 2020 meeting.

16. A draft Meeting Schedule to accommodate the adopted Council/Committee Structure, commencing December 2020 and for the duration of 2021, be prepared and presented to the November 2020 meeting of the Resources and Governance Committee, to reflect a four week monthly meeting cycle as follows:

- week one - informal gatherings and workshops,
- week two - sub committees,
- week three - standing committees, and
- week four - Council.

## ATTACHMENTS

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

1. Terms of Reference - Standing Committees - October 2020
2. Council Committee structure 2020-2022
3. Terms of Reference - All Committees - November 2018

## 1. BACKGROUND

- 1.1. The current Council and Committee structure provided a robust decision making structure for facilitating the implementation of Council's agenda for much of the 2014/18 term of office and for the first two years of the current term.
- 1.2. The framework has provided EMs the opportunity to consider and debate significant issues on the way to making necessary decisions for providing important local community services and infrastructure, and facilitating economic growth within its boundaries and the broader northern Adelaide region.
- 1.3. The period at the conclusion of Council's term of office and the beginning of the new term of office presented an opportunity to review whether a different structure can better respond and deliver on the community's (and Council's) future priorities.
- 1.4. Council, at its first meeting of the current term of office, on 26 November 2018 determined to continue with the current structure and sought that it be reviewed before November 2020 (mid-term) so as to enable the Council to determine whether the structure ought to be changed for the second half of the 2018/22 term of office.
- 1.5. The Council/Committee structure was the subject of a presentation to Informal Strategy on 3 August 2020 for undertaking a review of the structure.
- 1.6. Following the discussion at Informal Strategy, an informal meeting of the Chairs of the Committees was convened to consider and discuss how Council's decision making framework, including Council, Committees and Sub Committees, as well as the regimen of meetings, supports Council to undertake its role, and whether it can, or ought to be changed to improve effectiveness.
- 1.7. A second meeting with the Chairs of Committees was convened to progress discussions, with a view to a further presentation to Informal Strategy on 7 September 2020 being prepared by the administration to provide suggested options for change to the structure and to seek feedback from the Council before a report was prepared for the October 2020 Council meeting.
- 1.8. It should be noted that the review was conducted in the context of and following the adoption by Council of the City Plan 2035.

### *Standing Committees*

- 1.9. Council's current Committees are as follows:
  - Policy and Planning Committee
  - Budget and Finance Committee
  - Works and Services Committee
  - Resource and Governance Committee
  - Sport, Recreation and Grants Committee
  - Audit Committee (in accordance with section 125 of the *Local Government Act 1999*)
  - Council Assessment Panel (already established in accordance with the *Development Act 1993*)
  - CEO Review Committee.

- 1.10. The terms of reference (ToR) for each of the current Committees and Sub Committees are provided for reference in attachment 3.
- 1.11. It should be noted that in relation to the Policy and Planning Committee, and the Budget and Finance Committee, membership consist of the full Council.
- 1.12. In relation to the CEO Review Committee, current membership consists of the Mayor and Deputy Mayor, and Crs Buchanan, Proleta and Reardon.
- 1.13. In relation to the Audit Committee, there are two positions for elected members to be appointed, and currently Cr Reynolds is the Chairman of the Audit Committee, with Cr Grenfell being appointed Deputy Chair.
- 1.14. It is also important to note the following:
  - The *Local Government Act 1999* requires Council to have an Audit Committee;
  - The *Development Act 1993* requires the establishment of a strategic planning and development policy committee (noting that the Policy and Planning Committee has served this function during this term of Council); and
  - The *Planning Development and Infrastructure Act 2016* also needs to be referenced so as to accommodate any necessary requirements of that Act (see ToR for the Policy and Planning Committee in attachment 1).

#### ***Sub Committees***

- 1.15. At the conclusion of the previous term of Council, there were five Sub Committees, each subservient or reporting to one of the Standing Committees.
- 1.16. They were established to provide specific support or focus to aspects of the terms of reference of the Standing Committee they report to. They each have their own terms of reference.
- 1.17. During 2019, two further Sub Committees were established, the Asset Management Sub Committee and the Tree Management Appeals Sub Committee.
- 1.18. The Sub Committees and the Committee they report to are as follows:
  - Innovation and Business Development Sub Committee (Budget and Finance Committee)
  - Strategic Property Development Sub Committee (Works and Services Committee)
  - Youth Council Sub Committee (Policy and Planning Committee)
  - Strategic and International Partnerships Sub Committee (Policy and Planning Committee)
  - Tourism and Visitor Sub-Committee (Policy and Planning Committee)
  - Asset Management Sub Committee (Works and Service Committee)
  - Tree Management Appeals Sub Committee (Works and Service Committee).
- 1.19. The Sub-Committees were established by way of a recommendation to Council from the respective Standing Committee and Council subsequently adopting the recommendation.
- 1.20. Should Council accept the principal recommendation to this report that the proposed

new Council/Committee structure is adopted it should also resolve to establish the Sub Committees.

## **2. CITY PLAN CRITICAL ACTION**

2.1 N/A

## **3. CONSULTATION / COMMUNICATION**

3.1 Internal

3.1.1 Executive Group

3.2 External

3.2.1 Elected Members of Council

## **4. REPORT**

### *Standing Committees*

4.1 Following discussions during the informal meetings of the Chairs of the Committees and the feedback received from EMs at two Informal Strategy sessions, broadly speaking, the current structure is recommended to remain. However, there are also several changes suggested. The proposed changes are informed by considerations about how Council's decision making structure facilitates programs and initiatives for the performance of Council responsibilities from:

- identifying opportunities and inception of propositions,
- to developing policy and pragmatic solutions,
- to resourcing and implementation of programs.

Therefore, there are consistent strategic policy themes and considerations, and a "flow" from development to final implementation, all informed by Council's City Plan 2035, as illustrated in the "synergies" page in attachment 2.

4.2 The proposed changes (with explanatory provided in paragraphs 4.3 and onward) for Committees and their terms of reference are as follows:

4.2.1 Policy and Planning Committee:

- City Plan:
  - Strategic Planning
- Community Development
  - Social Planning Policy
- Economic Development
  - Tourism
  - Investment Attraction
  - Advocacy
- Recreation Planning & Development
- Environmental Sustainability
- Urban Development
- Strategic Asset Management

- Development Planning.
- 4.2.2 Finance and Corporate Services Committee
  - Finance
  - Financial Sustainability
  - Annual Plan & Budget
  - Rating Matters
  - Business Enabling:
    - IT
    - Marketing/Media
    - People /Culture
  - Management Reporting.
- 4.2.3 The Innovation and Business Development Committee:
  - Business Initiatives:
    - NAWMA (Transforming waste)
    - Salisbury Water
    - Building Services
    - Strategic Property
    - Cemetery
  - Business Development & transformation
  - Community experience & Quality Outcomes
  - COVID-19 delivery.
- 4.2.4 Governance and Compliance Committee
  - Legislative Compliance
  - Health, Animal Management and By-Laws
  - Federal, State and Local Government Relations
  - Corporate Governance.
- 4.2.5 Community Wellbeing and Sport Committee
  - Sporting & Community Club dev't
  - Community Health and Wellbeing Services:
    - homelessness
    - community safety
    - intercultural diversity
    - Social Development Programs
  - Youth Sponsorship Program
  - Minor Capital Works Grant Program
  - Sport and Community Grants.
- 4.2.6 Community and Urban Services Committee
  - Libraries and Community Centres programs & activities
  - Infrastructure Delivery
  - Traffic Engineering
  - Landscaping
  - Asset Maintenance

- Property Management
  - Strategic Projects Delivery
  - Sustainability Programs:
    - waste / water / energy /biodiversity.
- 4.2.7 Audit Committee (in accordance with section 125 of the Local Government Act 1999)
- Unchanged.
- 4.2.8 Council Assessment Panel (in accordance with the Development Act 1993)
- unchanged
- 4.2.9 CEO Review Committee
- Unchanged.
- 4.3 *Policy and Planning Committee* - retains most of its current responsibilities with investment attraction and advocacy in an economic development context and the addition of tourism as part of its brief, to highlight continued focus on the interest in and need for tourism attraction. Members should note that “subsidiaries” are included in the current ToR for this committee, however, has been deleted for the ongoing committee because of the interrelated and complementary nature of how the committees will operate – an opportunity for a possible subsidiary may be the subject of consideration of the Innovation and Business Development Committee, but the policy development for it would appropriately be the work of the Planning and Policy Committee, and so on.
- 4.4 *Finance and Corporate Services Committee* - the new committee largely retains the terms of reference of the Budget and Finance Committee, but with a further emphasis on business enabling and facilitation functions of Council; information technology, marketing and media, and people and culture.
- 4.5 *Innovation and Business Development Committee* – there is a continued importance of this committee to reflect the necessity for Council to give consideration to identifying and developing opportunities for improving financial sustainability so as to provide greater strengthening to Council’s long term financial sustainability, as well as providing strategic oversight to our community experience and quality outcomes initiatives, and ensuring effective delivery of Council’s program for responding to the COVID-19 pandemic.
- 4.6 *Governance and Compliance Committee* – largely a continuation of the Resource and Governance Committee with a greater emphasis on legislative compliance and State Government relations, in the context of the local government reform agenda that both major political parties have espoused.
- 4.7 *Community Wellbeing and Sport Committee* – is an evolution and expansion of the responsibilities of the current Sport Recreation and Grants Committee. The new Committee highlights Council’s strong community wellbeing agenda and enables our strategies and programs for delivering community services to be strategically linked



with our community and sporting clubs. This gives greater recognition to the contribution that our community and sporting clubs make to our social fabric.

4.8 *Community and Urban Services Committee* – this is a recasting of the former Works and Services Committee and positions the delivery of Councils urban infrastructure and services agenda as supporting, encouraging and facilitating community activity, whether in a social or economic context.

4.9 *Audit Committee* – changes are not proposed for this committee, with the exception of articulating that part of the role of the Committee is to give “necessary assurance” to Council in relation to its roles and responsibilities. Its role is cast in section 126(4) of the *Local Government Act 1999* (the Act) as:

*“The functions of an audit committee include—*

*(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and*

*(ab) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and*

*(ac) proposing, and reviewing, the exercise of powers under section 130A; and*

*(b) liaising with the council's auditor; and*

*(c) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.”*

Section 125 of the Act states:

*A council must ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the council's assets, and to secure (as far as possible) the accuracy and reliability of council records.*

The current terms of reference for the committee site both sections 125 and 126(4) of the Act, and state that the Committee will:

- 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.

During the previous meeting of the Audit Committee there was some discussion about whether it was the role of the Committee to ensure that “appropriate controls were in

place” (second dot point above). It is considered that the terms of reference correctly seek from the committee that they ensure the “controls are appropriate”, it is the role of the administration to ensure the controls are in “place”. The internal audit program that is undertaken under the auspices of the Audit Committee will in due course determine whether the administration has put the appropriate controls in place.

### ***Sub Committees***

- 4.10 It is proposed that the Tourism Sub Committee not continue and its role is subsumed by the Policy and Planning Committee (see above).
- 4.11 It is not proposed to change the Terms of Reference for the remaining Sub Committees. They are shown as follows:
- Youth Council reporting to the Policy and Planning Committee
  - Intercultural Strategy and Partnerships Sub-Committee reporting to the Policy and Planning Committee
  - Strategic Property Development Sub-Committee reporting to the Innovation and Business Development Committee
  - Asset Management Sub Committee reporting to the Community and Urban Services Committee
  - Tree Management Appeals Sub Committee reporting to the Community and Urban Services Committee.

### ***Membership of Committees***

- 4.12 It is proposed to continue with the current system of membership for committees, namely, two committees (Policy and Planning and Finance and Corporate Services) will comprise the full Council.
- 4.13 Half Council membership, comprising a Councillor from each Ward, is proposed for the following standing committees:
- Innovation and Business Development Committee
  - Governance and Compliance Committee
  - Community Wellbeing and Sport Committee
  - Community and Urban Services Committee.
- 4.14 The half membership noted above enables those committees to meet concurrently. In order to facilitate that, it is therefore recommended (as is the current practice) when appointing memberships, that where Ward Councillors are appointed members of the proposed Community and Urban Services Committee, it is their Ward counterpart who is appointed a member of the Governance and Compliance Committee. Similarly, the same arrangement should be put in place with the Innovation and Business Development Committee and the Community Wellbeing and Sport Committee.
- 4.15 The number of members for the Audit Committee and the Council Assessment Panel will remain unchanged, noting that it is a legislated requirement that the number of independent members form the majority of the membership for both Committees.

- 4.16 Membership for the CEO Review Committee is proposed to continue with current membership, and to be Chaired, as is appropriate, by the Mayor, as follows:
- The Mayor (Chair)
  - The Deputy Mayor Chair)
  - Cr Donna Proleta
  - Cr Shiralee Reardon
  - Cr Julie Woodman.

***Membership of Sub Committees***

- 4.16 In relation to the following sub committees:
- Intercultural Strategy and Partnerships Sub-Committee - reporting to the Policy and Planning Committee
  - Strategic Property Development Sub-Committee - reporting to the Innovation and Business Development Committee
  - Asset Management Sub Committee - reporting to the Community and Urban Services Committee,
- it is proposed that membership consist of five (5) members with the Mayor as an *ex officio* member. This will enable every EM to be a member of at least one sub committee, if that is the decision of the Council.
- 4.17 It is also considered that in relation to the Strategic Property Development Sub Committee and the Asset Management Sub Committee, that in order to facilitate consistent policy approaches that each should have the Chairman of a relevant Committee as an additional member of the sub committee.
- 4.18 Therefore, in the case of the of the Strategic Property Development Sub Committee, the Chair of the Planning and Policy Committee ought to be appointed a member of the sub committee due to the policy and planning impact on, and overlap with proposals considered by the sub committee.
- 4.19 Similarly, with the Asset Management Sub Committee, the Chair of the Community and Urban Services ought to be appointed a member of the sub committee due to the strategic oversight of the Committee over the sub committee.
- 4.20 This is reflected in the recommendations for the membership of the two sub committees.
- 4.17 It should be noted that the Tree Management Appeals Sub Committee membership has already been determined by a previous resolution of Council and a change is not proposed.
- 4.18 With regard to the Youth Council Sub Committee, the administration is not proposing any substantive change, however, in the context of COVID-19, meeting frequency and attendance has been affected, and as such the administration is giving consideration to any changes that may improve performance. If it is considered that changes may be desirable a report will be drafted and submitted through the future Governance and Compliance Committee. However, no changes are proposed at this point.

***Meeting schedule***

4.19 It is proposed to broadly follow the current four week cycle meeting schedule with some necessary adjustment, as follows:

- Tree Management Appeals Sub Committee to meet on an as needs basis (subject to appeals received).
- Audit Committee, CEO Review Committee and Youth Council Sub Committee continue to meet on (at least) a quarterly basis subject to timing requirement, and scheduled in week 2 of the meeting cycle below -

	<u><b>Week 1</b></u>	<u><b>Week 2</b></u>	<u><b>Week 3</b></u>	<u><b>Week 4</b></u>
<u><b>Mon</b></u>	Informal Strategy	<ul style="list-style-type: none"> <li>- Sub Committees,</li> <li>- CEO Review Committee</li> <li>- Youth Council</li> </ul>	Committees: <ol style="list-style-type: none"> <li>1. Policy &amp; Planning</li> <li>2. Finance &amp; Corporate Services</li> <li>3. Community &amp; Urban Services (running concurrently with 4)</li> <li>4. Governance &amp; Compliance (running concurrently with 3)</li> </ol>	Council
<u><b>Tues</b></u>	Other workshops if/as required	<ul style="list-style-type: none"> <li>- Sub committees,</li> <li>- Audit Committee</li> </ul>	<ol style="list-style-type: none"> <li>1. Innovation &amp; Business Dev't (running concurrently with 2)</li> <li>2. Community Wellbeing &amp; Sport (running concurrently with 1)</li> </ol>	CAP

**5. CONCLUSION / PROPOSAL**

- 5.1 Council, at its first meeting of the current term of office, on 26 November 2018 determined to continue with the current structure and sought that it be reviewed before November 2020 (mid-term) so as to enable the Council to determine whether the structure ought to be changed for the second half of the 2018/22 term of office.
- 5.2 The timing of the review also coincided with the adoption of the new City Plan 2035.
- 5.3 A review process was undertaken with the Chairs of the Committees of Council. The options for change were presented to an Informal Strategy in September 2020 and feedback sought from EMs.
- 5.4 This report is based on the review and the feedback received, and recommends several changes to the terms of reference of the committees that provide better emphasis for Council's strategic imperatives as articulated in the City Plan 2035, and also proposes the establishment of the Innovation and Business Development Committee as a new Committee.
- 5.5 The four-weekly meeting cycle is proposed to continue for the Council/Committee structure, noting that (with the exception of Youth Council) all meetings will continue to commence at 6.30 pm. Attachment 2 to this report provides the meeting cycle as part of the Council Committee structure represented as a chart.

**CO-ORDINATION**

Officer:

Date:



## **Policy and Planning Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 **Policy and Planning 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 established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in Special Term 1.
- 3.2 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.
- 3.3 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.
- 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.



## Policy and Planning Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 4.3 The Mayor is an *ex officio* member of this Committee.
- 4.4 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.5 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.
- 4.6 The appointment of the Chair will be made by the Council for a term determined by the Council.
- 4.7 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.
- 4.8 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 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.



## Policy and Planning Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 When the Mayor (as an *ex officio* member) is in attendance at a meeting, the Mayor is included in the calculation of the quorum.

### 6. Meeting Procedures

- 6.1 All meetings will be held in accordance with the Act and 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.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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



## **Policy and Planning Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

- 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 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 days after a Committee meeting.
- 7.3 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**

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.





## Policy and Planning Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

### SPECIAL TERM 1

#### Clause 2

#### Functions and Responsibilities

The Policy and Planning Committee is charged with undertaking the following functions:

- 2.1 The Committee oversees the development of strategic policies and procedures affecting the future development of the City by advising Council on:
- City Plan - Strategic Planning
  - Community Development- Social Planning Policy
  - Economic Development
    - Tourism
    - Investment Attraction
    - Advocacy
  - Recreation Planning and Development
  - Environmental Sustainability
  - Urban Development
  - Strategic Asset Management
  - Development Planning.
- 2.2 In accordance with section 101A(2) of the Development Act 1993, the Committee will:
- provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy; and
  - assist the Council in undertaking strategic planning and monitoring directed at achieving—
    - (i) orderly and efficient development within the area of the Council; and
    - (ii) high levels of integration of transport and land-use planning; and
    - (iii) relevant targets set out in the Planning Strategy within the area of the Council; and
    - (iv) other outcomes of a prescribed kind (if any); and
  - provide advice to the Council (or to act as its delegate) in relation to strategic planning and development policy issues when the Council is preparing—
    - (i) a Strategic Directions Report; or
    - (ii) a Development Plan Amendment proposal.



**Policy and Planning Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

	<p>2.3 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</p>
<p><b>SPECIAL TERM 2</b></p>	
<p><b>Clause 4</b></p>	<p><b>Membership</b> The membership of the Committee comprises the whole of Council.</p>
<p><b>SPECIAL TERM 3</b></p>	
<p><b>Clause 5</b></p>	<p><b>Operational Matters</b> The Committee meets on the 3<sup>rd</sup> Monday of each month. Quorum for the Committee is 8, when the Mayor is not in attendance.</p>
<p><b>SPECIAL TERM 4</b></p>	
<p><b>Clause 6</b></p>	<p><b>Meeting Procedures</b> The Committee applies Part 2 of the <i>Local Government (Procedures at Meetings) Regulations 2013</i>.</p>



## **Finance and Corporate Services Committee**

**- Terms of Reference -**

**Endorsed by Council:**

**Review Date:**

### **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 **Finance and Corporate Services 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 established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in Special Term 1.
- 3.2 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.
- 3.3 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.
- 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.



## **Finance and Corporate Services Committee**

**- Terms of Reference -**

**Endorsed by Council:**

**Review Date:**

- 4.3 The Mayor is an *ex officio* member of this Committee.
- 4.4 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.5 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.
- 4.6 The appointment of the Chair will be made by the Council for a term determined by the Council.
- 4.7 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.
- 4.8 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 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.
- 5.4 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



## **Finance and Corporate Services Committee**

**- Terms of Reference -**

**Endorsed by Council:**

**Review Date:**

Meeting and Committee Agenda will be displayed publicly on a monthly basis.

- 5.5 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.
- 5.6 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.
- 5.7 When the Mayor (as an *ex officio* member) is in attendance at a meeting, the Mayor is included in the calculation of the quorum.

### **6. Meeting Procedures**

- 6.1 All meetings will be held in accordance with the Act and 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.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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*.



**Finance and Corporate Services Committee**  
- Terms of Reference -

**Endorsed by Council:**

**Review Date:**

- 7.2 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 days after a Committee meeting.
- 7.3 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**

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.



**Finance and Corporate Services Committee**  
- Terms of Reference -

**Endorsed by Council:**

**Review Date:**

<b>SPECIAL TERM 1</b>	
<b>Clause 2</b>	<p><b>Functions and Responsibilities</b></p> <p>The Finance and Corporate Services Committee is charged with undertaking the following functions:</p> <p>2.1 Providing advice to the Council on matters relating to:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Financial Sustainability</li> <li>• The Annual Plan &amp; Budget</li> <li>• Rating</li> <li>• Business Enabling functions:             <ul style="list-style-type: none"> <li>- IT</li> <li>- Marketing/Media</li> <li>- People /Culture</li> </ul> </li> <li>• Management Reporting.</li> </ul> <p>2.2 Overseeing the development of strategic policies and procedures affecting the future development of the City as they relate to paragraph 2.1 above.</p> <p>2.3 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</p>
<b>SPECIAL TERM 2</b>	
<b>Clause 4</b>	<p><b>Membership</b></p> <p>The membership of the Committee comprises the whole of Council.</p>
<b>SPECIAL TERM 3</b>	
<b>Clause 5</b>	<p><b>Operational Matters</b></p> <p>The Committee meets on the 3<sup>rd</sup> Monday of each month.</p> <p>Quorum for the Committee is 8, when the Mayor is not in attendance.</p>



**Finance and Corporate Services Committee**  
- Terms of Reference -

Endorsed by Council:

Review Date:

**SPECIAL TERM 4**

**Clause 6 Meeting Procedures**

*SELECT APPLICABLE CLAUSE*

The Committee applies Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013*.





## **Innovation and Business Development Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 **Innovation and Business Development 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 established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in Special Term 1.

3.2 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.

3.3 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.

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.



## **Innovation and Business Development Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

- 4.3 The Mayor is an *ex officio* member of this Committee.
- 4.4 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.5 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.
- 4.6 The appointment of the Chair will be made by the Council for a term determined by the Council.
- 4.7 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.
- 4.8 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 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.



## **Innovation and Business Development Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 When the Mayor (as an *ex officio* member) is in attendance at a meeting, the Mayor is included in the calculation of the quorum.

### **6. Meeting Procedures**

- 6.1 All meetings will be held in accordance with the Act and 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.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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**



## **Innovation and Business Development Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

- 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 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 days after a Committee meeting.
- 7.3 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**

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.



## Innovation and Business Development Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

<b>SPECIAL TERM 1</b>	
<b>Clause 2</b>	<p><b>Functions and Responsibilities</b></p> <p>The Innovation and Business Development Committee is charged with providing advice to the Council in identifying economic development opportunities, improving the services provided to the community, and overseeing the following functions:</p> <ul style="list-style-type: none"> <li>2.1 Business Initiatives: <ul style="list-style-type: none"> <li>• NAWMA - Transforming waste</li> <li>• Salisbury Water</li> <li>• Building Services</li> <li>• Cemetery.</li> </ul> </li> <li>2.2 Business Development and Transformation.</li> <li>2.3 Community Experience and Quality Outcomes.</li> <li>2.4 COVID-19 program delivery.</li> <li>2.5 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</li> </ul>
<b>SPECIAL TERM 2</b>	
<b>Clause 4</b>	<p><b>Membership</b></p> <p>The membership of the Committee comprises at one Ward Councillor, and the alternate Ward Councillor will be a Proxy member.</p>
<b>SPECIAL TERM 3</b>	
<b>Clause 5</b>	<p><b>Operational Matters</b></p> <p>The Committee meets on the 3<sup>rd</sup> Tuesday of each month.</p> <p>Quorum for the Committee is 4, when the Mayor is not in attendance.</p>
<b>SPECIAL TERM 4</b>	
<b>Clause 6</b>	<p><b>Meeting Procedures</b></p> <p><i>SELECT APPLICABLE CLAUSE</i></p> <p>The Committee applies Part 2 of the <i>Local Government (Procedures at Meetings) Regulations 2013</i>.</p>



## **Governance and Compliance Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 **Governance and Compliance 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 established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in Special Term 1.
- 3.2 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.
- 3.3 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.
- 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.



## **Governance and Compliance Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

- 4.3 The Mayor is an *ex officio* member of this Committee.
- 4.4 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.5 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.
- 4.6 The appointment of the Chair will be made by the Council for a term determined by the Council.
- 4.7 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.
- 4.8 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 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.



## **Governance and Compliance Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 When the Mayor (as an *ex officio* member) is in attendance at a meeting, the Mayor is included in the calculation of the quorum.

### **6. Meeting Procedures**

- 6.1 All meetings will be held in accordance with the Act and 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.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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.





## **Governance and Compliance Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 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 days after a Committee meeting.
- 7.3 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**

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.



## Governance and Compliance Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

<b>SPECIAL TERM 1</b>	
<b>Clause 2</b>	<p><b>Functions and Responsibilities</b></p> <p>The Governance and Compliance Committee is charged with undertaking the following functions:</p> <p>2.1 Oversees the development of strategic policies and procedures affecting the future development of the City by advising Council on:</p> <ul style="list-style-type: none"> <li>• Development Control Administration</li> <li>• Health, Animal Management and By-Laws</li> <li>• External Relations</li> <li>• Corporate Management</li> <li>• Corporate Governance</li> </ul> <p>2.2 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</p>
<b>SPECIAL TERM 2</b>	
<b>Clause 4</b>	<p><b>Membership</b></p> <p>The membership of the Committee comprises one Ward Councillor from each Ward of the Council.</p>
<b>SPECIAL TERM 3</b>	
<b>Clause 5</b>	<p><b>Operational Matters</b></p> <p>The Committee meets on the 3<sup>rd</sup> Monday of each month.</p> <p>Quorum for the Committee is 5, when the Mayor is not in attendance.</p>
<b>SPECIAL TERM 4</b>	
<b>Clause 6</b>	<p><b>Meeting Procedures</b></p> <p>The Committee applies Part 2 of the <i>Local Government (Procedures at Meetings) Regulations 2013</i>.</p>



## **Community Wellbeing and Sport Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 **Community Wellbeing and Sport 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 established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in Special Term 1.
- 3.2 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.
- 3.3 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.
- 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.



## Community Wellbeing and Sport Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 4.3 The Mayor is an *ex officio* member of this Committee.
- 4.4 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.5 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.
- 4.6 The appointment of the Chair will be made by the Council for a term determined by the Council.
- 4.7 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.
- 4.8 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 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.



## Community Wellbeing and Sport Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 When the Mayor (as an *ex officio* member) is in attendance at a meeting, the Mayor is included in the calculation of the quorum.

### 6. Meeting Procedures

- 6.1 All meetings will be held in accordance with the Act and 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.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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.



## **Community Wellbeing and Sport Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 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 days after a Committee meeting.
- 7.3 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**

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.



## Community Wellbeing and Sport Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

<b>SPECIAL TERM 1</b>	
<b>Clause 2</b>	<p><b>Functions and Responsibilities</b></p> <p>The Community Wellbeing and Sport Committee is charged with undertaking the following functions:</p> <p>2.1 Oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:</p> <ul style="list-style-type: none"> <li>• Sporting &amp; Community Club dev't</li> <li>• Community Health &amp; Wellbeing Services: <ul style="list-style-type: none"> <li>- Homelessness</li> <li>- community safety</li> <li>- intercultural diversity</li> <li>- Social Dev't Programs</li> </ul> </li> <li>• Youth Sponsorship Program</li> <li>• Minor Capital Works Grant Program</li> <li>• Sport &amp; Community Grants Community Grants Programs</li> </ul> <p>2.2 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</p>
<b>SPECIAL TERM 2</b>	
<b>Clause 4</b>	<p><b>Membership</b></p> <p>The membership of the Committee comprises one Ward Councillor from each Ward of the Council.</p>
<b>SPECIAL TERM 3</b>	
<b>Clause 5</b>	<p><b>Operational Matters</b></p> <p>The Committee meets on the 3<sup>rd</sup> Monday of each month.</p> <p>Quorum for the Committee is 5, when the Mayor is not in attendance.</p>
<b>SPECIAL TERM 4</b>	
<b>Clause 6</b>	<p><b>Meeting Procedures</b></p> <p>The Committee applies Part 2 of the <i>Local Government (Procedures at Meetings) Regulations 2013</i>.</p>



## **Community and Urban Services Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 **Community and Urban Services 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 established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in Special Term 1.
- 3.2 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.
- 3.3 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.
- 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.





## Community and Urban Services Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 4.3 The Mayor is an *ex officio* member of this Committee.
- 4.4 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.5 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.
- 4.6 The appointment of the Chair will be made by the Council for a term determined by the Council.
- 4.7 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.
- 4.8 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 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.



## Community and Urban Services Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 When the Mayor (as an *ex officio* member) is in attendance at a meeting, the Mayor is included in the calculation of the quorum.

### 6. Meeting Procedures

- 6.1 All meetings will be held in accordance with the Act and 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.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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.



## **Community and Urban Services Committee**

**- Terms of Reference -**

**Endorsed by Council:**

**Review Date:**

### **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 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 days after a Committee meeting.
- 7.3 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**

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.



## Community and Urban Services Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

<b>SPECIAL TERM 1</b>	
<b>Clause 2</b>	<p><b>Functions and Responsibilities</b></p> <p>The Community and Urban Services Committee is charged with undertaking the following functions:</p> <p>2.1 Overseeing the development of strategic policies and procedures affecting the future development of the City and advises Council on:</p> <ul style="list-style-type: none"> <li>• Libraries &amp; Community Centres programs &amp; activities</li> <li>• Infrastructure Delivery</li> <li>• Traffic Engineering</li> <li>• Landscaping</li> <li>• Asset Maintenance</li> <li>• Property Management</li> <li>• Strategic Projects Delivery</li> <li>• Sustainability Programs: <ul style="list-style-type: none"> <li>- waste / water / energy /biodiversity.</li> </ul> </li> </ul> <p>2.2 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</p>
<b>SPECIAL TERM 2</b>	
<b>Clause 4</b>	<p><b>Membership</b></p> <p>The membership of the Committee comprises a Ward Councillor from each Ward of the Council.</p>
<b>SPECIAL TERM 3</b>	
<b>Clause 5</b>	<p><b>Operational Matters</b></p> <p>The Committee meets on the 3<sup>rd</sup> Monday of each month.</p> <p>Quorum for the Committee is 5, when the Mayor is not in attendance.</p>
<b>SPECIAL TERM 4</b>	
<b>Clause 6</b>	<p><b>Meeting Procedures</b></p> <p>The Committee applies Part 2 of the <i>Local Government (Procedures at Meetings) Regulations 2013</i>.</p>



## **Audit Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 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.
- 3.2 The Audit Committee can request the conduct of investigations into any matters within the scope of its responsibility. It is empowered to:
  - 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.



## **Audit Committee**

### **- Terms of Reference -**

Endorsed by Council:

Review Date:

3.3 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.

3.4 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.

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.

4.6 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.

4.7 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**



## **Audit Committee**

### **- Terms of Reference -**

Endorsed by Council:

Review Date:

- 5.1 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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 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.
- 6.3 Each member must vote on a question arising for decision.



## **Audit Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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 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 days after a Committee meeting.
- 7.3 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.





**Audit Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

<b>SPECIAL TERM 1</b>	
<b>Clause 2</b>	<p><b>Functions and Responsibilities</b></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 (the Act)</i> the committee's roles include -</p> <p style="padding-left: 40px;"><i>“(a) reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and</i></p> <p style="padding-left: 40px;"><i>(ab) proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and</i></p> <p style="padding-left: 40px;"><i>(ac) proposing, and reviewing, the exercise of powers under section 130A; and</i></p> <p style="padding-left: 40px;"><i>(b) liaising with the council's auditor; and</i></p> <p style="padding-left: 40px;"><i>(c) reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis”.</i></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"> <li>• Satisfy itself that appropriate policies, practices and procedures of internal control are implemented and maintained.</li> <li>• 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.</li> <li>• Satisfy itself that the organisation is meeting its fiduciary and legislative responsibilities.</li> </ul> <p>2.3 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</p>
<b>SPECIAL TERM 2</b>	
<b>Clause 4</b>	<p><b>Membership</b></p> <p>The membership of the Committee comprises two Elected members of the City of Salisbury and three independent members appointed for a four year term of office, with a review undertaken every two years.</p>



**Audit Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

**SPECIAL TERM 3**

**Clause 5 Operational Matters**

The Committee meets on at least a quarterly basis.

Quorum for the Committee is 3.

**SPECIAL TERM 4**

**Clause 6 Meeting Procedures**

The Committee applies Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013*.



## **CEO Review Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

### **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 **CEO Review 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 established under section 41 of the Act as an advisory committee to the Council in regard to those functions listed in Special Term 1.
- 3.2 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.
- 3.3 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.
- 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.



## CEO Review Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 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 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 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.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 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.
- 5.4 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.
- 5.5 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.



## CEO Review Committee

- Terms of Reference -

Endorsed by Council:

Review Date:

- 5.6 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 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.
- 6.3 Each member must vote on a question arising for decision.
- 6.4 The Chair has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.
- 6.5 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 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 days after a Committee meeting.
- 7.3 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.



## **CEO Review Committee**

**- Terms of Reference -**

**Endorsed by Council:**

**Review Date:**

### **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. Where the CEO Review Committee has exercised a delegated power, this will be reported to the next Council meeting.

8.3

### **9. Winding Up of the Committee**

To the extent that the Committee does not wind up in accordance with clause 1.2 of these Terms of Reference, the Committee will be wound up upon resolution of the Council.



**CEO Review Committee**

- Terms of Reference -

Endorsed by Council:

Review Date:

**SPECIAL TERM 1**

<b>Clause 2</b>	<p><b>Functions and Responsibilities</b></p> <p>The CEO Review Committee is charged with undertaking the following functions:</p> <ol style="list-style-type: none"> <li>2.1 By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;</li> <li>2.2 Develop a Performance Plan for the CEO;</li> <li>2.3 Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;</li> <li>2.4 Facilitate the conduct of the CEO's annual performance and remuneration reviews;</li> <li>2.5 Receive reports from the CEO regarding the performance of the organisation;</li> <li>2.6 Determine, under delegated authority from Council, any amendments to the CEO's employment arrangements and incentive payments to the CEO as provided in the contract of employment.</li> <li>2.7 Council has formally delegated to the CEO Review Committee the power to:             <ul style="list-style-type: none"> <li>• by agreement with the CEO, appoint an independent advisor to assist with the CEO performance appraisal process; and</li> <li>• determine any amendments to the CEO's employment arrangements and incentive payments as provided for within the contract of employment.</li> </ul> </li> <li>2.8 Make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where, in its view, action or improvement is needed.</li> <li>2.9 Recommendations made by the CEO Review Committee will be referred to the next Council meeting, by way of a report to Council from the Committee, for final resolution.</li> <li>2.10 Where the CEO Review Committee has exercised a delegated power, this will be reported to the next Council meeting.</li> <li>2.11 Taking into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.</li> </ol>
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**CEO Review Committee**

- Terms of Reference -

Endorsed by Council:

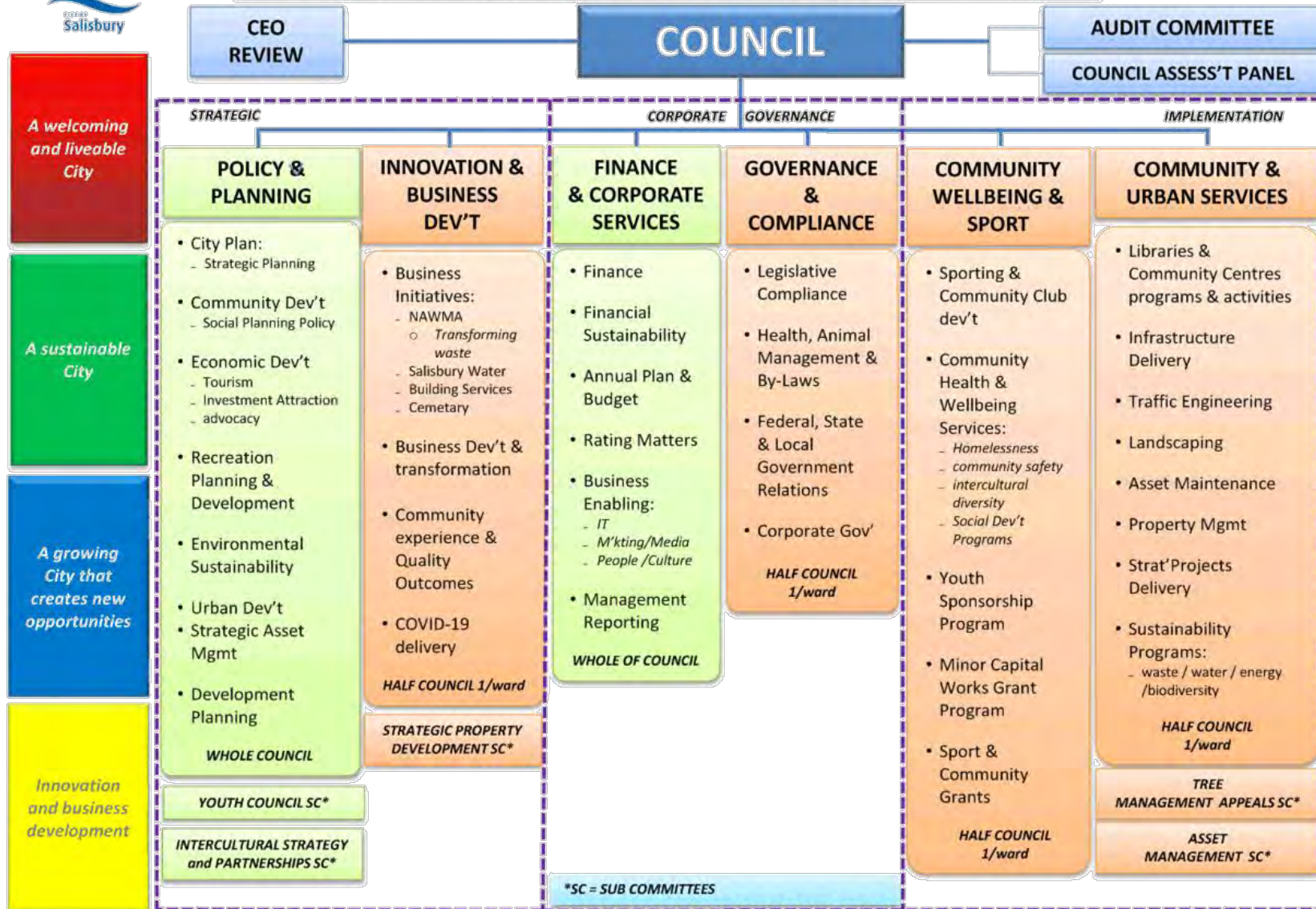
Review Date:

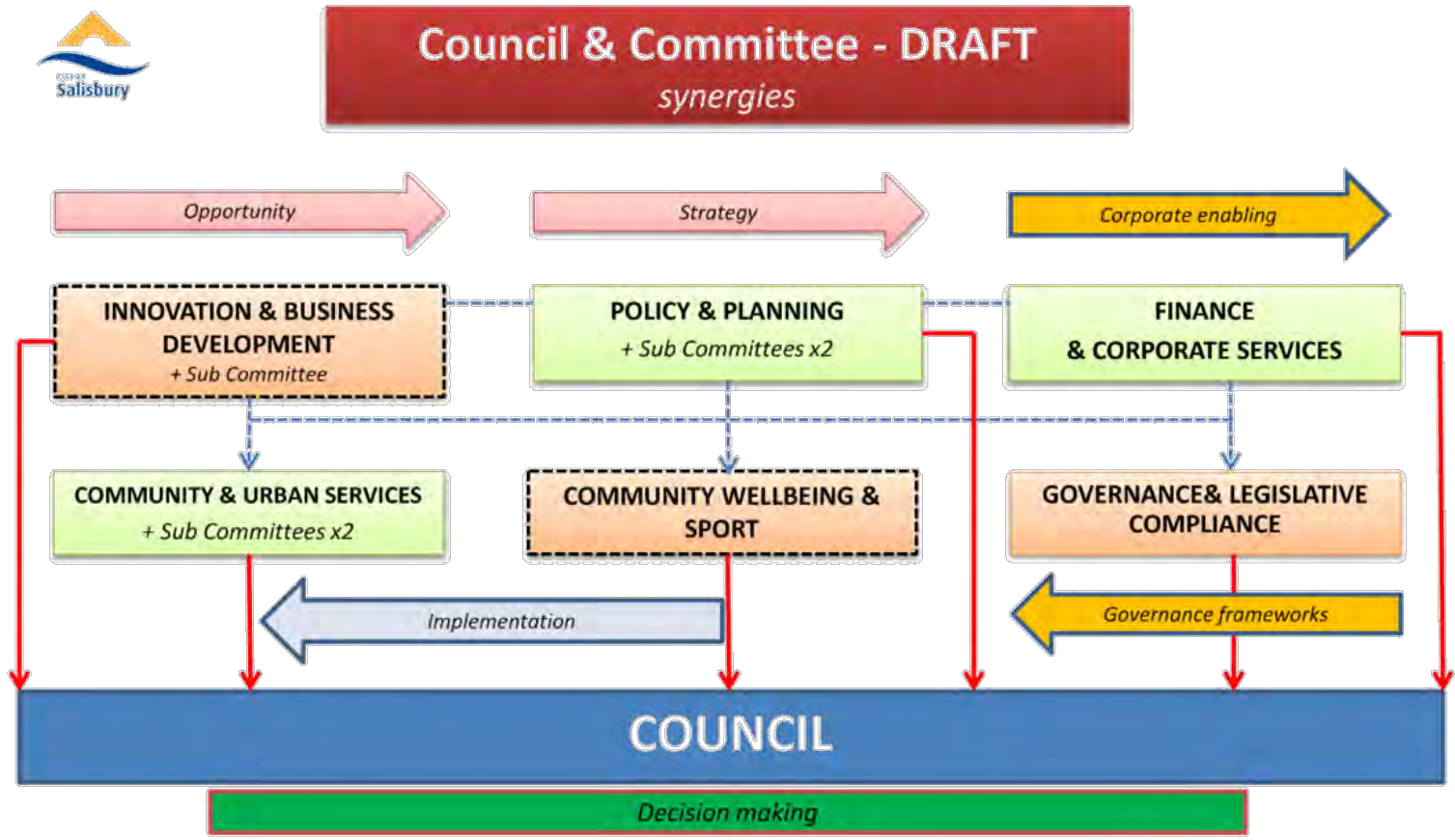
<b>SPECIAL TERM 2</b>	
<b>Clause 4</b>	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• The membership of the Committee comprises the following Members of Council: <ul style="list-style-type: none"> <li>- The Mayor</li> <li>- The Deputy Mayor</li> <li>- Cr Donna Proleta</li> <li>- Cr Shiralee Reardon</li> <li>- Cr Chad Buchanan</li> </ul> </li> <li>• The Chair of the Committee will be the Mayor for the duration of the term determined for the Committee.</li> <li>• The Deputy Chair will be the Deputy Mayor.</li> </ul>
<b>SPECIAL TERM 3</b>	
<b>Clause 5</b>	<p><b>Operational Matters</b></p> <p>The Committee meets at least twice a year in the second week of each month. Quorum for the Committee is 8, when the Mayor is not in attendance.</p>
<b>SPECIAL TERM 4</b>	
<b>Clause 6</b>	<p><b>Meeting Procedures</b></p> <p><i>SELECT APPLICABLE CLAUSE</i></p> <p>The Committee applies Part 2 of the <i>Local Government (Procedures at Meetings) Regulations 2013</i>.</p>





# Council/ Committee/ Sub Committee Structure - DRAFT







**Council – Committees – Sub Committees - DRAFT**  
4-week meeting cycle

**WEEK 1**

Informal Strategy &/or Workshops

**WEEK 2**

**Sub Committees**  
(Monday)

1. Intercultural Partnerships
2. Strategic Property Development
3. Asset Management
4. Tree Management Appeals

**WEEK 3**

**Standing Committees (X4)**  
(Monday)

1. Policy & Planning
2. Finance & Corporate Services
3. Community & Urban Services *(running concurrently with 4)*
4. Governance & Compliance *(running concurrently with 3)*

**Standing Committees (X2)**  
(Tuesday)

1. Innovation & Business Dev't *(running concurrently with 2)*
2. Community Wellbeing & Sport *(running concurrently with 1)*

**WEEK 4**

**Council**  
(Monday)

**NOTES:**

1. Council to meet on Monday in week 4 commencing at 6.30 pm.
2. Policy & Planning, Finance & Corporate Services, Community & Infrastructure, and Governance & Compliance Standing Committees to meet on Monday in week 3, commencing at 6.30 pm.
3. Innovation & Business Dev't, Community Wellbeing & Sport
4. Standing Committees to meet on Tuesday in week 3, commencing at 6.30 pm.
5. Intercultural Strategy and Partnership, and Strategic Property Development and Asset Management Sub Committees to meet on Monday in week 2, commencing at 6.30 pm. Proposed to have a third Council membership.
6. Informal Strategy (when required) to be scheduled to meet on first Monday of the month, commencing at 6.30 pm. Workshops to be scheduled as necessary, preferably Tuesday in week 1.
7. Youth Council Sub Committee to meet (at least ) quarterly.
8. Tree Management Appeals Sub Committee to meet on an as needs basis (subject to appeals received).
9. Audit and CEO Review Standing Committees continue to be scheduled on (at least) a quarterly basis subject to timing requirement.
10. Standing Committees will have at least one Ward represented in the membership and the alternate Ward Councillor will be a Proxy member.
11. Standing Committees and Sub Committees (excluding Audit and CEO Review Committees and the Youth Council Sub Committee) will meet at least on a bi monthly basis.



## Policy and Planning Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 The Policy and Planning Committee ('the Committee') is a standing committee of Council and forms part of the decision making structure of Council. The Committee has been established in accordance with Section 101A of the *Development Act 1993*.
- 1.2 The Committee oversees the development of strategic policies and procedures affecting the future development of the City by advising Council on:
  - Community Development
  - Economic Development
  - Urban Development
  - Environmental Sustainability
  - Strategic Asset Management
  - Subsidiaries
  - Corporate Plans
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.
- 1.4 In accordance with section 101A(2) of the *Development Act 1993*, the Committee will:
  - provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy; and
  - assist the Council in undertaking strategic planning and monitoring directed at achieving—
    - (i) orderly and efficient development within the area of the Council; and
    - (ii) high levels of integration of transport and land-use planning; and
    - (iii) relevant targets set out in the Planning Strategy within the area of the Council; and



## Policy and Planning Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- (iv) other outcomes of a prescribed kind (if any); and
- provide advice to the Council (or to act as its delegate) in relation to strategic planning and development policy issues when the Council is preparing—
  - (i) a Strategic Directions Report; or
  - (ii) a Development Plan Amendment proposal.

### **2. Status and Term of the Committee**

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

### **3. Meeting Details**

- 3.1 The Committee meets on the 3rd Monday of each month at 6.30pm.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Council Chamber, City of Salisbury, 12 James Street Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 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 also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.6 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 *Local Government Act 1999*.



## Policy and Planning Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **4. Membership**

- 4.1 The membership of the Committee comprises the whole of Council.
- 4.2 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Council, after which time the Committee will make a further appointment.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of



## Policy and Planning Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

Salisbury Code of Practice for Access to Meetings and Documents.

- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 15 members, the quorum is 8 (that is, 15 divided by 2 = 7.5 (ignoring any fractions) + 1).

#### **9. Reporting Requirements**

- 9.1 This Committee reports directly to Council.
- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



## **Budget and Finance Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 The Budget and Finance Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Budget and Finance Committee oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:
  - Finance
  - Financial Sustainability
  - Long Term Financial Plan
  - Annual Plan and Budget
  - Budget Review
  - Rating Matters
  - Business Units
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

#### **2. Status and Term of the Committee**

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

#### **3. Meeting Details**

- 3.1 The Committee meets as required on the third Monday of the month (following the conclusion of the Policy and Planning Committee).
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.





## **Budget and Finance Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 3.3 Meetings of the Committee will be held in the Council Chamber, City of Salisbury, 12 James Street Salisbury
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 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 also be displayed at 12 James Street Salisbury.
- 3.6 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 *Local Government Act 1999*.

#### **4. Membership**

- 4.1 The membership of the Committee comprises the whole of Council.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Council.



## **Budget and Finance Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 15 members, the quorum is 8 (that is, 15 divided by 2 = 7.5 (ignoring any fractions) + 1).

#### **9. Reporting Requirements**

- 9.1 This Committee reports directly to Council.



## **Budget and Finance Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



## Works and Services Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 The Works and Services Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Works and Services Committee oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:
  - Community Centres and Youth
  - Community Health and Wellbeing
  - Libraries
  - Landscaping
  - Property
  - Public Works
  - Traffic Management
  - Waste Management
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

#### **2. Status and Term of the Committee**

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.



## Works and Services Committee

- Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

### **3. Meeting Details**

- 3.1 The Committee meets on the 3rd Monday of each month, at the conclusion of the Policy and Planning Committee meeting. This Committee meets concurrently with the Resources and Governance Committee.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Works and Services Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 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 also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.6 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 *Local Government Act*.



## Works and Services Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **4. Membership**

- 4.1 The membership of the Works and Services Committee comprises half of the Council, with one representative from each ward. The current membership consists of:
- Central Ward Councillor
  - East Ward Councillor
  - South Ward Councillor
  - Hills Ward Councillor
  - Para Ward Councillor
  - North Ward Councillor
  - West Ward Councillor
- 4.2 The Mayor is, ex officio, a member of this Committee.
- 4.3 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.
- 4.4 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act 1999*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a period as determined by Council.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.



## Works and Services Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).
- 8.2 When the Mayor (as an ex officio member) is in attendance at a Works and Services Committee meeting, the quorum requirement is 5 (that is 8 divided by 2 = 4 +1).

#### **9. Reporting Requirements**

- 9.1 This Committee reports directly to Council.



## **Works and Services Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.







## Resources and Governance Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 The Resources and Governance Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Resources and Governance Committee oversees the development of strategic policies and procedures affecting the future development of the City by advising Council on:
  - Development Control Administration
  - Health, Animal Management and By-Laws
  - External Relations
  - Corporate Management
  - Corporate Governance
- 1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

#### **2. Status and Term of the Committee**

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

#### **3. Meeting Details**

- 3.1 The Committee meets on the 3rd Monday of each month, at the conclusion of the Policy and Planning Committee meeting. This Committee meets concurrently with the Works and Services Committee.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.



## Resources and Governance Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 3.3 Meetings of the Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 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 also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.6 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 *Local Government Act 1999*.

#### **4. Membership**

- 4.1 The membership of the Resources and Governance Committee comprises half of the Council, with one representative from each ward. The current membership consists of:
  - Central Ward Councillor
  - East Ward Councillor
  - South Ward Councillor
  - Hills Ward Councillor
  - Para Ward Councillor
  - North Ward Councillor
  - West Ward Councillor
- 4.2 The Mayor is, ex officio, a member of this Committee.
- 4.3 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.



## Resources and Governance Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 4.4 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a period of 12 months, after which time the Committee will make a new 12 month appointment.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.



## Resources and Governance Committee

### - Terms of Reference -

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).
- 8.2 When the Mayor (as an ex officio member) is in attendance at a Resources and Governance Committee meeting, the quorum requirement is 5 (that is 8 divided by 2 = 4 +1).

#### **9. Reporting Requirements**

- 9.1 This Committee reports directly to Council.
- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.



## **Sport, Recreation and Grants Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### ***1. Purpose***

- 1.1 The Sport, Recreation and Grants Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Sport, Recreation and Grants Committee oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:
  - Sport and Recreation
    - monitor delivery of the Implementation Strategy for the Game Plan;
    - consider the development of recreation infrastructure within Salisbury as it relates to the Game Plan;
    - make recommendations to Council regarding future amendments to the Game Plan;
    - consider means for provision of financial assistance to community groups that lease facilities from the City of Salisbury who are seeking to undertake club improvement projects in/on council assets;
    - allocate the Minor Capital Works funding on an annual basis and provide a report of these allocations to Council for information;
    - report and make recommendations to Council on the eligibility criteria for the Minor Capital Works funding program;
    - assess and determine all applications for the Youth Sponsorship program applying the Team Funding Allocation Scale;
  - Community Grants Program
    - Advise Council on policies, procedures and eligibility for the allocation of Community Grants;
    - assess and determine all applications submitted for Community Grants (Projects and Events) and allocate those funds to successful applicants;
  - Assess and determine specific request for occasional and ongoing funding (donations) within the allocated budget;



## **Sport, Recreation and Grants Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- Phoebe Wanganeen Indigenous Scholarship applications
- Youth Sponsorship Applications

1.3 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

### **2. Status and Term of the Committee**

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Committee will exist for the term of the Council.

### **3. Meeting Details**

- 3.1 The Committee meets as required on the second Monday of the month at 6.30pm.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.5 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 also be displayed at 12 James Street Salisbury.
- 3.6 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 *Local Government Act 1999*.



## **Sport, Recreation and Grants Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

#### **4. Membership**

- 4.1 The membership of the Committee is comprised of Elected Members. The current membership consists of:
- Central Ward Councillor
  - East Ward Councillor
  - South Ward Councillor
  - Hills Ward Councillor
  - Para Ward Councillor
  - North Ward Councillor
  - West Ward Councillor
- 4.2 The Mayor is, *ex officio*, a member of this Committee.
- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.4 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The appointment of the Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term to be determined by the Committee. At the end of that term, if less than the full term of Council, the Committee will make a new appointment.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.





## **Sport, Recreation and Grants Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).
- 8.2 When the Mayor is in attendance at a Committee meeting, the quorum requirement is 5 (that is 8 divided by 2 = 4+1).

#### **9. Delegations**

- 9.1 This committee has delegated authority to allocate the funds available within the annual Minor Capital Works Program budget.
- 9.2 This committee has delegated authority to allocate funds available within the annual Community Grants budget.



## **Sport, Recreation and Grants Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 15 December 2014

**Review Date:** November 2018

- 9.3 Youth Sponsorship Applications be assessed by the Chairman of the Sport, Recreation and Grants Committee and one other Committee Member.
- 9.4 Council give the Sport, recreation and Grants Committee delegated authority to award Phoebe Wanganeen Indigenous Scholarships.

### ***10. Reporting Requirements***

- 10.1 This Committee reports directly to Council.
- 10.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 10.3 Recommendations made by the Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.





## **Audit Committee of Council**

### **- Terms of Reference -**

**Endorsed by Council:** 22 February 2016 / clause 5.2  
amended 24/07/2017

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 In line with section 125 of the *Local Government Act 1999* (the Act) the committee will, with the adoption of a strategic risk outlook:
- 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.

#### **2. Status and Term of the Committee**

- 2.1 The Committee is mandated under section 126 of the Act.
- 2.2 This Committee will exist for the term of the Council.

#### **3. Authority**

- 3.1 The Audit Committee can request the conduct of investigations into any matters within the scope of its responsibility. It is empowered to:
- 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.



## **Audit Committee of Council**

### **- Terms of Reference -**

**Endorsed by Council:** 22 February 2016 / clause 5.2  
amended 24/07/2017

**Review Date:** November 2018

#### ***4. Meeting Details***

- 4.1 The committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- 4.2 Meetings will be scheduled on a day of the week convenient to the committee members, but will commence no earlier than 5pm on the day of the meeting.
- 4.3 Meetings of the committee will be held in the Council Offices at 12 James Street, Salisbury, under normal circumstances.
- 4.4 In accordance with Section 87 of the Act, a minimum of three clear days notice of an ordinary meeting, together with an agenda and supporting papers will be provided to members of the committee.
- 4.5 The attendance of the following City of Salisbury staff will be required at each committee meeting, together with any staff member deemed appropriate by the committee:
  - CEO
  - General Manager Business Excellence
  - Manager Governance
  - Internal Auditor
- 4.6 Administrative support for the committee will be resourced by City of Salisbury.
- 4.7 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website.
- 4.8 A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street, Salisbury.
- 4.9 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.



## **Audit Committee of Council**

### **- Terms of Reference -**

**Endorsed by Council:** 22 February 2016 / clause 5.2  
amended 24/07/2017

**Review Date:** November 2018

#### **5. Membership**

- 5.1 Section 126(2) of the Act and s.17(1) of the Local Government (Financial Management) Regulations 2011, (the Regulations), state that the membership of the Audit Committee;
- May include persons who are not members of the council.
  - May not include an employee of the council (although an employee may attend if appropriate).
  - May include or be comprised of Audit Committee members from another council.
  - Must be between three and five members.
  - Must include at least one person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of the audit committee.
  - Must not include, as a member, the council's external auditor.
- 5.2 In line with the requirements of the Act and the Regulations, the Audit Committee of Council;
- Will consist of five members, three of whom will be independent of the council and City of Salisbury and will have the necessary skills, knowledge and experience (including recent, relevant financial experience), to ensure the effective discharge of the responsibilities of the committee.
  - The other members of the committee will come from the elected members of the council, they will be selected by the council and will possess the necessary understanding of the role of the committee and such skills, knowledge and experience to enable them to function effectively as a member of the committee.
  - Two Elected Members will be appointed to the Audit Committee for the term of council. Independent Members will be appointed for a four year term (or part thereof) concluding two years after a general election. Independent Members may, at the discretion of the council, be appointed for subsequent terms.
  - Independent members of the Audit Committee will be paid suitable remuneration for the provision of their services; this will be set by council and reviewed by council at the time of establishment of each new committee term.
  - All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.



## Audit Committee of Council

### - Terms of Reference -

**Endorsed by Council:** 22 February 2016 / clause 5.2  
amended 24/07/2017

**Review Date:** November 2018

- Members of the committee must comply with the conduct and conflict of interest provisions of the Local Government Act. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.
- The appointment of the Chairman will be made by the Council for a term determined by the Council.
- The Deputy Chairman will be appointed by the Council for a term determined by the Council following a recommendation from the Audit Committee made at the April Committee meeting in the year following a General Election, or as required.

#### **6. Responsibilities**

- 6.1 Section 126(4) of the Act articulates the role of the Audit Committee, which includes:
- Reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and
  - Proposing and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
  - Proposing and reviewing the exercise of powers under section 130A of the Act; and
  - If the council has exempted a subsidiary from the requirement to have an audit committee, undertake the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee; and
  - Liaising with the council's external auditor; and
  - Reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of council on a regular basis.
- 6.2 City of Salisbury also considers the following to be critical components of the role of the Audit Committee:
- Reviewing significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, significant changes in accounting policies or their application, recent professional and regulatory pronouncements and their corresponding impact on the financial statements.



## Audit Committee of Council

### - Terms of Reference -

**Endorsed by Council:** 22 February 2016 / clause 5.2  
amended 24/07/2017

**Review Date:** November 2018

- Reviewing all reports on the council's operations from the external auditor and monitoring management responsiveness to the external auditor's findings and recommendations.
- Reviewing the annual financial statements and considering whether they are complete and consistent with information known to committee members and that they reflect appropriate accounting principles.
- Reviewing other sections of the annual report and related regulatory filings before approval and considering the accuracy and completeness of the information.
- Understanding how management develops interim financial information and the nature and extent of internal and external audit involvement in this process.
- Reviewing council arrangements for dealing with public information provided under the whistle-blower legislation; and
- Considering and making recommendations on the program of internal audits; and
- Reviewing the operation and effectiveness of the internal audit function and all reports on the council's operations from the Internal Auditor, including the monitoring of management responses to the Internal Auditor's findings and recommendations; and
- Providing guidance and overseeing the supply of non-audit services by the external auditor; and
- Reviewing the appropriateness and effectiveness of the council's internal controls and risk management frameworks.
- Instituting and overseeing special investigations as and when necessary.

#### 6.3 The committee will also:

- Review the statements to be included in the annual report concerning internal audit and risk management.
- Review the internal audit plan and all significant changes to the plan.
- Monitor the external auditor's rotation of audit partners.
- Meet with the external auditor, in camera, once per year.
- Meet with the Internal Auditor, in camera, when necessary to





## **Audit Committee of Council**

### **- Terms of Reference -**

**Endorsed by Council:** 22 February 2016 / clause 5.2  
amended 24/07/2017

**Review Date:** November 2018

discuss confidential issues.

- Have access to reasonable resources in order to carry out its duties.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.

#### **7. Voting Rights**

- 7.1 All members have equal voting rights.
- 7.2 A question arising for a decision will be decided by a majority of votes cast by all members present.
- 7.3 Each member must vote on a question arising for a decision.
- 7.4 The Chairman has a deliberative vote, but does not have a casting vote in the event of an equality of votes.
- 7.5 In the event of an equality of votes, the matter must be referred to council for decision.

#### **8. Meeting Procedures, Minutes and Documents**

- 8.1 All meetings of the committee will be held in accordance with the Act (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 8.2 Minutes will be kept of the proceedings at each committee meeting.
- 8.3 Members of council will be provided with a copy of all minutes of the proceedings of this committee within five days after a meeting.
- 8.4 Members of the public have access to all documents relating to the committee and committee meetings unless prohibited by resolution of the committee under the confidentiality provisions of section 91 of the Act.



## **Audit Committee of Council**

### **- Terms of Reference -**

**Endorsed by Council:** 22 February 2016 / clause 5.2  
amended 24/07/2017

**Review Date:** November 2018

#### ***9. Quorum***

- 9.1 A quorum shall consist of three members, at least two of whom will be independent members.
- 9.2 Meetings are to be rescheduled where there is no quorum.

#### ***10. Reporting Requirements***

- 10.1 The Audit Committee reports directly to council and shall make whatever recommendations to the council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 10.2 Recommendations made by the committee will be referred to the next council meeting, through the presentation of minutes, for final resolution.
- 10.3 The Audit Committee will provide to council an annual report on its activities, performance and achievements, as well as any other reports it deems necessary.





## Chief Executive Officer Review Committee

### - Terms of Reference -

Endorsed by Council: 27 February 2017

Review Date: November 2018

#### **1. Purpose**

- 1.1 The Chief Executive Officer (CEO) Review Committee has been established to manage the performance review process for the CEO.
- 1.2 The CEO's performance will be reviewed (at least) annually by the CEO Review Committee.
- 1.3 The Review Committee will:
  - By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
  - Develop a Performance Plan for the CEO;
  - Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
  - Facilitate the conduct of the CEO's annual performance and remuneration reviews;
  - Receive reports from the CEO regarding the performance of the organisation;
  - Determine, under delegated authority from Council, any amendments to the CEO's employment arrangements and incentive payments to the CEO as provided in the contract of employment.
- 1.4 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

#### **2. Status and Term of the Committee**

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed in the Purpose of the Committee above.
- 2.2 This Committee will exist for the term of the Council.



## Chief Executive Officer Review Committee

### - Terms of Reference -

Endorsed by Council: 27 February 2017

Review Date: November 2018

### **3. Meeting Details**

- 3.1 Meetings to occur at a minimum twice a year or as required, ordinarily in the second week of the month.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the CEO Review Committee.
- 3.5 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 CEO Review Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the CEO Review Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

### **4. Membership**

- 4.1 The membership of the CEO Review Committee comprises Elected Members holding the following positions:
  - Mayor (Chairman)
  - Deputy Mayor (Deputy Chairman)
  - Chairman, Policy and Planning Committee
  - Chairman, Budget and Finance Committee
  - Chairman, Works and Services Committee
  - Chairman, Resources and Governance Committee
  - Chairman, Sport, Recreation and Grants CommitteeElected Members holding the position of Deputy Chairman of the above Committees are appointed as proxy members to the CEO Review Committee and in the absence of the appointed member will act as a full member of the Committee.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.



## Chief Executive Officer Review Committee

### - Terms of Reference -

**Endorsed by Council:** 27 February 2017

**Review Date:** November 2018

- 4.3 Members of the CEO Review Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75B (conflict of interest) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The Mayor will hold the position of Chairman of the CEO Review Committee.
- 5.2 The Deputy Mayor will hold the position of Deputy Chairman of the CEO Review Committee.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the CEO Review Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each CEO Review Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the CEO Review Committee unless prohibited by resolution of the Committee/Council under the confidentiality provisions of section 91 of the *Local Government Act 1999*.



## **Chief Executive Officer Review Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 23 February 2015

**Review Date:** November 2018

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).

#### **9. Delegations**

- 9.1 Council has formally 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.

#### **10. Reporting Requirements**

- 10.1 The CEO Review Committee reports to Council.
- 10.2 The CEO Review Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where, in its view, action or improvement is needed.
- 10.3 Recommendations made by the CEO Review Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.
- 10.4 Where the CEO Review Committee has exercised a delegated power, this will be reported to the next Council meeting.



## **Innovation and Business Development Sub Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 26 February 2018

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 The Innovation and Business Development Sub Committee has been established to provide advice to the Budget and Finance Committee in relation to the strategic opportunities that can be achieved to continually improve the services provided to the community. To achieve this goal, the Innovation and Business Development Sub Committee will:
- Report on the progress of the previous Program Review initiative.
  - Review the outcomes of the bi-annual Customer Survey to discuss and consider:
    - Service levels
    - Performance against the Service Levels
    - Opportunities to improve services
  - Reporting on the progress of the Continuous Improvement Framework.
  - Consider strategic initiatives that support and improve the delivery of Council services.
  - Make recommendations to the Budget and Finance Committee on matters considered by the sub committee.
  - To review programs and services delivered by Council.
- 1.2 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

#### **2. Status and Term of the Committee**

- 2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Budget and Finance Committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.
- 2.2 This Sub Committee will exist for the term of the Council.

#### **3. Meeting Details**

- 3.1 The Sub Committee meets as required during the second week of the month.





## **Innovation and Business Development Sub Committee**

**- Terms of Reference -**

**Endorsed by Council:** 26 February 2018

**Review Date:** November 2018

- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury or as otherwise determined by the Committee.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub Committee.
- 3.5 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 Sub Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

#### **4. Membership**

- 4.1 The membership of the Sub Committee is as determined by Council.
  - Mayor
  - Central Ward Councillor
  - East Ward Councillor
  - South Ward Councillor
  - Hills Ward Councillor
  - Para Ward Councillor
  - North Ward Councillor
  - West Ward Councillor
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 The alternate Ward Councillor is appointed as a Deputy Member to the Innovation and Business Development Sub Committee, and in the absence of the appointed member will act as a full member of the Innovation and Business Development Sub Committee.



## **Innovation and Business Development Sub Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 26 February 2018

**Review Date:** November 2018

- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Committee.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the Budget and Finance Committee for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.



## **Innovation and Business Development Sub Committee**

**- Terms of Reference -**

**Endorsed by Council:** 26 February 2018

**Review Date:** November 2018

### ***8. Quorum***

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 8 members, the quorum is 5 (that is,  $8 \div 2 = 4$  (ignoring any fractions)  $= 4 + 1$ ).

### ***9. Reporting Requirements***

- 9.1 This Sub Committee reports to the Budget and Finance Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next Budget and Finance Committee meeting, through presentation of minutes, for final resolution.



## Strategic Property Development Sub Committee

### - Terms of Reference -

**Endorsed by Council:** 27 January 2015 / July 2015 *(revision of clause 4.3 + amendment of clause 4.4)*

**Review Date:** November 2016

#### **1. Purpose**

- 1.1 To examine and make decisions on strategic property development projects:
  - To consider property development proposals in terms of their overall commercial and community benefit.
  - To assess and consider Council's risk exposure related to the projects.
- 1.2 The Sub-Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

#### **2. Status and Term of the Sub-Committee**

- 2.1 The Sub-Committee is formed under Section 41 of the *Local Government Act 1999* as an advisory sub-committee to the Works and Services Committee for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub-Committee will exist for the term of Council.

#### **3. Meeting Details**

- 3.1 The Sub-Committee meets every three months or as required on the second Monday of the month.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub-Committee will be held in the Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub-Committee.



## Strategic Property Development Sub Committee

### - Terms of Reference -

**Endorsed by Council:** 27 January 2015 / July 2015 *(revision of clause 4.3 + amendment of clause 4.4)*

**Review Date:** November 2016

- 3.5 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 also be displayed on a monthly basis at 12 James Street, Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the *Local Government Act*.

#### **4. Membership**

- 4.1 The membership of the Strategic Property Development Sub Committee comprise Elected Members as nominated by Council.
- 4.2 The alternate Ward Councillor is appointed as a deputy member to the Strategic Property Development Sub Committee and in the absence of the appointed member will act as a full member of the Sub Committee.
- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting. Where possible advice of an apology should be provided direct to the alternate Ward Councillor to facilitate their attendance in place of the appointed member. Ward Councillors are invited to attend for projects in their ward but are not voting members.
- 4.4 Members of the Sub-Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.



## Strategic Property Development Sub Committee

### - Terms of Reference -

**Endorsed by Council:** 27 January 2015 / July 2015 *(addition of clause 4.3 + amendment of clause 4.4)*

**Review Date:** November 2016

- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Sub-Committee.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the parent committee for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Sub-Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub-Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub-Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 91 of the *Local Government Act*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of members of the sub-committee by two (ignoring any fractions) and adding one. For a sub-committee comprising 8 members, the quorum is 5 (that is, 8 divided by 2 = 4 + 1).



## **Strategic Property Development Sub Committee**

- Terms of Reference -

**Endorsed by Council:** 27 January 2015 / July 2015 *(addition of clause 4.3 + amendment of clause 4.4)*

**Review Date:** November 2016

### ***9. Reporting Requirements***

- 9.1 This Sub-Committee reports to the Works and Services Committee.
- 9.2 The Sub-Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub-Committee will be referred to the next meeting of the parent committee, through presentation of minutes, for recommendation to Council for final resolution.



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

#### 1. Purpose

- 1.1 The Youth Council provides an opportunity for the voices of young people to be heard within Council. It offers a range of benefits to both young people in the City of Salisbury and Council. In addition to formal meetings, the Youth Council will address issues of interest through Project Teams.
- 1.2 The Youth Council enables Council to consult with, and benefit from the expertise of, young people on matters relating to policy development, service provision and issues relevant to young people. This enables young people to become involved in the planning, development and delivery of relevant youth services and projects for the City.
- 1.3 The Youth Council is an approach to fulfilling the following objectives:
  - to consult with young people to contribute to more effective Council decision-making and achieve improved outcomes across Council;
  - to develop young people's skills in civic participation in fulfilling the democratic right of young people to participate in decisions that affect their lives; and
  - to enhance young people's roles as active community members in achieving outcomes towards a more inclusive community.
- 1.4 The aims of Youth Council are to:
  - act as an advocate and provide expertise to Council on issues important to young people in the City of Salisbury;
  - make recommendations to Council on issues affecting young people in the City of Salisbury;
  - address issues of concern to young people;
  - monitor and evaluate Council's youth services and Youth Action Plan;
  - monitor and evaluate Council's policy and strategic directions in other areas of interest to young people;
  - raise community awareness of issues important to young people;
  - foster better working relationships between young people and local government;





## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- undertake consultations with other young people to inform Council's policies and program development; and
  - provide advice to Council on the implementation of Council strategy by undertaking projects.
- 1.5 The Youth Council will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

### 2. Status and Term of the Committee

- 2.1 The Youth Council is formed under section 41 of the Local Government Act 1999 as an advisory committee to the **Policy and Planning Committee** for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 The Youth Council will exist for the term of Council.

### 3. Meeting Details

- 3.1 The Youth Council shall be structured to ensure maximum participation and inclusion of young people. The Youth Council will meet six times per annum (February, April, June, August, October and December).
- 3.2 Meetings of the Youth Council will be held in the John Harvey Gallery or Council's Committee Rooms in the second week of the month (except for the December meeting which will be held in the first week of the month).
- 3.3 In accordance with Section 87 of the Local Government Act, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through display of the Notice of Meetings. The Youth Council Agenda will also be published on the City of Salisbury website and available for inspection prior to each meeting at 12 James Street Salisbury.



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 3.5 Members of the public are able to attend all meetings of the Youth Council, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the Local Government Act.

#### 4. Membership

- 4.1 The membership of the Youth Council comprises:
- 18 young people (aged 14-25 years);
  - 6 mentors;
  - up to 3 elected members; and
  - the Mayor (ex-officio).
- 4.2 Membership of Youth Council shall aim to include a broad range of young people from a range of ages and backgrounds.
- 4.3 Youth Council representatives must live, work, study or volunteer in the City of Salisbury.
- 4.4 **Youth Members**
- Applicants for youth membership must demonstrate the following attributes:
- an interest in youth issues;
  - an interest in community involvement;
  - a commitment to being part of a project team; and
  - an ability to attend all Youth Council meetings.
- 4.5 **Youth Members Membership Term**
- Membership for Youth Members of Youth Council shall apply for a two (2) year term.
  - A minimum of 1 x 2 year term and maximum of 2 consecutive terms (a maximum of four (4) years) are available to each Youth Member).
  - Youth members who wish to sit a second term on Youth Council must reapply using the member's application form.



## **Youth Council Sub Committee**

### **- Terms of Reference -**

**Endorsed by Council: 15 December 2014**

**Review Date: November 2018**

- Applications for membership may be submitted when the applicant is 13 years of age, so long as they will have turned 14 by the time their position on Youth Council is to commence.
- Irrespective of the above, a Youth Members' term will end at the time of their 26<sup>th</sup> birthday.

#### **4.6 Elected Members**

Council will appoint a maximum of three (3) elected members to Youth Council for the term of Council.

#### **4.7 Mentors**

Applicants for mentor membership will be available to community members aged 18 years or over.

Mentors may apply for individual or organisational membership of the Youth Council.

All mentors should either represent a youth organisation, school, community group, business or organisation in the City of Salisbury, or as individual members, be active in the support of youth/youth initiatives.

Applications for Mentor positions must provide evidence of skills/experience in working with young people, supporting youth initiatives and encouraging youth participation.

Exiting Youth Members who have completed two terms on Youth Council may apply for Mentor positions. Where an exiting Youth Member does not meet the minimum age requirement for a Mentor position, this requirement will be waived.

#### **4.8 Mentor Membership Term**

- Membership for Mentor Members of Youth Council shall apply for a two (2) year term.
- Mentors may reapply for membership at the conclusion of each term. There is no limitation on the number of terms a Mentor may be appointed for.
- Organisations that hold Mentor positions will nominate a primary



## **Youth Council Sub Committee**

### **- Terms of Reference -**

**Endorsed by Council: 15 December 2014**

**Review Date: November 2018**

representative to attend Youth Council activities. Organisations may nominate a proxy to attend activities when the primary representative is not available.

#### **4.9 Membership Selection**

- Appointments will be held annually for vacant committee positions, or as required to fill a casual a vacancy that arises during a term of appointment, for the balance of the remaining term.
- Membership will be determined via a selection process, which requires the completion and submission of the Youth Council membership application form.
- A selection committee will be convened and made up of two Youth Council members and an appropriate City of Salisbury staff member.
- Selection will be based upon assessment of the applications against the relevant criteria. Alternative opportunities for young people not selected will be available through the project teams and other youth programs.

#### **4.10 Meeting Attendance**

- All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- Members who miss one (1) Youth Council meeting without lodging a formal apology will be contacted by the appropriate Council staff member to clarify their obligations to the Youth Council.
- Members who miss two (2) consecutive meetings without an apology will be contacted by the Council staff member at which time they will be advised that their membership status on Youth Council is under review.
- Members who provide two (2) formal apologies in a row will also have their position reviewed.
- A report will then be submitted to Youth Council to discuss the member's ongoing membership of the Youth Council. If the Youth Council determines the membership should be revoked, then a casual vacancy is created and a suitable candidate will be recruited to fill this casual vacancy. A letter will be forwarded to the Youth Council member, whose membership has been revoked, outlining the decision.



## **Youth Council Sub Committee**

### **- Terms of Reference -**

**Endorsed by Council: 15 December 2014**

**Review Date: November 2018**

- 4.11 Members of the Youth Council must comply with the conduct and conflict of interest provisions of the Local Government Act. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairperson and Deputy Chairperson**

- 5.1 The Youth Council will elect a Chairperson for a one year term at the February meeting in each year. The Chairperson must be a youth member and have at least one year experience on Youth Council.
- 5.2 The Chairperson's role is to chair the Youth Council meetings and carry out their duties as outlined in the job description for that position. Training and support is provided to the Chairperson.
- 5.3 The Youth Council will elect a Deputy Chairperson for a one year term at the February meeting in each year. The Deputy Chairperson must be a youth member. The Deputy Chairperson role is to carry out their duties as outlined in the job description for that position. Training and support is provided to the Deputy Chairperson.

#### **6. Voting Rights**

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairperson has a deliberative vote, but does not, in the event of an equality of votes, have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the parent committee, in this instance the Policy and Planning Committee, for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Youth Council will be held in accordance with the Local Government Act 1999 (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

7.2 Minutes will be kept of the proceedings at each Youth Council meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.

7.3 Members of the public have access to all documents relating to the Youth Council unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the Local Government Act.

### 8. Quorum

8.1 A quorum shall be determined by dividing the total number of youth members of the committee by two (2) and adding one. For a committee comprising 18 youth members, the quorum is 10.

### 9. Reporting Requirements

9.1 The Youth Council reports to **Policy and Planning Committee**.

9.2 The Youth Council shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.

9.3 Recommendations made by the Youth Council will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.

### 10. Project Teams

10.1 Youth Council may establish at least one and up to three project teams each year to focus on a particular issue of importance to young people. Project teams will be established at the first Youth Council sitting for the year.

10.2 Project teams will report directly to the Youth Council.

10.3 Project teams will be comprised of at least six (6) youth members (14-25 years) and a minimum of one (1) mentor. Project teams are youth-led and comprise members of the Youth Council and other relevant young people. Mentors will offer support to the project teams and attend meetings.

10.4 Youth members must participate in at least one project team. There is no limit to the number of Project Teams a Youth Council member may join.



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 10.5 Commitment to a Project Team requires regular attendance at project team meetings. In the event that a Project Team member does not attend project team meetings on a regular basis (with or without submitting an apology) the member may be removed from the project team.
- 10.6 The purpose of the Project Teams is to:
- develop and implement a project each year focused on a current youth issue or topic;
  - provide relevant update reports to Youth Council during the year;
  - submit a final report at the completion of the project;
  - invite other young people, community members, guest speakers and support people to attend meetings;
  - keep a record of the meetings; and
  - manage a project budget.
- 10.7 A project team leader will be appointed by the project team. They will:
- be a youth member;
  - have at least one year experience on Youth Council;
  - engage in regular communication with the project team;
  - ensure relevant reports are provided to Youth Council;
  - liaise with staff in relation to team progress; and
  - facilitate team meetings.
- 10.8 Elected members have the opportunity to attend and participate in project teams if they choose.
- 10.9 Support of project teams will be provided by relevant members of staff. Project team meetings will occur at times and locations convenient to the young people involved.



## Strategic and International Partnerships Sub Committee

### - Terms of Reference -

**Endorsed by Council:** 26 October 2015 (Res 0662/2015)

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 In 2002 the City of Salisbury entered into a Sister City relationship with the City of Mobara, Japan. The intention of the relationship being to:
- provide opportunities for a 'global education' to the youth of both cities;
  - expand the understanding of both cities in relation to culture;
  - make the citizens of both aware and accepting of the culture of our Sister City, therefore contributing to world peace and understanding; and
  - promote the City of Salisbury and the potential for increasing tourism and trade.

Since 2002 Council has been approached from other international communities requesting the development of formalised relationships. In 2009 the City of Salisbury signed a letter of intent to form a Friendship City relationship with Linyi City, China.

In December 2014 the Council established the Strategic and International Partnerships Sub Committee. The aim of the Sub Committee being to develop, co-ordinate and enhance the City of Salisbury's relationships with international communities for the social, economic, educational and cultural benefit of Salisbury and its community members.

The specific objectives of the Sub Committee being to:

- review international relations opportunities;
- advise Council relating to international relations policy, strategy, current issues or trends;
- develop and maintain relationships with international communities;
- enhance Salisbury's economy through improved business, trade and tourism links;
- promote and facilitate the Salisbury community enjoying direct associations with international communities;
- develop activities such as student exchange, teacher exchange, citizen exchange, cultural and sporting exchange, community involvement;
- raise awareness of the city's international relationships;
- promote the City of Salisbury and the potential for increasing tourism and trade; and
- support Council in hosting international delegations where appropriate.





## Strategic and International Partnerships Sub Committee

### - Terms of Reference -

**Endorsed by Council:** 26 October 2015 (Res 0662/2015)

**Review Date:** November 2018

- 1.2 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

### **2. Status and Term of the Committee**

- 2.1 The Strategic and International Partnerships Sub Committee (formerly the Sister Cities Sub Committee) is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Standing Committee for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub Committee will exist for the term of Council.

### **3. Meeting Details**

- 3.1 The Sub Committee meetings will be held when required.
- 3.2 Meetings of the Sub Committee will be held at Council Offices, 12 James Street, Salisbury.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 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 also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.



## Strategic and International Partnerships Sub Committee

### - Terms of Reference -

Endorsed by Council: 26 October 2015 (Res 0662/2015)

Review Date: November 2018

#### 4. Membership

4.1 The membership of the Sub Committee comprises:

##### Voting Members

- four (4) Elected Members
- a member of the Northern Economic Leaders actively engaged in international trade and investment;
- the University of South Australia's Pro-Vice-Chancellor (International) or that person's nominee;
- the Principal of a Salisbury-based school with an active International program;
- two representatives from local Service Clubs; and
- one representative of a local sporting club.

##### Non-voting Members

- a senior staff member/administrative representative of the South Australian Government; and
- a senior staff member/administrative representative of the City of Playford.

The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.

4.2 The Mayor is, ex officio, a member of this Committee.

4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.

4.4 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### 5. Chairman and Deputy Chairman

5.1 The Chairman is appointed by the Policy and Planning Committee for a period of 12 months.

5.2 Deputy Chairman will be appointed at the first meeting of the Committee for a period of 12 months, after which time the Committee will make a new 12 month appointment.



## Strategic and International Partnerships Sub Committee

### - Terms of Reference -

Endorsed by Council: 26 October 2015 (Res 0662/2015)

Review Date: November 2018

#### **6. Voting Rights**

- 6.1 All Voting Members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each Voting Member must vote on a question arising for a decision.
- 6.3 Non-Voting Members do not participate in the voting processes of the Sub Committee.
- 6.4 The Chairman has a deliberative vote, but does not; in the event of an equality of votes have a casting vote.
- 6.5 In the event of an equality of votes, the matter must be referred to the parent committee for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of Voting Members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 10 members, the quorum is 6 (that is, 10 divided by 2 = 5 + 1).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 6 (that is 11 divided by 2 = 5.5 (ignoring any fractions) = 5 + 1).



## **Strategic and International Partnerships Sub Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 26 October 2015 (Res 0662/2015)

**Review Date:** November 2018

- 8.3 Non-Voting Members are not counted in the calculation of the quorum.

#### ***9. Reporting Requirements***

- 9.1 This Sub Committee reports to Policy and Planning Standing Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.





## Tourism and Visitor Sub Committee

### - Terms of Reference -

**Endorsed by Council:** 29 March 2016

**Review Date:** November 2018

#### **1. Purpose**

- 1.1 The Tourism and Visitor Sub Committee has been established to:
- Promote and facilitate tourism and visitor opportunities for the City of Salisbury.
  - Identify and advise Council on tourism opportunities
  - Develop and maintain professional relationships that support the implementation of Councils Tourism and Visitor Strategy.
  - Identify linkages and opportunities to leverage benefit between the Tourism and Visitor Strategy and other state and local government plans and strategies.
- 1.3 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

#### **2. Status and Term of the Committee**

- 2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.
- 2.2 This Sub Committee will exist for the term of the Council.

#### **3. Meeting Details**

- 3.1 The Sub Committee meets as required, but no less than 3 times per year.
- 3.2 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days' notice of an ordinary meeting will be provided to members of the Sub Committee.



## Tourism and Visitor Sub Committee

### - Terms of Reference -

**Endorsed by Council:** 29 March 2016

**Review Date:** November 2018

- 3.4 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 Sub Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

#### **4. Membership**

- 4.1 The membership of the Sub Committee comprises:
- One Representative from the local commercial tourism industry.
  - One Representative from a local history club.
  - One Kurna Representative.
  - Two Representatives from the business community connected with the City of Salisbury.
  - A representative of the South Australian Government nominated by the Minister for Tourism.
  - Four Elected Members
  - The Mayor (ex-officio).

The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.

- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

#### **5. Chairman and Deputy Chairman**

- 5.1 The Chairman is appointed by the Policy and Planning Committee for a period of 12 months.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Sub Committee for a period of 12 months, after which time the Sub Committee will make a new 12 month appointment.



## Tourism and Visitor Sub Committee

### - Terms of Reference -

Endorsed by Council: 29 March 2016

Review Date: November 2018

#### **6. Voting Rights**

- 6.1 All voting members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each voting member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the Policy and Planning Committee for decision.

#### **7. Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

#### **8. Quorum**

- 8.1 A quorum shall be determined by dividing the total number of voting members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 voting members, the quorum is 4 (that is,  $7 \div 2 = 3.5$  (ignoring any fractions)  $= 3 + 1$ ).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 5 (that is,  $8 \div 2 = 4$  (ignoring any fractions)  $= 4 + 1$ ).





## **Tourism and Visitor Sub Committee**

### **- Terms of Reference -**

**Endorsed by Council:** 29 March 2016

**Review Date:** November 2018

#### ***9. Reporting Requirements***

- 9.1 This Sub Committee reports to the Policy and Planning Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next Policy and Planning Committee meeting, through presentation of minutes, for final resolution.

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## **6.4 Local Government Reforms: Amended Local Government Statutes Amendment (Review) Bill 2020**

**AUTHOR** Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance

**CITY PLAN LINKS** 4.4 We plan effectively to address community needs and identify new opportunities

**SUMMARY** To provide Council with an update regarding the *Local Government Statutes Amendment (Review) Bill 2020* that is currently before the Parliament, and the amendments made to the Bill by the State Government, following community and Local Government sector feedback.

### **RECOMMENDATION**

1. That the information be received and noted.

### **ATTACHMENTS**

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

1. Local Government Reform - LGA Summary of LG Review Bill 2020 with September amendments
2. Local Government Reform - CoS Response and LGA Summary of amendments to the Draft Bill 2020 - Oct 2020
3. Local Government Reforms - LGA Media Release - 15 October 2020
4. Local Government Reform - letter to MPs re 12 EMs on Council

### **1. BACKGROUND**

- 1.1 Council, at its meeting on 20 July 2020, resolved to forward a response to State Government to articulate its view about the measures proposed in the *Local Government Statutes Amendment (Review) Bill 2020* (the Bill).
- 1.2 Council's response was provided in a letter from Mayor Aldridge to the Hon Vicky Chapman, in her capacity as Minister for Local Government.
- 1.3 During September 2020, the State Government made over 120 amendments to its own Bill, following feedback received from various stakeholders, including the community and the Local Government sector.
- 1.4 The LGA has updated its summary of the Bill to include reference to the major amendments (see attachment 1 - the additional right-hand column).

### **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Chief Executive Officer
- 2.2 External
  - 2.2.1 Local Government Association

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### **3. REPORT**

- 3.1 The *Local Government Statutes Amendment (Review) Bill 2020* as originally put before the Parliament contained many elements that were considered to improve the workings of the local government sector.
- 3.2 The most critical elements of the Bill however, potentially had the effect of taking decision making powers away for local councils and shifting the authority to the Minister of the day to be able to direct councils.
- 3.3 Council's feedback on the key elements of the Bill, both positive and negative, was provided to Minister Chapman by letter dated 17 August 2020.
- 3.4 Since that time, the Minister on behalf of State Government, made numerous amendments to the Bill, following local government sector and community feedback, and negotiation with the LGA. The amended Bill was passed by the House of Assembly on Wednesday, 14 October 2020. The amended Bill is now due to be debated in the Legislative Council on 10 November.
- 3.5 The document prepared by the administration containing the views of the Council on the original Bill has now been amended to include the most significant changes to the clauses on which Council made comment and is attachment 2 to this report. While some of the proposals that Council opposed have either been deleted or modified in the amended Bill, it is not considered that Council's position need shift on any of the amended proposals as the reasons for the fundamental opposition to them has not changed.
- 3.6 Section 11A of the Bill remains of particular concern to Council is which caps Council membership to 12 EMs (including the principal member, the Mayor).
- 3.7 Following the presentation of the amended Bill to the House of Assembly, the LGA publicly encouraged a quick passage of the Bill through the Parliament (see attachment 3; the LGA media release).
- 3.8 Members should note that the release refers to section 11A as "one outstanding issue". Importantly, the release states "there must be a mechanism to enable a council to have more elected members if that's what the community wants", however it is ambiguous as to whether the LGA is arguing that where Councils have more than 12 members the status quo should prevail, or whether the cap of 12 members is mandated and councils must then propose a case or undertake a public process for an increased number of members.
- 3.9 In light of the accelerated process of passing the Bill through the House of Assembly, Mayor Aldridge requested a letter to be drafted, to be sent to all Members of the SA Parliament, articulating the City of Salisbury's already articulated position on this matter, namely, that section 11A should be deleted. The letter is attachment 4 to this report.

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

- 4.1 The State Government's amended *Local Government Statutes Amendment (Review) Bill 2020* passed through the House of Assembly on Thursday 15 October 2020. It will be debated in the Legislative Council on 10 November 2020.
- 4.2 The amended Bill, while changed considerably does not affect in substance the position reached by the City of Salisbury on proposals that remain in the Bill.

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- 4.3 Section 11A of the Bill remains of particular concern to Council is which caps Council membership to 12 EMs (including the principal member, the Mayor).
  - 4.4 The Mayor has written to all Members of the SA Parliament advising the City of Salisbury's position on this matter, namely, that section 11A should be deleted.

**CO-ORDINATION**

Officer:

Date:

# Local Government Review Bill 2020

## Summary of major changes, as amended.

The Local Government Review Bill 2020 ('the Bill') was introduced in the House of Assembly by the Minister for Transport, Infrastructure and Local Government on 17 June

On 24 September 2020, the State Government introduced 120 amendments to their own Bill.

The LGA's Submission on the Bill resulted from the formal endorsed positions from most member councils. That submission was endorsed by the LGA Board and submitted to the State Government. The Board also endorsed a set of principles to further guide ongoing LGA advocacy.

This document builds upon the LGA's submission:

- It explains a number of key changes proposed in the September amendments.
- It offers new LGA commentary on the impact of those amendments.
- It revises the original LGA traffic light 'guidance.' The traffic light column reflects the current negotiating position of the LGA.

The amendments reflect an increasingly constructive dialogue between our two tiers of government. All of the sector's suggestions for improvement were considered and a large number were adopted.

A number of unresolved issues remain. Key amongst these are:

1. Our legal advice warns that the wording in section 6 (Functions of Council) may give ratepayers broad new legal rights to challenge council decision-making.
2. Section 125(2) (Internal Control Policies) retains the State Government's new Regulation-making power, enabling encroachment of State Government decision making into matters which should be determined by democratically elected representatives of local communities.
3. In a number of sections, the sector is exposed to the open-ended costs of funding state government agencies such as ESCOSA, the Remuneration Tribunal and the new Local Government Behaviour Panel. These funding obligations need to be capped or subject to prior agreement with the LGA.

The LGA will continue to advocate on behalf of the sector as the Bill proceeds through the two Houses of Parliament over the coming months.

6 Principal role of council.	<b>New.</b> “6(b) to make decisions about the provision of various public services and facilities that will benefit the community in the context of the capacity and willingness of ratepayers to pay for those services and facilities.”		The LGA is seeking clarification on what that means in practice and whether this additional principal creates grounds for council budgetary decisions to be contested.	Removes “capacity and willingness of ratepayers to pay for those services and facilities”  Replaces with “a way that is fair to ratepayers”  Norman Waterhouse legal advice warns that this may give a new legal right to ratepayers who believe that a council decision has not been fair?
7 Functions of a Council	<b>New.</b> (ba) to determine the appropriate financial contribution to be made by ratepayers to the resources of the council.		A number of additions in the ‘role’ and ‘functions’ sections tie into later changes relating to rate setting and Ministerial directions. These preliminary sections related to the role and functions of council are considered to be acceptable, but the later sections on rate capping and new Ministerial ability to override council policies are strongly opposed.	
8 Principles to be observed by a council	(ea) Seek to collaborate, form partnerships and <i>share resources</i> with other councils...  (h) seek to ensure that council resources are used fairly, effectively and efficiently <i>and council services, facilities and programs are provided effectively and efficiently.</i>  (ia) seek to balance the provision of services facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers.		The additional wording introduced by this clause is in <i>italics</i> .  A number of additions in the ‘role’ and ‘functions’ and ‘principles’ sections tie into later changes relating to rate setting processes.	
11A Number of elected	The number of members of a council (including the Mayor) will be capped at 12.		This proposal needs to be tested with member councils before the LGA forms a position.	This issue is unchanged by the October amendments.  The preferred position of the sector

members	<p>Remove current Representation Review clauses.</p> <p>New requirement to review number of wards and number of electors per ward. But no longer need to review the number of members.</p> <p>If a council conducts a review by 2022, they can implement this change for 2022 council elections.</p> <p>If not, then must implement by the 2026 elections.</p>		<p>During sector consultation in 2019, most councils preferred to retain their current arrangements.</p> <p>If councils have started a Representation Review under current Act, they can use this process for purpose of this section.</p> <p>This proposal is designed to be a simpler process and respond to feedback from councils that the current Representation Review process is overly complex.</p>	<p>remains that councils retain discretion over how many elected members they have.</p> <p>Many councils including those not impacted by the change supported the inclusion of a formula, so larger councils could have fairer representation ratios.</p> <p>If no further amendments are made, councils would need a period of transition before this change could commence.</p>
12 Rep review process - deleted	<p>If a council has area councillors but not wards, they will not need to perform a representation review.</p> <p>Councils must consult with the public re the representation report. The resulting report must include public submissions.</p>		<p>If a council has wards, they may still need to conduct a representation review on the optimal number of electors in each ward.</p> <p>The Bill includes transitional provisions that will capture reviews that have already commenced or will commence before the 2022 council elections.</p>	<p>The original timelines for commencement of the Bill have slipped. It was originally intended that 'Second Tranche' councils would no longer need to conduct a representation review. However, the changing timelines may require them to expend significant time and resources on a process that will no longer have value.</p> <p>Arrangements should be made so that Second Tranche councils are not inadvertently impacted by the legislative delays.</p>
44 Delegations	<p>Amendment to include Joint Planning Boards as a possible delegate.</p>		<p>Councils retain the ability to make decisions about delegations and the terms and conditions of a delegation. There is no requirement to make a delegation.</p>	
50 Current public consultation sections deleted	<p><b>New</b></p> <p>Introduces one Community Engagement Charter for the whole local government sector.</p> <p>This will replace many individual</p>		<p>This proposal needs to be tested with member councils before the LGA forms a position</p> <p>The concept of a state-wide Community Engagement Charter is consistent with the LGA's previous local government reform</p>	<p>A range of matters will still need to be dealt with in the Charter.</p> <p>However, the LGA has held encouraging discussions with the State Government about which matters should be mandatory to consult on and</p>

	<p>sections requiring councils to report info, consult, publish in newspapers, keep hard copy at principal office, etc</p> <p>The Charter will be decided by the Minister and Gazetted and will apply across all councils.</p> <p>Some parts will be mandatory, others will be up to council policy (See 50A).</p> <p>The Minister approves and varies the Charter, after consultation with the LGA.</p>	<p>submission.</p> <p>Consolidating consultation arrangements within one state-wide charter could lead to savings and efficiencies by reducing duplication and allowing for more targeted and effective consultation to occur.</p> <p>Local government will be consulted on the development of and any variation to the Charter, via a process facilitated by the LGA.</p> <p>To be effective, it is considered that the Charter needs to:</p> <ul style="list-style-type: none"> <li>• Clarify the matters that councils must consult on, but not require councils to consult on minor or uncontroversial decisions; and</li> <li>• Ensure complaints about non-compliance with the Charter are dealt with in an efficient manner through an administrative process.</li> </ul>	<p>which are matters for council policies.</p>
50A	<p>Each council must have its own policy on how to implement the Community Engagement Charter.</p>	<p>A large number of sections in the Act relating to specific consultation on specific matters are deleted, as a consequence of new sections 50 and 50A.</p> <p>Councils must consult with the community regarding adoption of their Policy or if they want to vary it. This policy must be consistent with the Charter.</p> <p>A failure to comply with a Community Engagement Charter or the council's related community engagement policy still exposes the subsequent council decision to judicial review.</p>	<p>The LGA had expressed concern about the ability of the public to seek judicial review for failures to consult in accordance with this council policy. The OLG response was that each council's s270 policy should provide for this. Consequently, complaints would be dealt with through council grievance/review policies rather than via an expensive appeal to the Supreme Court.</p>
54	<p>If a council member resigns to take up another position (eg Mayor) their</p>	<p>This proposal is consistent with the LGA's previous local government reform</p>	



Casual vacancy	<p>position as member becomes vacant.</p> <p>Councils can go to next election without filling the casual vacancy if an election is to be held within the next 12 months (currently 7 months) or January 1.</p>		<p>submission.</p>	
55A Elected Members running for Parliament	<p>If a council member runs for State Parliament, they are automatically granted a ‘leave of absence’.</p> <p>The leave commences at the close of nominations –even if the member/candidate is campaigning earlier.</p> <p>The provision applies to any council office - including council committees and subsidiaries.</p> <p>If a candidate withdraws their nomination, - they are automatically reinstated to their council position.</p> <p>Members will not receive remuneration/ allowances during the leave period.</p> <p>In subsection 5, candidates can’t use council facilities in this leave period.</p>		<p>This proposal is consistent with the LGA’s previous local government reform submission.</p> <p>During previous elections, there have been inconsistent approaches by candidates in relation to standing down from council roles and payment of allowances. These proposed provisions create a level playing field for all council members.</p> <p>It appears that council members can still call themselves ‘Mayor’ or ‘Councillor’ during the leave of absence.</p> <p>The LGA will seek feedback from member councils on the optimal wording for this section.</p>	<p>Greater clarity provided so that elected members running for Parliament can still use those council facilities and services that can be accessed by members of the public.</p>

<p>58</p> <p>Role of Principal Member (usually called Mayor)</p>	<p>New sections clarifying the role of a principal member of council. This includes:</p> <ul style="list-style-type: none"> <li>• “Providing leadership and guidance to the council.</li> <li>• To lead the promotion of positive and constructive working relationships amongst members of the council</li> <li>• To provide guidance to council members on the performance of their role; and</li> <li>• To support council members understanding on the separation of responsibilities between elected representatives and employees of the council.”</li> </ul>		<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>Mayors are not given specific new powers.</p> <p>The proposed section states general principles, setting out what the principal member’s leadership role entails.</p>	<p>The LGA welcomes the clarification of the permissible interaction between Mayors and CEOs.</p> <p>The section no longer requires a request before a Mayor could technically provide advice. Rather, on behalf of the elected members, the Mayor is expected to liaise with the CEO on the implementation of a decision of the council.</p>
<p>59</p> <p>Role of members of council</p>	<p><b>New</b></p> <p>It will be a role of council members to act with integrity.</p>		<p>‘Integrity’ is not defined and will have a common law definition.</p> <p>The existing Act and Bill contain specific sections about integrity, which are still primarily regulated by ICAC, the OPI and Ombudsman.</p>	<p>The LGA welcomes the clarification of the role of elected members in respect to CEOs.</p> <p>The amendment clarifies that one role of EMs is “oversight of the Chief Executive’s performance” rather than “setting and assessing performance standards.”</p> <p>The section also clarifies the interaction between EMs and council employees. Requests for staff to take action are no longer prohibited, provided they are made in accordance with the requirements of the CEO.</p>
<p>62</p>	<p>The prohibitions on disclosure of confidential council information are</p>		<p>This change will clarify council member confidentiality obligations and make it easier</p>	

General Council Member duties	extended to documents that the council member “knows or ought reasonably to have known is ...required to be treated confidentially”.		to establish that a breach has occurred.	
68 Council Member Register of Interests	<p>(1a) If a council member fails to return their Register after a defined period (in most cases 12 months) the member will be suspended.</p> <p>(1b) If a member is suspended under this section, so are their member allowances.</p> <p>(3a) If the member subsequently submits a return, to the satisfaction of the CEO, the CEO will publish a notice on website to this effect.</p> <p>(3a)(b) The suspension is revoked upon publication of this notice.</p> <p>(3b) If the failure to submit a return continues, the CEO may refer to SACAT</p>		<p>Consultation with member councils in 2019 showed support for clear consequences for a breach of this requirement.</p> <p>The proposed clause gives council CEOs a role in imposing consequences, including exercising a degree of discretion (ie determining whether the return is satisfactory).</p> <p>The LGA will seek feedback from member councils on the optimal wording for this section.</p>	<p>This amendment removes the requirement for a CEO to exercise discretion over whether an elected member suspension should end.</p> <p>Instead, the council makes the decision to lift the suspension (and <u>must</u> make this decision if the suspended EM has submitted their Register of Interests).</p>
70 Inspection of a Register	<p>The Register will now no longer publish the home address of a councillor.</p> <p>Additional information can be suppressed for personal safety.</p>		This proposal is consistent with the LGA's previous local government reform submission.	
73	The Minister will declare the threshold amount for the purpose of		This proposal is consistent with the LGA's previous local government reform	

Register of gifts and benefits	<p>this clause.</p> <p>The Minister must consult the LGA prior to making this declaration.</p>		<p>submission.</p>	
74-75C Conflicts of Interest	<p>The three categories of Conflict of Interest are reduced to two: 'General Conflicts of Interest' and 'Material Conflicts of Interest'.</p> <p>A member of a council will not be regarded as having a conflict of interest in a matter if the interest is held in common with a 'substantial proportion' of the ratepayers, electors or residents of the council area (if that interest is equal).</p> <p>Onus is on the council member to declare/decide whether they have a conflict. Failure to declare a conflict can result in penalties.</p>		<p>The new sections are simpler and less confusing. They should allow greater council member participation in decision-making where there is no actual conflict, or the conflict can be managed appropriately.</p> <p>Areas where further clarification is required include:</p> <ul style="list-style-type: none"> <li>• circumstances where the council has nominated an elected member to the board of another legal entity,</li> <li>• mechanisms for abstaining; and</li> <li>• the 'substantial proportion' test.</li> </ul>	<p>The LGA agrees that it is easier to understand when an EM 'might' have a conflict that when an EM 'could have a conflict.</p> <p>However, this amendment will have the effect of creating a wider range of circumstances when a member will have a general conflict of interest which they are required to declare and deal with.</p> <p>The section also clarifies that only 'designated gifts' are relevant for the conflict of interest clauses. This change should exclude gifts below a designated monetary value and gifts from friends and family (eg a birthday present).</p>
75E Member 'Behaviour Standards'	<p>The Minister may publish and vary 'Member Behaviour Standards'. These Standards are not set out in the Bill.</p> <p>They apply State-wide.</p> <p>The Minister must consult the LGA first.</p> <p>Minister's decision will be published in the Government <i>Gazette</i>.</p>		<p>There will continue to be multiple (but slightly different) sources of rules that govern member behaviour. This includes:</p> <ul style="list-style-type: none"> <li>• the Act,</li> <li>• in these proposed 'Member Behaviour Standards'; and</li> <li>• in the 'Council Behavioural Support Policies' (see s75F).</li> </ul> <p>This could be confusing, and it will be important for the LGA to provide support and guidance.</p> <p>These standards will be reviewable by Parliament, which provides a level of oversight of the decisions made by a</p>	

75F Council Behavioural Support Policies.	<p>Council may implement their own policies on how to support “appropriate behaviour by members of the council”. These can’t be inconsistent with the Behavioural Standards.</p> <p>Council must review these within 6 months of general elections.</p> <p>Council must consult the public on these.</p> <p>Council members must comply with their CBSPs.</p>	<p>Minister.</p> <p>Sector feedback indicated that dedicated meetings (usually just after elections), where councillors deliberated and then agreed on behavioural standards, led to strong improvements in meeting culture.</p> <p>The Bill will enable each council to address these issues and to approve their own policy.</p> <p>Members may face sanctions for a breach of a CBSP.</p> <p>The Council itself can impose limited sanctions (see s262C).</p> <p>A breach of the CBSP could constitute ‘misbehaviour’ (s262E), could be referred to the new Behavioural Standards Panel and could result in more serious sanctions or penalties.</p>	
75G Council member health and safety obligations	<p><b>New</b></p> <p>Council members are not ‘workers’ for the purpose of the WHS Act. But they will now have specific WH&amp;S obligations.</p> <p>Council members must not adversely affect the health and safety of other members of council or employees.</p> <p>Could include a direction that a member of a council not attend a meeting of the council.</p> <p>Council members must follow the reasonable directions of a responsible person (usually the</p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>The CEO will have clear powers to put in place arrangements to ensure employee safety. This could include, for example implementing administrative arrangements to limit contact between council members or between a council member and an employee.</p> <p>The LGA has sought advice from Norman Waterhouse Lawyers to clarify the proposed role of CEOs in administering this provision.</p> <p>Where appropriate in the circumstances, provision for alternative participation in a council or committees should be considered.</p>	<p>The CEO retains the (current) ability to ensure a safe workplace for employees.</p> <p>Presiding members (or sometimes their deputy) have powers to direct elected members, to ensure workplace safety.</p> <p>The powers in the original Bill to require EMs not to attend meetings have been considerably constrained. This can only now occur as a last resort.</p> <p>If such a power is exercised, it must be referred to the Behaviour Standards Panel. So, unlike the original Bill a suspension is unlikely to be open-ended.</p>

	CEO) in this respect.			
76 Member Allowances	<p>Remaining:</p> <p>Member Allowances set by Remuneration Tribunal.</p> <p>LGA to pay Remuneration Tribunal their “reasonable costs”.</p>		<p>The requirement of the Remuneration Tribunal to consult with the LGA and reach agreement on arrangements has been deleted.</p> <p>Clarification is required regarding “reasonable costs” to ensure there are appropriate limits on the cost to councils (via the LGA).</p> <p>100% of South Australian councils are currently members of the LGA and the enjoy the numerous savings and benefits that result from their membership. However, provisions need to be made that enable an equitable proportion of the costs to be recovered from a council that may withdraw or be expelled from the LGA in the future.</p>	<p>The LGA will have a mechanism to recover costs from councils who are not members of the LGA.</p> <p>There is still no cap to costs.</p>
80A Training & Development	<p>‘LGA Training Standards’ will still be specified in the Regs.</p> <p>Each council must adopt their own policy for conduct and completion of training and development by their members.</p> <p>If a council member has not completed the training, the CEO must suspend the council member unless the council member satisfies the CEO that good reasons exist.</p> <p>(See s262 for referral to Behavioural Standards Panel and penalties.)</p>		<p>The LGA submission recommended that there be approved candidate training and candidates must indicate whether they have completed the approved candidate training, when nominating for council elections.</p> <p>At present, the State Government does not intend to include these in the (yet to be drafted) Regulations.</p> <p>Feedback from members is required about the proposed role for council CEOs in enforcing compliance with the training standards.</p>	<p>When an elected member has failed to complete the mandatory training, it is no longer the CEO who makes the suspension decision. Rather, the whole council <u>must</u> make the decision.</p>
80B	Suspend a council member who is the subject of an intervention order.		This proposal needs to be tested with member councils before the LGA forms a	If the intervention order protects an employee, the CEO retains the ability to

Suspension of Council Member subject to an intervention order	The CEO will have a discretion to suspend a member		<p>position.</p> <p>The LGA has sought advice from Norman Waterhouse Lawyers to clarify the proposed role of CEOs in administering this provision.</p> <p>Feedback from members is required about the proposed role for council CEOs.</p>	<p>suspend an EM. Employee now includes temporary employees and consultants.</p> <p>If the intervention order protects another elected member, the council as a whole may suspend the EM who is the subject of the order.</p> <p>The suspension order must be lifted if the intervention order is lifted or (if the order protects an EM but not if it protects an employee) if council considers it appropriate to do so.</p> <p>Suspensions <u>must</u> be referred to SACAT.</p>
90(3)(o) Meetings held in public	New exemption, allowing councils to discuss potential award recipients in confidence.		<p>This is a minor but welcome amendment.</p> <p>This will allow the names of award-winners to not enter the public domain until the award is presented.</p>	
S90(8) Informal Meetings held in public	<p>The rules relating to informal gatherings are simplified.</p> <p>The Bill replaces 'informal gatherings or discussions' with a simpler scheme of clearly defined 'information and briefing sessions'.</p>		<p>The current provisions are confusing and unintentionally broad.</p> <p>These new sessions will enable councils to more easily discuss and better understand their business but will also retain the expectation that these sessions cannot be used to obtain, or effectively obtain, decisions that should be made in a public council meeting.</p>	
New S90A	<p>The concept of 'Information or briefing session' is described more carefully. If it is one of these, it needs to be open to the public and a record made.</p> <p>The CEO makes decisions regarding whether a matter will be</p>		As per S90(8) above.	Amendments are aimed at clarifying that informal meetings between Mayors and CEO are not caught by the scope of this section.

	on the agenda and if the group has 'effectively made the decision'.			
S92 Access to meetings and documents	<p>Councils must already have a Code of Practice about meetings and access to documents. The new obligation requires councils to consult with the public before adopting, altering or substituting this Code.</p> <p>Council reporting obligations are taken out of the various sections of the Act and will be replaced by a schedule, making it easier for councils and the public to understand what needs to be reported (and how).</p>		<p>Almost all of the reporting consultation provisions are removed from the Act and will be replaced by a schedule.</p> <p>Similarly, the Bill also removes requirements to have documents available to the public (online or in office) e.g. sections 77, 79, 105, 252, 259.</p>	
97(3)(a) Terminate a CEO	<p>Before council can terminate a CEO's employment, they must have regard to advice from a "qualified independent person".</p> <p>Definition: "a legal practitioner OR someone determined by the council to have appropriate qualifications or experience in human resource management".</p>		<p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p> <p>Council must consider the advice but is not bound by it.</p> <p>This provision only applies to some of the grounds for termination. There is no requirement to obtain this advice if the CEO is 'guilty of an offence', etc.</p>	<p>Councils generally supported this change.</p> <p>The amendments remove 'a legal practitioner' as a specific option. Instead the person must not be an employee of that council and must "<i>have appropriate qualifications or experience in human resource management</i>".</p> <p>That could still include a lawyer if they have the relevant qualifications and experience.</p>



98 Fill CEO Vacancy	<p>Councils no longer need to advertise in a newspaper -instead, can use a website.</p> <p>Selection Panel: At least one is not a council member or member of staff.</p> <p>Before the CEO appointment, council must obtain and consider independent advice on the assessment of applications and recommendation on appointment</p>		<p>Councils will typically engage a suitably qualified and experienced third party to assist with CEO recruitment.</p> <p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p>Councils generally supported this change.</p> <p>The qualified independent person must not be an employee of that council and must <i>"have appropriate qualifications or experience in human resource management"</i>.</p>
99 (ia) and (ib) Role of CEO	<p>New subsections relating to CEO functions.</p> <p>A CEO must:</p> <ul style="list-style-type: none"> <li>- ensure council has effective polices systems procedures, etc</li> <li>- Report annually to the relevant audit and risk committee on the council's internal audit process.</li> </ul>		<p>The section clarifies a role that most council CEOs perform already.</p>	
99A Remuneration Tribunal extends to CEOs	<p>The Remuneration Tribunal will determine minimum and maximum remuneration for CEOs.</p> <p>The Remuneration Tribunal may have regard to any matter set out in the Regulations.</p> <p>ss(4) remuneration may differ based on geographical factors or other factors.</p>		<p>The proposed provisions are modelled on the Western Australia legislative scheme are were broadly supported by councils and the LGA in previous local government reform submissions.</p> <p>Clarification is required about how additional allowances (such as mobile phone, travel/fuel for country CEOs etc) will be considered/determined by the Tribunal.</p> <p>The Bill allows for a determination to be</p>	<p>The costs of the Tribunal must be reasonable. However, the LGA is still exposed to open-ended charges.</p>

	<p>Amounts may be indexed.</p> <p>The LGA will pay for the Remuneration Tribunals' reasonable costs.</p> <p>Councils must ensure the remuneration they pay is within the range set by the Remuneration Tribunal.</p>		<p>made 'from time to time'. Greater certainty should be provided about the minimum / maximum frequency of determinations, particularly as the cost of this process will be borne by councils (via the LGA).</p> <p>100% of South Australian councils are currently members of the LGA. However, provisions need to be made that enable an equitable proportion of the costs to be recovered from a council that may withdraw or be expelled from the LGA in the future.</p>	
102A CEO Perf. review	<p><b>New</b></p> <p>A CEO Performance Review must occur at least once a year <u>and</u> "if relevant" before reappointment.</p> <p>Council must obtain independent advice by "qualified independent person" who is not a member of council and determined by the council (same as the requirements for CEO termination but a legal practitioner is not listed as an option. see 97(3), above).</p>		<p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	
110 Code of conduct for employees	<p>This is replaced by s119A</p>		<p>The employee register is designed to mirror the requirements for council members. CEOs have responsibility to manage this through council policies and industrial arrangements.</p>	
110A Duty to protect confidential information	<p>Duty of employees to protect confidential information.</p> <p>Adds a new limb "employee knew or ought to have known that the information is to be treated confidentially".</p>		<p>This is consistent with the clarification for council members' confidentiality obligations.</p>	

119A Register of Gifts and Benefits for Employees	This was previously dealt with by Code of Conduct. The limit is intended to be the same as is currently declared by Minister.		The aim is for consistency in these arrangements, for employees and council members.	
120A Employee Behavioural standards	<p>Council must prepare and adopt standards.</p> <p>An employee must comply with these standards.</p> <p>These standards will set out:</p> <ul style="list-style-type: none"> <li>- grounds for suspending or dismissing, disciplinary action against the employee.</li> </ul> <p>Before a council adopts or alters these standards, they must consult with relevant industrial association re the Employee Behavioural standards and any subsequent variation.</p> <p>Within 6 months of periodic election, council must review these standards.</p>		<p>While the council will adopt the overall policy, the CEO otherwise remains in charge of employee matters.</p> <p>The LGA will consult with member councils and with the relevant trade unions</p>	The amendment removes the requirement for consultation between trade unions and all 68 councils within six months of each periodic election.
122 Strategic Management Plan	<p>A Council's Long-Term Financial Plan -must be for a 10yr period.</p> <p>The LTFP must:</p> <p><b>(New)</b></p> <ul style="list-style-type: none"> <li>- outline council's approach to funding services and infrastructure</li> </ul>		<p>The LGA acknowledges the significant work that almost all councils have undertaken in developing their LTFPs and is comfortable with this codification of existing practice.</p> <p>Note that the Consultation Charter arrangements:</p> <ul style="list-style-type: none"> <li>• will require councils to consult with their communities on their LTFPs; and</li> </ul>	<p>The LGA welcomes most of the amendments and appreciates the consideration given to the many issues of principle and practice raised by the sector.</p> <p>Every three years, ESCOSA will review each council's long-term financial plan, infrastructure and asset management</p>

	<ul style="list-style-type: none"> <li>- Set out council total revenue for the period</li> <li>- Outline the sources of revenue including fees, grants, rates and charges.</li> </ul> <p>(3a) Regulations may require the inclusion of other information.</p>		<ul style="list-style-type: none"> <li>• are likely to require councils to undertake further consultation before changes are made to the LTFP.</li> </ul>	<p>plans.</p> <p>ESCOSA is given a power in ss(1a)(c) to unilaterally determine that they will review additional matters.</p> <p>Councils must pay for the costs of the core review and any additional work that ESCOSA determines it will undertake.</p> <p>The LGA does not support this open-ended exposure to additional costs.</p>
<p>123 Annual Business Plan</p>	<p>An Annual Business Plan (ABP) must include:</p> <ul style="list-style-type: none"> <li>- <b>New:</b> a statement on the proposed change in total revenue from general rates for the financial year and if ABP sets out a growth component in relation to general rates it may only relate to growth in the no of rateable properties and must not relate to the growth in the value of rateable properties.</li> <li>- an explanation of how the proposed change is consistent with the council's LTFP.</li> <li>- A summary of other reasons for the proposed change.</li> <li>- Details of impact of the proposed change on average rates for each land use category.</li> <li>- The advice received from the 'Designated Authority' (which looks like being the Essential Services Commission of SA);</li> </ul>		<p>This section would impose a series of expensive and unwarranted new requirements on councils in drafting and adopting their Annual Business Plan and Budget.</p> <p>This proposal introduces another layer of bureaucracy and gives a significant role to an unelected body that has no relationship with or accountability to the local community.</p> <p>This process will place councils in a continuous cycle of administrative planning and reporting that will detract from the councils' role in providing local services and facilities that benefit the local community.</p> <p>The timeframes outlined in this section are unrealistic and unworkable. A council will be required to adopt a draft Annual Business Plan and Budget in December – 6 months prior to the commencement of the new financial year. This provides limited flexibility to respond quickly and effectively to changing economic and social circumstances, such as those we have experienced in 2020 during the Covid-19 public health emergency.</p> <p>In 2019, the South Australian Productivity</p>	<p>The State Government will no longer pursue most of the original changes to s123.</p>

	<p>and</p> <ul style="list-style-type: none"> <li>- The council's response to the advice which must set out whether the proposed change in total revenue from general rates is consistent with the advice and if not the reasons for the inconsistency.</li> </ul> <p>(3a) The <b>draft</b> ABP must be provided to the Designated Authority by 31 Dec in the FY preceding and must include:</p> <ul style="list-style-type: none"> <li>- The proposed change in total revenue from general rates.</li> <li>- The council's view of the impact of the change.</li> <li>- Information about consideration given by council to alternatives to the proposed change including total revenue resulting from such alternative measures.</li> </ul> <p>(d) information as to how the proposal is consistent with the Council's LTFFP.</p> <ul style="list-style-type: none"> <li>- Any other matter set out in the in Regs.</li> </ul> <p>The Designated Authority must provide its advice back to the council by 31 March of each year.</p> <p>The Designated Authority must have regard to:</p> <ul style="list-style-type: none"> <li>- Information provided by, AND any matter directed by the Minister; and</li> </ul>	<p>Commission undertook an Inquiry into Local Government Costs and Efficiency. The Inquiry found that SA councils are achieving high levels of efficiency and did not make any recommendations that are consistent with the rate capping proposals contained within the Bill.</p> <p>The Commission did, however, find that regulatory compliance costs and the expansion of mandated responsibilities under state legislation have created additional cost pressures for councils.</p> <p>This Bill introduces a range of new compliance requirements that will need to be funded by councils. The costs of this process are likely to be significant. A 'Designated Authority' (likely to be ESCOSA) will need to undertake an individual assessment of every councils plans and budget, every year.</p> <p>As a reference, the Essential Services Commission in Victoria spent \$2 million in 2018/19 administering its local government regulatory role.</p> <p>Every extra dollar that is needed to fund new reporting requirements in an extra dollar that needs to be paid by ratepayers, or one less dollar that is invested in local services and facilities.</p> <p>This proposal is inconsistent with the LGA's longstanding policy position to oppose rate capping in any form.</p>	
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	<p>- Any other matter considered relevant by the Designated Authority.</p> <p>The Designated Authority must publish a copy of any direction given by the Minister as soon as practicable.</p> <p>If the Designated Authority considers a council has failed to respond to its advice - it <b>May</b> provide a report to the Minister.</p>			
125 Internal Control policies	<p>New Regulation making powers. Councils must ensure their policies, practices and procedures comply with these Regulations.</p>		<p>This is a potentially significant power and has the potential for the State government to significantly encroach on the decision-making of local representatives.</p> <p>The scope of the section extends to any policy, procedure, etc.</p> <p>The section could be used to effectively take away almost all council discretion and undermines the role of local government as an independent, democratic sphere of government.</p>	<p>Legal advice from Norman Waterhouse confirms that this clause has been re-written but is the same in substance.</p> <p>The sector strongly opposes this expansion of state government decision-making power, at the expense of democratically elected local representatives.</p>
126 Audit and Risk Committee	<p>A majority of members of council Audit and Risk Committees must not be members of the council and may not be an employee of the council.</p> <p>The role of these committees is expanded to include 'risk'.</p> <p>'Functions' of Audit and Risk</p>		<p>The LGA's previous local government reform submission provided broad support for an expanded role for council Audit Committees. will seek advice on these details from the sector.</p> <p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p>No amendment. Member councils were generally supportive of the change, albeit concerned about potential costs.</p>

	<p>Committees expanded:</p> <p>The must be one meeting of the Audit and risk Committee each quarter.</p> <p>Audit and risk Committee must provide a report to council every 3 months.</p>			
126A	Regional audits permitted, where 2 or more councils share audit resources. This is optional.		This option may be useful for regional councils who struggle to recruit qualified independent auditors.	
128 Auditor	<p>Councils must use a different audit firm at least every 5 years.</p> <p>Then a council must wait five years before re-engaging that same auditor.</p>		Unlike the Corporations Act, councils can't just change the particular auditor within the same firm.	
129 Conduct of Audit	<p><b>If</b> the SA Auditor-General exercises (existing) powers to perform the council audit, then a normal audit is not required.</p> <p><b>If</b> the Auditor -General conducts the audit, the council must pay for the reasonable costs incurred.</p>		<p>Note that the Auditor-General also has new powers to conduct a 'review' which is not a full audit but might be, for example, an investigation into a particular aspect of a council's affairs.</p> <p>The broad powers that are already available to the Auditor General to review or audit a council's financial management are further justification that the additional, expensive rates oversight processes outlined in the Bill are unnecessary and unwarranted.</p>	The LGA remains concerned that councils could be exposed to the costs of two audit processes: one from the council's independent external auditor and then from the SA Auditor-General.
151 Basis of rating	Delete council power to use 'site value' as a means of rating. All councils will use 'capital value' method.		<p>The OLG advise that currently only 8 councils use site value.</p> <p>This will mean state-wide consistency for ratepayers, but the detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p>No change in these amendments.</p> <p>Impacted councils prefer to retain current rating arrangements.</p> <p>If the clause remains in the Bill, impacted councils will need financial and IT support as well as a considerable period to consult with local</p>

				communities and implement the required changes.
170 Notice of declaration of rates	Requirements to give the public notice of the declaration of rates.		The specific requirements to give the public notice of the declaration of rates will be set out in the Community Engagement Charter.	
194 Revocation of community land	<p>Simplification of current unwieldy process to revoke community lands. Cases where the Minister will be required to make the decision is clarified.</p> <p>More situations where councils can make the decision to revoke uncontroversial community land (eg unmade roads).</p> <p>Does not apply to Adelaide Parklands.</p>		On an initial review of this proposed clause the LGA is not convinced that the drafting achieves the policy intention. With assistance from Norman Waterhouse Lawyers, we hope to clarify this and ensure the Minister is not required to approve minor or uncontroversial applications.	Unchanged.
222 (1a) – permits for mobile food vending business	Removal of automatic granting of permits to mobile food vendors (food trucks).		Mobile food vending business will now be treated like any other business seeking a council permit. This is consistent with ongoing submissions from the sector and LGA advocacy.	
262A Council Member Behaviour	First step requires the council deal with issue in accordance with their (new) behaviour management policy and behaviour support policy.		<p>Council has initial obligation to deal with council member behavioural issues, according to their own 'Code'.</p> <p>This is consistent with previous LGA local government reform submissions.</p>	
262C Member Behaviour -	Council has powers to insert consequences/ penalties into their policy for breaches of their Council policy. Councils may:		<p>Most of these changes are welcome.</p> <p>Legal advice, mediation and other options can be used, if a council elects.</p>	



Action	<p>(a) censure</p> <p>(b) Require a public apology.</p> <p>(c) Require the councillor to undertake a specified course of training or instruction.</p> <p>(d) remove or suspend the member from 1 or more offices held by the member</p> <p>In dealing with these, council must proceed with as little as possible formality and technicality</p> <p>The clause has been designed in an attempt to enable councils to operate without requiring lawyers.</p> <p>Councils are not bound by the rules of evidence but must provide procedural fairness</p> <p>Council can refuse to deal with a matter because it is frivolous, vexatious, trivial. Council can also decide to take a matter no further.</p>		<p>Based on the consultation with the sector in 2019, there may be some concern if a majority of council members have a power to suspend a council member, even after a formal process had been completed.</p> <p>The LGA will seek feedback from member councils on the detail of this proposal.</p>	
262D - Member Behaviour - Reasons	<p>If a council refuses to deal with a complaint or determines to take no further action, then the council must provide written reasons.</p>		<p>This is a new administrative step that, ideally, will be part of an overall scheme that is faster and less expensive than currently operating.</p>	
262E Behaviour Panel	<p>Misbehaviour means:</p> <ul style="list-style-type: none"> <li>- A failure by a member of council to comply with a requirement under 262C(1) (ie the council</li> </ul>		<p>Classifying these levels of poor behaviour will enable the new Behaviour Panel to issue guidelines on likely penalties.</p> <p>The proposal will give the Panel power to</p>	

	<p>determination about the complaint)</p> <ul style="list-style-type: none"> <li>- Failure to comply with a council behaviour management policy.</li> </ul> <p>A failure to comply with an agreement reached following mediation, conciliation arbitration, dispute resolution process (ie a councillor has agreed and re-negged).</p> <p>Repeated misbehaviour.</p> <p>Misbehaviour, repeated behaviour and serious misbehaviour are defined.</p> <p>'Serious misbehaviour' means bullying or harassment of another member or employee of council.</p>		<p>define bullying and harassment, for the purposes of the Local Government Act.</p>	
S262F Panel	<p>Local Government Behaviour Panel will have 3 members:</p> <ol style="list-style-type: none"> <li>1. Jointly appointed by Minister and LGA</li> <li>2. appointed by Minister</li> <li>3. appointed by LGA</li> </ol>		<p>This proposal is consistent with the LGA's previous local government reform submissions.</p>	
262J	<p>Remuneration and expenses of the Panel will be determined by Governor.</p>		<p>Early estimates (based on Local Government Grants Commission Model) indicate costs will be \$300-350K for all three Panel Members (and including an Executive Officer and one administrative person).</p> <p>It is proposed that the LGA pay these fixed costs with councils paying on a fee for service basis when their matters come before</p>	

			<p>the Panel.</p> <p>The LGA seeks feedback on whether the sector is prepared to fund the proposed model.</p>	
S262N	<p>The Panel must:</p> <ul style="list-style-type: none"> <li>- Publish guidelines</li> <li>- Publish model behavioural management policies</li> <li>- Practice directions</li> </ul> <p>Panel can perform other functions assigned.</p>		<p>The LGA will seek further details on the funding model. At present, the LGA would pay extra, if the Minister assigned the Panel additional functions. This appears to present an open-ended financial commitment.</p> <p>There is a danger that the State Government could use LGA to take on extra regulatory roles (cost shifting). Extra LGA and sector funding needs to be <i>by agreement</i>.</p>	Reduction in the range of functions assigned to the Panel. There is no need for the Panel to duplicate functions performed by the LGA.
S262Q Referral	<p>Matters can be referred to the Panel by</p> <ul style="list-style-type: none"> <li>- Resolution of council</li> <li>- CEO of council</li> <li>- at least 3 members of council</li> <li>- the Minister</li> <li>+ any person dissatisfied with council decision</li> </ul>		<p>Council policies should have processes to deal with complaints from the public, council staff and council members. However, appeals do not need to be treated consistently.</p> <p>This clause needs to distinguish members of the public complaining about council member behaviour (already dealt with by s273 with appeals to Ombudsman) and complaints from staff and council members. The public already have the ability to complain about council member behaviour. There is no need (and have been no calls) for an additional grievance process for members of the public.</p> <p>Council staff and members should have access to the Panel where internal council processes have not been successful. This is the specific problem that the Panel is established to solve.</p>	Members of the public will continue to use existing grievance procedures in the Act.
S262S	Panel <b>may</b> arrange for		Council will often conduct an initial	

	investigations, compel reports from council, etc.		investigation. While the Panel should be a fast and low-cost forum, it may need to (but should not be required to) conduct its own investigation.	
262W Powers of the Behaviour Panel.	<p>The Panel may:</p> <ul style="list-style-type: none"> <li>- Reprimand</li> <li>- Direct a council to censure</li> <li>- Require a public apology</li> <li>- Require a councillor to undertake a course of training or development.</li> <li>- Require a councillor to reimburse an amount of money.</li> <li>- Remove or suspend an office in capacity as member of another body</li> <li>- Suspend for up to 3 months</li> <li>- Direct council to lodge complaint with SACAT (SACAT can suspend for longer or remove a person from council).</li> </ul> <p>If a councillor fails to comply with an order, this is defined as an integrity issue and goes to SACAT (not OPI) and the Panel must make a report to the Minister.</p>		The LGA queries why the Panel refers censures back to councils and doesn't have the power to censure, itself.	
S262Y	<p>If corruption or integrity issue - it goes to Office of Public Integrity.</p> <p>Council or Panel can refer a matter to OPI.</p>		Clarification is required regarding where appeals from Panel go, where there is <b>not</b> corruption.	
S273	A Minister may, on the basis of information received from:		This is the clause that gives the Minister broad powers to direct a council on matters	The amendments remove the ability of the Minister to direct councils based

<p>Action a Minister can take on Report</p>	<ul style="list-style-type: none"> <li>• ICAC</li> <li>• Ombudsman</li> <li>• A Designated Authority under s123</li> <li>• A report of the Small Business Commissioner</li> <li>• A report of the behavioural standards panel; or</li> <li>• A report of a council administrator,</li> </ul> <p>ask council why s/he shouldn't direct the council.</p> <p>If not satisfied, the Minister can <b>direct</b> the council</p>		<p>arising out of these bodies.</p> <p>upon a report from the Small Business Commissioner or the Designated Authority.</p>
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<p><b>s6 Principal role of council.</b> <b>NEW.</b></p> <p>“6(b) to make decisions about the provision of various public services and facilities that will benefit the community in the context of the capacity and willingness of ratepayers to pay for those services and facilities.”</p>	<p>The LGA is seeking clarification on what that means in practice and whether this additional principal creates grounds for council budgetary decisions to be contested.</p>	<p><b><u>OPPOSE</u></b></p> <p><i>The proposed change in itself seems benign. Current practice by the CoS and all councils is focussed on doing this; in the context of the Designated Authority contemplated elsewhere in the Bill and the lack of clarity about the breadth of “any direction given by the Minister”, the implications of the change are ambiguous, and in particular the reference to “willingness to pay”.</i></p> <p><i>The rationale for this proposed change, displacing the current paragraph 6(b) is not explained.</i></p>	<p>Removes “capacity and willingness of ratepayers to pay for those services and facilities”.</p> <p>Replaces with “a way that is fair to ratepayers”.</p> <p>Norman Waterhouse legal advice warns that this may give a new legal right to ratepayers who believe that a council decision has not been fair?</p>
<p><b>s7 Functions of a Council. NEW.</b></p> <p>(ba) to determine the appropriate financial contribution to be made by ratepayers to the resources of the council.</p>	<p>A number of additions in the ‘role’ and ‘functions’ sections tie into later changes relating to rate setting and Ministerial directions. These preliminary sections related to the role and functions of council are considered to be acceptable, but the later sections on rate capping and new Ministerial ability to override council policies are strongly opposed.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>The proposed change adds little or no value to current provisions.</i></p>	
<p><b>s8 Principles to be observed by a council</b></p> <p>(ea) Seek to collaborate, form partnerships and <b>share resources</b> with other councils.</p> <p>(h) seek to ensure that council resources are used fairly, effectively and efficiently <b>and council services, facilities and programs are provided effectively</b></p>	<p>The additional wording introduced by this clause is in <b>italics</b>.</p> <p>A number of additions in the ‘role’ and ‘functions’ and ‘principles’ sections tie into later changes relating to rate setting processes.</p>	<p><b><u>OPPOSE</u> s8(ea)</b></p> <p><b><u>SUPPORT</u> s8(h) and (ia)</b></p> <p><i>This reflects current practice across the sector as councils already do these things.</i></p> <p><i>The CoS consideration of the proposed change to s8(ea) is that it leaves councils vulnerable to possible direction</i></p>	

<p><b>and efficiently.</b></p> <p>(ia) seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers.</p>		<p><i>from the Minister to make councils share resources.</i></p> <p><i>This is in the context of other proposed changes discussed elsewhere in this document.</i></p>	
<p><b>s11A Number of elected members NEW.</b></p> <p>The number of members of a council (including the Mayor) will be capped at 12.</p> <p>Remove current Representation Review clauses.</p> <p>New requirement to review number of wards and number of electors per ward. But no longer need to review the number of members.</p> <p>If a council conducts a review by 2022, they can implement this change for 2022 council elections.</p> <p>If not, then must implement by the 2026 elections.</p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>During sector consultation in 2019, most councils preferred to retain their current arrangements.</p> <p>If councils have started a Representation Review under current Act, they can use this process for purpose of this section.</p> <p>This proposal is designed to be a simpler process and respond to feedback from councils that the current Representation Review process is overly complex.</p>	<p><b><u>OPPOSE</u></b></p> <p><i>Why? While the removal of the requirement to undertake representation reviews might on the face of it represent a cost saving, the rationale for "12" is not explained.</i></p> <p><i>Among SA's 68 councils there are significant variations in geographical and population size.</i></p> <p><i>Representation Reviews are an appropriate mechanism to facilitate community input to the nature of local representation.</i></p> <p><i>Further, the implication of this change is an increased size of Wards, with potential for new Wards in the CoS which are two thirds the size of a state electorate. There is an added implication for increased resources to support Elected Members (EMs) to service more constituents.</i></p> <p><i>This will have the opposite effect of a cost saving measure. Allowances will increase based on workload, and will not be cost saving measure.</i></p> <p><i>The proposed 12 EMs, including the Mayor, creates an uneven number of wards and adds an unnecessary</i></p>	<p>This issue is unchanged by the October amendments.</p> <p>The preferred position of the sector remains that councils retain discretion over how many elected members they have.</p> <p>Many councils including those not impacted by the change supported the inclusion of a formula, so larger councils could have fairer representation ratios.</p> <p>If no further amendments are made, councils would need a period of transition before this change could commence.</p>

		<p><i>complexity to the traditional two-EMs per Ward.</i></p> <p><i>A better solution would be a tiered approach with a cap created based on the population in a council and establishing a maximum of 15 EMs for larger councils (including the Mayor).</i></p> <p><i>CoS is supportive of the need to review Wards.</i></p>	
<p><b>s12 Rep review process</b> - deleted</p> <p>If a council has area councillors but not wards, they will not need to perform a representation review.</p> <p>Councils must consult with the public re the representation report. The resulting report must include public submissions.</p>	<p>If a council has wards, they may still need to conduct a representation review on the optimal number of electors in each ward.</p> <p>The Bill includes transitional provisions that will capture reviews that have already commenced or will commence before the 2022 council elections.</p>	<p><b><u>OPPOSE</u></b></p> <p><i>As above.</i></p>	<p>The original timelines for commencement of the Bill have slipped. It was originally intended that 'Second Tranche' councils would no longer need to conduct a representation review.</p> <p>However, the changing timelines may require them to expend significant time and resources on a process that will no longer have value.</p> <p>Arrangements should be made so that Second Tranche councils are not inadvertently impacted by the legislative delays.</p>
<p><b>s44 Delegations</b></p> <p>Amendment to include Joint Planning Boards as a possible delegate.</p>	<p>Councils retain the ability to make decisions about delegations and the terms and conditions of a delegation. There is no requirement to make a delegation.</p>	<p><b><u>OPPOSE</u></b></p> <p><i>This lends itself more to large metropolitan councils.</i></p>	
<p><b>s50 Current public consultation sections</b> – deleted. <b>NEW.</b></p> <p>Introduces one Community Engagement Charter for the whole local government sector.</p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>The concept of a state-wide Community Engagement</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Support is conditional on Councils retaining the ability to set higher standards of community consultation and engagement to reflect what our</i></p>	<p>A range of matters will still need to be dealt with in the Charter.</p> <p>However, the LGA has held encouraging discussions with the State Government about which</p>



<p>This will replace many individual sections requiring councils to report info, consult, publish in newspapers, keep hard copies at principal office, etc.</p> <p>The Charter will be decided by the Minister and Gazetted and will apply across all councils.</p> <p>Some parts will be mandatory, others will be up to council policy (See 50A).</p> <p>The Minister approves and varies the Charter, after consultation with the LGA.</p>	<p>Charter is consistent with the LGA's previous local government reform submission.</p> <p>Consolidating consultation arrangements within one state-wide charter could lead to savings and efficiencies by reducing duplication and allowing for more targeted and effective consultation to occur.</p> <p>Local government will be consulted on the development of and any variation to the Charter, via a process facilitated by the LGA.</p> <p>To be effective, it is considered that the Charter needs to:</p> <ul style="list-style-type: none"> <li>• Clarify the matters that councils must consult on, but not require councils to consult on minor or uncontroversial decisions; and</li> <li>• Ensure complaints about non-compliance with the Charter are dealt with in an efficient manner through an administrative process.</li> </ul>	<p><i>community expects.</i></p> <p><i>Past experience suggests that if there is a mandated charter as a base, then the base will likely become the norm. The reason this is critical is that it brings into focus the capacity of councils, therefore a mandated model will have to accommodate councils with smaller budgets and fewer resources.</i></p> <p><i>While the City of Salisbury will seek to have a community engagement and consultation framework that sets a higher standard, the need for this change is not sufficiently well explained.</i></p>	<p>matters should be mandatory to consult on and which are matters for council policies.</p>
<p><b>s50A</b></p> <p>Each council must have its own policy on how to implement the Community Engagement Charter.</p>	<p>A large number of sections in the Act relating to specific consultation on specific matters are deleted, as a consequence of new ss 50 and 50A.</p> <p>Councils must consult with the community regarding adoption</p>	<p><b>SUPPORT</b></p> <p><i>As per previous comment.</i></p>	<p>The LGA had expressed concern about the ability of the public to seek judicial review for failures to consult in accordance with this council policy.</p> <p>The OLG response was that each council's s270 policy should provide for this. Consequently, complaints</p>

	<p>of their Policy or if they want to vary it. This policy must be consistent with the Charter.</p> <p>A failure to comply with a Community Engagement Charter or the council’s related community engagement policy still exposes the subsequent council decision to judicial review.</p>		<p>would be dealt with through council grievance/review policies rather than via an expensive appeal to the Supreme Court.</p>
<p><b>s54 Casual vacancy</b></p> <p>If a council member resigns to take up another position (eg Mayor) their position as member becomes vacant.</p> <p>Councils can go to next election without filling the casual vacancy if an election is to be held within the next 12 months (currently 7 months) or 1 January.</p>	<p>This proposal is consistent with the LGA’s previous local government reform submission.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Clarification is sought.</i></p> <p><i>CoS assumes this applies to any vacancy on Council regardless of why an EM resigns.</i></p>	
<p><b>s55A Elected Members running for Parliament</b></p> <p>If a council member runs for State Parliament, they are automatically granted a ‘leave of absence’.</p> <p>The leave commences at the close of nominations –even if the member/candidate is campaigning earlier.</p> <p>The provision applies to any council office - including council committees and subsidiaries.</p> <p>If a candidate withdraws their nomination, - they are automatically reinstated to their</p>	<p>This proposal is consistent with the LGA’s previous local government reform submission.</p> <p>During previous elections, there have been inconsistent approaches by candidates in relation to standing down from council roles and payment of allowances. These proposed provisions create a level playing field for all council members.</p> <p>It appears that council members can still call themselves ‘Mayor’ or ‘Councillor’ during the leave of absence.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>This is consistent with City of Salisbury position as articulated during consultation on the Local Government Reform discussion paper.</i></p>	<p>Greater clarity provided so that elected members running for Parliament can still use those council facilities and services that can be accessed by members of the public.</p>

<p>council position.</p> <p>Members will not receive remuneration/ allowances during the leave period.</p> <p>In subsection 5, candidates can't use council facilities in this leave period.</p>	<p>The LGA will seek feedback from member councils on the optimal wording for this section.</p>		
<p><b>s58 Role of Principal Member</b> (usually called Mayor)</p> <p>New sections clarifying the role of a principal member of council. This includes:</p> <ul style="list-style-type: none"> <li>• “Providing leadership and guidance to the council.</li> <li>• To lead the promotion of positive and constructive working relationships amongst members of the council</li> <li>• To provide guidance to council members on the performance of their role; and</li> <li>• To support council members understanding on the separation of responsibilities between elected representatives and employees of the council.”</li> </ul>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>Mayors are not given specific new powers.</p> <p>The proposed section states general principles, setting out what the principal member’s leadership role entails.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>The CoS comment on the 2019 discussion paper:</i></p> <p><i>“While dealing with disruptive behaviour at meetings is part of the leadership role of the principal member, without clarity about the “powers” being suggested and how and when they can be used, it is difficult to indicate either support or opposition.</i></p> <p><i>Perhaps the emphasis should be placed on “the will of the meeting” and the role of the principal is to manage “low-level” disruptive behaviour by issuing warnings. However, where a threshold is reached (post warnings) the principal member should have the power to suspend further deliberations of the meeting so as to put a proposition (to be prescribed in regulation) to the meeting regarding the behaviour/s of a councillor, and that proposition <u>must</u> be dealt with by a vote before a meeting can continue.</i></p> <p><i>In this way, the principal member can act as moderator but it is the will of the</i></p>	<p>The LGA welcomes the clarification of the permissible interaction between Mayors and CEOs.</p> <p>The section no longer requires a request before a Mayor could technically provide advice. Rather, on behalf of the elected members, the Mayor is expected to liaise with the CEO on the implementation of a decision of the council.</p>

		<p><i>meeting that determines what action should be taken to deal with unwanted behaviours.”</i></p>	
<p><b>s59 Role of members of council. NEW.</b></p> <p>It will be a role of council members to act with integrity.</p>	<p>‘Integrity’ is not defined and will have a common law definition.</p> <p>The existing Act and Bill contain specific sections about integrity, which are still primarily regulated by ICAC, the OPI and Ombudsman.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Request that “integrity” be a defined term within the Act, e.g. the common law definition.</i></p>	<p>The LGA welcomes the clarification of the role of elected members in respect to CEOs.</p> <p>The amendment clarifies that one role of EMs is “oversight of the Chief Executive’s performance” rather than “setting and assessing performance standards.”</p> <p>The section also clarifies the interaction between EMs and council employees. Requests for staff to take action are no longer prohibited, provided they are made in accordance with the requirements of the CEO.</p>
<p><b>s62 General Council Member duties</b></p> <p>The prohibitions on disclosure of confidential council information are extended to documents that the council member “knows or ought reasonably to have known is ...required to be treated confidentially”.</p>	<p>This change will clarify council member confidentiality obligations and make it easier to establish that a breach has occurred.</p>	<p><b><u>OPPOSE</u></b></p> <p><i>This measure will make Councils more secretive and less transparent as EMs are likely to err on the side of caution, whereas the policy focus should be on transparency and disclosure wherever possible.</i></p> <p><i>This definition casts a broader net and the wording introduces subjectivity and ambiguity.</i></p> <p><i>The focus should be on councils having robust systems to ensure clarity about what is or is not confidential.</i></p>	
<p><b>s68 Council Member Register of Interests</b></p> <p>(1a) If a council member fails to return their Register after a defined period (in most cases 12 months)</p>	<p>Consultation with member councils in 2019 showed support for clear consequences for a breach of this requirement.</p> <p>The proposed clause gives</p>	<p><b><u>SUPPORT</u></b></p> <p><i>However, the proposed role of CEO imposing sanctions is not desirable. Where sanctions might be deemed appropriate, there is greater</i></p>	<p>This amendment removes the requirement for a CEO to exercise discretion over whether an elected member suspension should end.</p> <p>Instead, the council makes the</p>

<p>the member will be suspended.</p> <p>(1b) If a member is suspended under this section, so are their member allowances.</p> <p>(3a) If the member subsequently submits a return, to the satisfaction of the CEO, the CEO will publish a notice on website to this effect.</p> <p>(3a)(b) The suspension is revoked upon publication of this notice.</p> <p>(3b) If the failure to submit a return continues, the CEO may refer to SACAT.</p>	<p>council CEOs a role in imposing consequences, including exercising a degree of discretion (ie determining whether the return is satisfactory).</p> <p>The LGA will seek feedback from member councils on the optimal wording for this section.</p>	<p><i>transparency for the responsibility to rest with objective body...perhaps the proposed Behavioural Standards Panel.</i></p> <p><i>It should not be the role of a CEO to validate the accuracy of an EM's return, which is implicit in the use of "to the satisfaction of the CEO".</i></p> <p><i>Re: 1a to 3a(b) – for purposes of simplicity of calculation, a portion of a week should equal a week.</i></p>	<p>decision to lift the suspension (and must make this decision if the suspended EM has submitted their Register of Interests).</p>
<p><b>s70 Inspection of a Register</b></p> <p>The Register will now no longer publish the home address of a councillor.</p> <p>Additional information can be suppressed for personal safety.</p>	<p>This proposal is consistent with the LGA's previous local government reform submission.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s73 Register of gifts and benefits</b></p> <p>The Minister will declare the threshold amount for the purpose of this clause.</p> <p>The Minister must consult the LGA prior to making this declaration.</p>	<p>This proposal is consistent with the LGA's previous local government reform submission.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s74-s75C Conflicts of Interest</b></p> <p>The three categories of Conflict of Interest are reduced to two: 'General Conflicts of Interest' and 'Material Conflicts of Interest'.</p> <p>A member of a council will not be</p>	<p>The new sections are simpler and less confusing. They should allow greater council member participation in decision-making where there is no actual conflict, or the conflict can be managed appropriately.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Subject to the clarification referred to by the LGA the intent to simplify is well supported. It is imperative that EMs who are active participants in community activities and organisations</i></p>	<p>The LGA agrees that it is easier to understand when an EM 'might' have a conflict that when an EM 'could' have a conflict.</p> <p>However, this amendment will have the effect of creating a wider range of circumstances when a member will</p>

<p>regarded as having a conflict of interest in a matter if the interest is held in common with a 'substantial proportion' of the ratepayers, electors or residents of the council area (if that interest is equal).</p> <p>Onus is on the council member to declare/decide whether they have a conflict. Failure to declare a conflict can result in penalties.</p>	<p>Areas where further clarification is required include:</p> <ul style="list-style-type: none"> <li>circumstances where the council has nominated an elected member to the board of another legal entity,</li> <li>mechanisms for abstaining; and</li> <li>the 'substantial proportion' test.</li> </ul>	<p><i>should not be excluded from decision making that impacts those community organisations, as long as that EM does not derive a personal benefit.</i></p> <p><i>The requirement to declare an interest (perceived) ought to remain and qualified to enable participation in deliberations.</i></p>	<p>have a general conflict of interest which they are required to declare and deal with.</p> <p>The section also clarifies that only 'designated gifts' are relevant for the conflict of interest clauses.</p> <p>This change should exclude gifts below a designated monetary value and gifts from friends and family (eg a birthday present).</p>
<p><b>s75E Member 'Behaviour Standards'</b></p> <p>The Minister may publish and vary 'Member Behaviour Standards'. These Standards are not set out in the Bill.</p> <p>They apply State-wide.</p> <p>The Minister must consult the LGA first.</p> <p>Minister's decision will be published in the Government Gazette.</p>	<p>There will continue to be multiple (but slightly different) sources of rules that govern member behaviour. This includes:</p> <ul style="list-style-type: none"> <li>the Act,</li> <li>in these proposed 'Member 'Behaviour Standards'; and</li> <li>in the 'Council Behavioural Support Policies' (see s75F).</li> </ul> <p>This could be confusing, and it will be important for the LGA to provide support and guidance.</p> <p>These standards will be reviewable by Parliament, which provides a level of oversight of the decisions made by a Minister.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s75F Council Behavioural Support Policies.</b></p>	<p>Sector feedback indicated that dedicated meetings (usually just</p>	<p><b><u>SUPPORT</u></b></p>	

<p>Council may implement their own policies on how to support “appropriate behaviour by members of the council”. These can’t be inconsistent with the Behavioural Standards.</p> <p>Council must review these within 6 months of general elections.</p> <p>Council must consult the public on these.</p> <p>Council members must comply with their CBSPs.</p>	<p>after elections), where councillors deliberated and then agreed on behavioural standards, led to strong improvements in meeting culture.</p> <p>The Bill will enable each council to address these issues and to approve their own policy.</p> <p>Members may face sanctions for a breach of a CBSP.</p> <p>The Council itself can impose limited sanctions (see s262C).</p> <p>A breach of the CBSP could constitute ‘misbehaviour’ (s262E), could be referred to the new Behavioural Standards Panel and could result in more serious sanctions or penalties.</p>		
<p><b>s75G Council member health and safety obligations. NEW.</b></p> <p>Council members are not ‘workers’ for the purpose of the WHS Act. But they will now have specific WH&amp;S obligations.</p> <p>Council members must not adversely affect the health and safety of other members of council or employees.</p> <p>Could include a direction that a member of a council not attend a meeting of the council.</p> <p>Council members must follow the reasonable directions of a responsible person (usually the</p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>The CEO will have clear powers to put in place arrangements to ensure employee safety. This could include, for example implementing administrative arrangements to limit contact between council members or between a council member and an employee.</p> <p>The LGA has sought advice from Norman Waterhouse Lawyers to clarify the proposed role of CEOs in administering this provision.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Recognition that EMs have a responsibility to deal with each other and staff respectfully is important.</i></p> <p><i>While recognising that the “reasonable direction” is prescribed and dependent on context and prevailing circumstances, CoS is supportive of the concept that a EMs have clear obligations and that give the CEO more rights.</i></p> <p><i>However, more consideration should be given to the implications of creating an ability for the CEO to direct a EM not to attend a meeting of the council. The responsibility for such a decision should</i></p>	<p>The CEO retains the (current) ability to ensure a safe workplace for employees.</p> <p>Presiding members (or sometimes their deputy) have powers to direct elected members, to ensure workplace safety.</p> <p>The powers in the original Bill to require EMs not to attend meetings have been considerably constrained. This can only now occur as a last resort.</p> <p>If such a power is exercised, it must be referred to the Behaviour Standards Panel. So, unlike the original Bill a suspension is unlikely to</p>

<p>CEO) in this respect.</p>	<p>Where appropriate in the circumstances, provision for alternative participation in a council or committees should be considered.</p>	<p><i>be made by an independent authority, such as the Behaviour Panel, recognising that issues regarding timeliness need to be resolved.</i></p>	<p>be open-ended.</p>
<p><b>s76 Member Allowances</b>                  Remaining:                  Member Allowances set by Remuneration Tribunal.                  LGA to pay Remuneration Tribunal their “reasonable costs”.</p>	<p>The requirement of the Remuneration Tribunal to consult with the LGA and reach agreement on arrangements has been deleted.</p> <p>Clarification is required regarding “reasonable costs” to ensure there are appropriate limits on the cost to councils (via the LGA).</p> <p>100% of South Australian councils are currently members of the LGA and the enjoy the numerous savings and benefits that result from their membership.</p> <p>However, provisions need to be made that enable an equitable proportion of the costs to be recovered from a council that may withdraw or be expelled from the LGA in the future.</p>	<p><b><u>SUPPORT</u></b></p>	<p>The LGA will have a mechanism to recover costs from councils who are not members of the LGA.</p> <p>There is still no cap to costs.</p>
<p><b>s80A Training &amp; Development</b>                  ‘LGA Training Standards’ will still be specified in the Regs.                  Each council must adopt their own policy for conduct and completion of training and development by their members.</p>	<p>The LGA submission recommended that there be approved candidate training and candidates must indicate whether they have completed the approved candidate training, when nominating for council elections.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Re: LGA submission recommending approved candidate training – this is potentially discriminatory to people for whom English is a second language. Such a measure may have a deleterious effect on the number of</i></p>	<p>When an elected member has failed to complete the mandatory training, it is no longer the CEO who makes the suspension decision. Rather, the whole council must make the decision.</p>



<p>If a council member has not completed the training, the CEO must suspend the council member unless the council member satisfies the CEO that good reasons exist.</p> <p>(See s262 for referral to Behavioural Standards Panel and penalties)</p>	<p>At present, the State Government does not intend to include these in the (yet to be drafted) Regulations.</p> <p>Feedback from members is required about the proposed role for council CEOs in enforcing compliance with the training standards.</p>	<p><i>people prepared to nominate for election.</i></p> <p><i>The current arrangements where awareness sessions are provided to prospective candidates are appropriate.</i></p> <p><i>CoS supports the intent but considers that it should not be the role of the CEO to suspend an EM. Perhaps this could be the subject of a report to council, and responsibility to rest with council.</i></p>	
<p><b>s80B Suspension of Council Member subject to an intervention order</b></p> <p>Suspend a council member who is the subject of an intervention order.</p> <p>The CEO will have discretion to suspend a member.</p>	<p>This proposal needs to be tested with member councils before the LGA forms a position.</p> <p>The LGA has sought advice from Norman Waterhouse Lawyers to clarify the proposed role of CEOs in administering this provision.</p> <p>Feedback from members is required about the proposed role for council CEOs.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>While the intent of this proposal is supported, the proposed role of CEO is not.</i></p> <p><i>The CEO should not be placed in a position of having to suspend an elected representative.</i></p> <p><i>Clarification is also required in relation to potential conflict with provisions that provide for an EM losing their position on Council if they are absent without leave from three or more consecutive ordinary meetings of the council...is suspension deemed leave?</i></p> <p><i>Clarification is sought on whether this would apply to <u>any</u> intervention order.</i></p>	<p>If the intervention order protects an employee, the CEO retains the ability to suspend an EM. Employee now includes temporary employees and consultants.</p> <p>If the intervention order protects another elected member, the council as a whole may suspend the EM who is the subject of the order.</p> <p>The suspension order must be lifted if the intervention order is lifted or (if the order protects an EM but not if it protects an employee) if council considers it appropriate to do so.</p> <p>Suspensions must be referred to SACAT.</p>
<p><b>s90(3)(o) Meetings held in public</b></p> <p>New exemption, allowing councils to discuss potential award recipients in confidence.</p>	<p>This is a minor but welcome amendment.</p> <p>This will allow the names of award-winners to not enter the public domain until the award is presented.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s90(8) Informal Meetings held in public</b></p>	<p>The current provisions are confusing and unintentionally</p>	<p><b><u>SUPPORT</u></b></p>	

<p>The rules relating to informal gatherings are simplified.</p> <p>The Bill replaces 'informal gatherings or discussions' with a simpler scheme of clearly defined 'information and briefing sessions'.</p>	<p>broad. These new sessions will enable councils to more easily discuss and better understand their business but will also retain the expectation that these sessions cannot be used to obtain, or effectively obtain, decisions that should be made in a public council meeting.</p>		
<p><b>s90A NEW.</b></p> <p>The concept of 'Information or briefing session' is described more carefully. If it is one of these, it needs to be open to the public and a record made.</p> <p>The CEO makes decisions regarding whether a matter will be on the agenda and if the group has 'effectively made the decision'.</p>	<p>As per s90(8) above.</p>	<p><b><u>SUPPORT</u></b></p>	<p>Amendments are aimed at clarifying that informal meetings between Mayors and CEO are not caught by the scope of this section.</p>
<p><b>s92 Access to meetings and documents</b></p> <p>Councils must already have a Code of Practice about meetings and access to documents. The new obligation requires councils to consult with the public before adopting, altering or substituting the Code.</p> <p>Council reporting obligations are taken out of the various sections of the Act and will be replaced by a schedule, making it easier for councils and the public to understand what needs to be reported (and how).</p>	<p>Almost all of the reporting consultation provisions are removed from the Act and will be replaced by a schedule.</p> <p>Similarly, the Bill also removes requirements to have documents available to the public (online or in office) e.g. sections 77, 79, 105, 252, 259.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s97(3)(a) Terminate a CEO</b></p>	<p>The detail of this proposal needs</p>	<p><b><u>SUPPORT</u></b></p>	<p>Councils generally supported this</p>

<p>Before council can terminate a CEO's employment, they must have regard to advice from a "qualified independent person".</p> <p>Definition: "a legal practitioner OR someone determined by the council to have appropriate qualifications or experience in human resource management".</p>	<p>to be tested with member councils before the LGA forms a position.</p> <p>Council must consider the advice but is not bound by it.</p> <p>This provision only applies to some of the grounds for termination. There is no requirement to obtain this advice if the CEO is 'guilty of an offence', etc.</p>	<p><i>CoS considers it appropriate and contemporary practice to seek professional advice to inform itself about a critical decision that it is ultimately responsible for.</i></p>	<p>change.</p> <p>The amendments remove 'a legal practitioner' as a specific option. Instead the person must not be an employee of that council and must "have appropriate qualifications or experience in human resource management".</p> <p>That could still include a lawyer if they have the relevant qualifications and experience.</p>
<p><b>s98 Fill CEO Vacancy</b></p> <p>Councils no longer need to advertise in a newspaper - instead, can use a website.</p> <p>Selection Panel: At least one is not a council member or member of staff.</p> <p>Before the CEO appointment, council must obtain and consider independent advice on the assessment of applications and recommendation on appointment</p>	<p>Councils will typically engage a suitably qualified and experienced third party to assist with CEO recruitment.</p> <p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Councils should be required to engage the services of appropriately skilled recruitment specialists to undertake an assessment of applications and make objective recommendations about short listing candidates for the selection panel to consider.</i></p> <p><i>CoS suggests that consideration should be given to requiring EMs who are appointed as selection panel members to receive appropriate training.</i></p> <p><i>The reference to advertising a position should be broad and accommodate newspaper AND website and other appropriate and transparent means.</i></p>	<p>Councils generally supported this change.</p> <p>The qualified independent person must not be an employee of that council and must "have appropriate qualifications or experience in human resource management".</p>
<p><b>s99(ia) and (ib) Role of CEO</b></p> <p>New subsections relating to CEO functions.</p> <p>A CEO must:</p> <ul style="list-style-type: none"> <li>ensure council has effective policies systems procedures, etc</li> </ul>	<p>The section clarifies a role that most council CEOs perform already.</p>	<p><b><u>SUPPORT</u></b></p>	

<ul style="list-style-type: none"> <li>Report annually to the relevant audit and risk committee on the council's internal audit process.</li> </ul>			
<p><b>s99A Remuneration Tribunal extends to CEOs</b></p> <p>The Remuneration Tribunal will determine minimum and maximum remuneration for CEOs.</p> <p>The Remuneration Tribunal may have regard to any matter set out in the Regulations.</p> <p>ss(4) remuneration may differ based on geographical factors or other factors.</p> <p>Amounts may be indexed.</p> <p>The LGA will pay for the Remuneration Tribunals' reasonable costs.</p> <p>Councils must ensure the remuneration they pay is within the range set by the Remuneration Tribunal.</p>	<p>The proposed provisions are modelled on the Western Australia legislative scheme and were broadly supported by councils and the LGA in previous local government reform submissions.</p> <p>Clarification is required about how additional allowances (such as mobile phone, travel/fuel for country CEOs etc) will be considered/determined by the Tribunal.</p> <p>The Bill allows for a determination to be made 'from time to time'. Greater certainty should be provided about the minimum / maximum frequency of determinations, particularly as the cost of this process will be borne by councils (via the LGA).</p> <p>100% of South Australian councils are currently members of the LGA. However, provisions need to be made that enable an equitable proportion of the costs to be recovered from a council that may withdraw or be expelled from the LGA in the future.</p>	<p><b><u>SUPPORT</u></b></p>	<p>The costs of the Tribunal must be 'reasonable'. However, the LGA is still exposed to open-ended charges.</p>
<p><b>s102A CEO Performance review.</b> <b>NEW.</b></p>	<p>The detail of this proposal needs to be tested with member</p>	<p><b><u>SUPPORT</u></b></p>	<p>The amendment removes the requirement for consultation between</p>

<p>A CEO Performance Review must occur at least once a year and “if relevant” before reappointment.</p> <p>Council must obtain independent advice by “qualified independent person” who is not a member of council and determined by the council (same as the requirements for CEO termination but a legal practitioner is not listed as an option. see 97(3), above).</p>	<p>councils before the LGA forms a position.</p>		<p>trade unions and all 68 councils within six months of each periodic election.</p>
<p><b>s110 Code of conduct for employees</b></p> <p>This is replaced by s119A.</p>	<p>The employee register is designed to mirror the requirements for council members. CEOs have responsibility to manage this through council policies and industrial arrangements.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s110A Duty to protect confidential information</b></p> <p>Duty of employees to protect confidential information. Adds a new limb “employee knew or ought to have known that the information is to be treated confidentially”.</p>	<p>This is consistent with the clarification for council members’ confidentiality obligations.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s119A Register of Gifts and Benefits for Employees</b></p> <p>This was previously dealt with by Code of Conduct. The limit is intended to be the same as is currently declared by Minister.</p>	<p>The aim is for consistency in these arrangements, for employees and council members.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s120A Employee Behavioural standards</b></p> <p>Council must prepare and adopt</p>	<p>While the council will adopt the overall policy, the CEO otherwise remains in charge of employee matters.</p>	<p><b><u>OPPOSE</u></b></p> <p><i>There should be set industry-wide behavioural standards for LG</i></p>	

<p>standards.</p> <p>An employee must comply with these standards. These standards will set out grounds for suspending or dismissing, disciplinary action against the employee.</p> <p>Before a council adopts or alters these standards, they must consult with relevant industrial association re the Employee Behavioural standards and any subsequent variation.</p> <p>Within 6 months of periodic election, council must review these standards.</p>	<p>The LGA will consult with member councils and with the relevant trade unions</p>	<p><i>employees.</i></p> <p><i>Individual councils should not be negotiating behavioural standards for individual organisations.</i></p> <p><i>Council should not be required to set behavioural standards.</i></p>	
<p><b>s122 Strategic Management Plan</b></p> <p>A Council's Long-Term Financial Plan -must be for a 10yr period and must <b>(NEW)</b>:</p> <ul style="list-style-type: none"> <li>• outline council's approach to funding services and infrastructure</li> <li>• Set out council total revenue for the period</li> <li>• Outline the sources of revenue including fees, grants, rates and charges.</li> </ul> <p>(3a) Regulations may require the inclusion of other information.</p>	<p>The LGA acknowledges the significant work that almost all councils have undertaken in developing their LTFPs and is comfortable with this codification of existing practice. NOTE that the Consultation Charter arrangements:</p> <ul style="list-style-type: none"> <li>• will require councils to consult with their communities on their LTFPs; and</li> <li>• are likely to require councils to undertake further consultation before changes are made to the LTFP.</li> </ul>	<p><b><u>SUPPORT</u></b></p>	<p>The LGA welcomes most of the amendments and appreciates the consideration given to the many issues of principle and practice raised by the sector.</p> <p>Every three years, ESCOSA will review each council's long-term financial plan, infrastructure and asset management plans.</p> <p>ESCOSA is given a power in ss(1a)(c) to unilaterally determine that they will review additional matters.</p> <p>Councils must pay for the costs of the core review and any additional work that ESCOSA determines it will undertake.</p> <p>The LGA does not support this opened exposure to additional costs.</p>
<p><b>s123 Annual Business Plan</b></p>	<p>This section would impose a</p>	<p><b><u>STRONGLY OPPOSE</u></b></p>	<p>The State Government will no longer</p>

<p><b>NEW.</b></p> <p>An Annual Business Plan (ABP) must include:</p> <ul style="list-style-type: none"> <li>• a statement on the proposed change in total revenue from general rates for the financial year and if ABP sets out a growth component in relation to general rates it may only relate to growth in the no of rateable properties and must not relate to the growth in the value of rateable properties.</li> <li>• an explanation of how the proposed change is consistent with the council's LTFP.</li> <li>• A summary of other reasons for the proposed change.</li> <li>• Details of impact of the proposed change on average rates for each land use category.</li> <li>• The advice received from the 'Designated Authority' (which looks like being the Essential Services Commission of SA); and</li> <li>• The council's response to the advice which must set out whether the proposed change in total revenue from general rates is consistent with the advice and if not the reasons for the inconsistency.</li> </ul> <p>(3a) The draft ABP must be</p>	<p>series of expensive and unwarranted new requirements on councils in drafting and adopting their Annual Business Plan and Budget.</p> <p>This proposal introduces another layer of bureaucracy and gives a significant role to an unelected body that has no relationship with or accountability to the local community.</p> <p>This process will place councils in a continuous cycle of administrative planning and reporting that will detract from the councils' role in providing local services and facilities that benefit the local community.</p> <p>The timeframes outlined in this section are unrealistic and unworkable. A council will be required to adopt a draft Annual Business Plan and Budget in December – 6 months prior to the commencement of the new financial year. This provides limited flexibility to respond quickly and effectively to changing economic and social circumstances, such as those we have experienced in 2020 during the Covid-19 public health emergency.</p> <p>In 2019, the South Australian Productivity Commission undertook an Inquiry into Local</p>	<p><i>The remarks provided by the LGA are broadly supported but Council is of the view that the proposed changes will have a severe detrimental effect on how Council responds and delivers on its community's needs.</i></p> <p><i>The proposed changes reflect a poor understanding of how Councils go about determining the rate increase.</i></p> <p><i>Councils already account for the general increase in property values (by discounting the previous year's rate in the dollar by the average increase in property values) so that there is no "double dipping" in rates revenue.</i></p> <p><i>Growth is also not just about the number of new properties but also includes improvements to property (not general increase in values). This was an issue with the rate capping model that the Minister previously proposed and failed to garner sufficient support in the Parliament.</i></p> <p><i>It is noted that the State Government use the same capital value used by Local Government in calculating the Emergency Services Levy and also used in the calculation of water supply charge and sewerage access charges by SA Water.</i></p> <p><i>What is not known is if this value is discounted to not factor growth as being proposed for councils in the Bill.</i></p> <p><i>The development the City of Salisbury's Annual Business Plan (ABP), how it informs the annual budget, and its links</i></p>	<p>pursue most of the original changes to s123.</p>
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<p>provided to the Designated Authority by 31 Dec in the FY preceding and must include:</p> <ul style="list-style-type: none"> <li>• The proposed change in total revenue from general rates.</li> <li>• The council’s view of the impact of the change.</li> <li>• Information about consideration given by council to alternatives to the proposed change including total revenue resulting from such alternative measures.</li> </ul> <p>(d) information as to how the proposal is consistent with the Council’s LTFP.</p> <ul style="list-style-type: none"> <li>• Any other matter set out in the in Regs.</li> </ul> <p>The Designated Authority must provide its advice back to the council by 31 March of each year.</p> <p>The Designated Authority must have regard to:</p> <ul style="list-style-type: none"> <li>• Information provided by, AND any matter directed by the Minister; and</li> <li>• Any other matter considered relevant by the Designated Authority.</li> </ul> <p>The Designated Authority must publish a copy of any direction given by the Minister as soon as practicable.</p>	<p>Government Costs and Efficiency. The Inquiry found that SA councils are achieving high levels of efficiency and did not make any recommendations that are consistent with the rate capping proposals contained within the Bill.</p> <p>The Commission did, however, find that regulatory compliance costs and the expansion of mandated responsibilities under state legislation have created additional cost pressures for councils.</p> <p>This Bill introduces a range of new compliance requirements that will need to be funded by councils. The costs of this process are likely to be significant. A ‘Designated Authority’ (likely to be ESCOSA) will need to undertake an individual assessment of every councils plans and budget, every year.</p> <p>As a reference, the Essential Services Commission in Victoria spent \$2 million in 2018/19 administering its local government regulatory role.</p> <p>Every extra dollar that is needed to fund new reporting requirements in an extra dollar that needs to be paid by ratepayers, or one less dollar that is invested in local services</p>	<p><i>to our City Plan, which projects a long term vision for the city, and its links to our Long Term Financial Plan, is a significant area of activity for us.</i></p> <p><i>The City Plan provides measures (financial and non-financial) to monitor and assess the performance of the council against its objectives, and our ABP and the corresponding annual budget are annual “building blocks” to achieving those objectives.</i></p> <p><i>Integral to these processes is regular community engagement and consultation to ensure that we are focussed on doing what our community expects.</i></p> <p><i>The proposed change requiring Councils to table a draft Annual Business Plan to the Designated Authority by the 31 December in the financial year preceding will likely lead to less time to consult with the community and counter the intent of ensuring the Annual Business Plan reflects the community’s needs.</i></p> <p><i>Further, the Designated Authority must provide its advice back to Council’s by the 31 March, which would include any matter directed by the Minister. This further reinforces that the Authority is not an independent body. Should substantial changes be required to a Council’s Annual Business Plan arising from such directions, the ability for Councils to adopt its Annual Business Plan in a timely manner may be compromised.</i></p>	
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<p>If the Designated Authority considers a council has failed to respond to its advice - it May provide a report to the Minister.</p>	<p>and facilities.</p> <p>This proposal is inconsistent with the LGA’s longstanding policy position to oppose rate capping in any form.</p>	<p><i>The City of Salisbury framework described (very simply) above is undertaken under the current legislative requirements.</i></p> <p><i>The injection of a Designated Authority, which can apparently be directed by the Minister, to comment on Council’s proposed ABP, when it has no formal linkages to the Council area and no apparent role to engage with our community, is at its simplest yet “another layer of bureaucracy”.</i></p> <p><i>This creates in the Authority a formal and external “critique” mechanism where accountability rests only with Council. If, by the description provided, the Designated Authority must have regard to:</i></p> <ul style="list-style-type: none"> <li><i>○ Information provided by, AND any matter directed by the Minister; and</i></li> <li><i>○ Any other matter considered relevant by the Designated Authority,</i></li> </ul> <p><i>how will it be possible for the Authority OR the Minister to differentiate between circumstances among councils and make comment about a specific council area when all 68 councils are different.</i></p> <p><i>The established and long-held democratic relationship is between the community and its elected representatives. This proposal is a dilution of that relationship, and no evidence has been provided to show that councils are neither representative</i></p>	
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		<p><i>nor responsive to their communities.</i></p> <p><i>While the questions raised (or points made) by the LGA in relation to timelines, additional costs and rate capping are appropriate and correct, the critical point here is that with the proposed measures the autonomy of Councils and their representative role to act in the best interests of their communities would be significantly eroded, and councils left vulnerable to a State Government agenda.</i></p>	
<p><b>Ch 13 s273 Reviews Initiated by Minister</b></p> <p>Minister may ask the council to report.</p> <p>If the council has “failed to adequately respond” to the Minister / Designated Authority advice, then....</p> <p>The Minister can give directions to the council to “rectify the matter” or to prevent recurrence of the “act, failure or irregularity”.</p> <p>This is not limited to situations where there has been a breach or failure by a council. It could relate to any council budgetary decision - eg where the Minister and council merely have different financial priorities.</p>	<p>Councils already publicly consult and report on Annual Business Plans and Budgets, which outline proposed rate increases.</p> <p>Councils also have Audit Committees and are subject to an annual external audit. The Auditor General also has broad powers to review a councils’ financial decision making.</p> <p>Ultimately, councils are accountable to the community and are held to account via democratic elections that are held every 4 years.</p> <p>This proposal centralised more power with an individual Minister, who will be given extremely broad scope to direct a council in relation to its budget and the delivery of local services and projects.</p> <p>This proposal is inconsistent with the LGA’s longstanding</p>	<p><b><u>STRONGLY OPPOSE</u></b></p> <p><i>See above comment.</i></p>	<p>No longer being pursued.</p>

	<p>policy position to oppose rate capping in any form.</p>		
<p><b>s125 Internal Control policies</b> New Regulation making powers. Councils must ensure their policies, practices and procedures comply with these Regulations.</p>	<p>This is a potentially significant power and has the potential for the State government to significantly encroach on the decision-making of local representatives.</p> <p>The scope of the section extends to any policy, procedure, etc.</p> <p>The section could be used to effectively take away almost all council discretion and undermines the role of local government as an independent, democratic sphere of government.</p>	<p><b><u>STRONGLY OPPOSE</u></b></p> <p><i>The remarks provided by the LGA are broadly supported.</i></p> <p><i>CoS considers the suggestion that a council's policy content could or should be adjusted by regulatory change is a blunt and aggressive attack on the autonomy of democratically elected public authorities.</i></p> <p><i>Current governance frameworks for councils are sufficiently robust so as to require contemporary thinking and contemporary processes to develop policies for the management and governance of a local council area for the benefit of the local community.</i></p> <p><u><i>There is already transparency and significant oversight over how councils undertake those processes.</i></u></p> <p><i>What is not transparent is any evidence that there is a need for this legislative change that places significant power in a Minister of State Government, and therefore the State Cabinet, to affect policy deliberations, strategic directions and therefore budget deliberations of a local council who have been elected to work for the local community, expending funds managed on their behalf, for their benefit and in their local area.</i></p> <p><i>There is no supporting information provided that suggests that State Government departments are either</i></p>	<p>Legal advice from Norman Waterhouse confirms that this clause has been rewritten but is the same in substance.</p> <p>The sector strongly opposes this expansion of state government decision-making power, at the expense of democratically elected local representatives.</p>

		<p><i>resourced or directed to undertake community consultation that will be sufficiently responsive or sensitive to local context, circumstances and prevailing community expectations so as to be able to frame policy changes that reflect the needs of our communities.</i></p> <p><i>At best such a power for regulatory change will have to be so broad as to be rendered meaningless and simply an added drain of resources for the need to make the changes.</i></p> <p><i>At worst such a power will be used to leverage local government resources to deliver state-wide policy objectives, regardless of whether local communities are supportive and have an expectation that their council will deliver.</i></p>	
<p><b>s126 Audit and Risk Committee</b></p> <p>A majority of members of council Audit and Risk Committees must not be members of the council and may not be an employee of the council.</p> <p>The role of these committees is expanded to include 'risk', and 'Functions' of Audit and Risk Committees expanded:</p> <p>New functions include:</p> <ul style="list-style-type: none"> <li>Monitoring expenses of council.</li> <li>to make recommendations for improvements based on</li> </ul>	<p>The LGA's previous local government reform submission provided broad support for an expanded role for council Audit Committees. will seek advice on these details from the sector.</p> <p>The detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>This is largely consistent with current City of Salisbury practise; however the reference to "monitoring expenses of council" is not appropriate or supported. It is at a level of detail that is not and should not be a function of an audit committee, but is the responsibility of the council and its oversight of the administration.</i></p>	<p>No amendment. Member councils were generally supportive of the change, albeit concerned about potential costs.</p>

<p>previous audit/risk assessments.</p> <ul style="list-style-type: none"> <li>Review powers when CEO assists audit committee.</li> <li>Liaise with council auditor in accordance with the Regulations</li> </ul> <p>(g) if a council has an internal audit function -to review/comment on an annual report by CEO in internal report re the scope of internal audit work; and</p> <ul style="list-style-type: none"> <li>The objectivity and standard demonstrated in the carrying out of the function.</li> </ul> <p>If a council does not have internal audit function, the CEO must report on polices of council etc</p> <p>There must be one meeting of the Audit and risk Committee each quarter and the Audit and risk Committee must provide a report to council every 3 months.</p>			
<p><b>s126A</b></p> <p>Regional audits permitted, where 2 or more councils share audit resources. This is optional.</p>	<p>This option may be useful for regional councils who struggle to recruit qualified independent auditors.</p>	<p><b><u>NEITHER SUPPORT</u> or <u>OPPOSE</u></b></p>	
<p><b>s128 Auditor</b></p> <p>Councils must use a different audit firm at least every 5 years.</p> <p>Then a council must wait five years before re-engaging that same auditor.</p>	<p>Unlike the Corporations Act, councils can't just change the particular auditor within the same firm.</p>	<p><b><u>SUPPORT</u></b></p>	

<p><b>s129 Conduct of Audit</b></p> <p>If the SA Auditor-General exercises (existing) powers to perform the council audit, then a normal audit is not required.</p> <p>If the Auditor -General conducts the audit, the council must pay for the reasonable costs incurred.</p>	<p>Note that the Auditor-General also has new powers to conduct a 'review' which is not a full audit but might be, for example, an investigation into a particular aspect of a council's affairs.</p> <p>The broad powers that are already available to the Auditor General to review or audit a council's financial management are further justification that the additional, expensive rates oversight processes outlined in the Bill are unnecessary and unwarranted.</p>	<p><b><u>SUPPORT</u></b></p>	<p>The LGA remains concerned that councils could be exposed to the costs of two audit processes: one from the council's independent external auditor and then from the SA Auditor-General.</p>
<p><b>s151 Basis of rating</b></p> <p>Delete council power to use 'site value' as a means of rating. All councils will use 'capital value' method.</p>	<p>The OLG advise that currently only 8 councils use site value.</p> <p>This will mean state-wide consistency for ratepayers, but the detail of this proposal needs to be tested with member councils before the LGA forms a position.</p>	<p><b><u>SUPPORT</u></b></p>	<p>No change in these amendments.</p> <p>Impacted councils prefer to retain current rating arrangements.</p> <p>If the clause remains in the Bill, impacted councils will need financial and IT support as well as a considerable period to consult with local communities and implement the required changes.</p>
<p><b>s170 Notice of declaration of rates</b></p> <p>Requirements to give the public notice of the declaration of rates.</p>	<p>The specific requirements to give the public notice of the declaration of rates will be set out in the Community Engagement Charter.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s194 Revocation of community land</b></p> <p>Simplification of current unwieldy process to revoke community lands. Cases where the Minister</p>	<p>On an initial review of this proposed clause the LGA is not convinced that the drafting achieves the policy intention. With assistance from Norman</p>	<p><b><u>SUPPORT</u></b></p> <p><i>The intent is supported because council decisions about management, use and potential sale of land it owns should be based, wherever possible on robust</i></p>	<p>Unchanged.</p>

<p>will be required to make the decision is clarified.</p> <p>More situations where councils can make the decision to revoke uncontroversial community land (eg unmade roads).</p> <p>Does not apply to Adelaide Parklands.</p>	<p>Waterhouse Lawyers, we hope to clarify this and ensure the Minister is not required to approve minor or uncontroversial applications.</p>	<p><i>community engagement and consultation.</i></p>	
<p><b>s222 (1a) permits for mobile food vending business</b></p> <p>Removal of automatic granting of permits to mobile food vendors (food trucks).</p>	<p>Mobile food vending business will now be treated like any other business seeking a council permit. This is consistent with ongoing submissions from the sector and LGA advocacy.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s262A Council Member Behaviour</b></p> <p>First step requires the council deal with issue in accordance with their (new) behaviour management policy and behaviour support policy.</p>	<p>Council has initial obligation to deal with council member behavioural issues, according to their own 'Code'.</p> <p>This is consistent with previous LGA local government reform submissions.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s262C Member Behaviour – Action</b></p> <p>Council has powers to insert consequences/ penalties into their policy for breaches of their Council policy. Councils may:</p> <ul style="list-style-type: none"> <li>a) censure</li> <li>b) Require a public apology.</li> <li>c) Require the councillor to undertake a specified course of training or instruction.</li> </ul>	<p>Most of these changes are welcome.</p> <p>Legal advice, mediation and other options can be used, if a council elects.</p> <p>Based on the consultation with the sector in 2019, there may be some concern if a majority of council members have a power to suspend a council member, even after a formal process had been completed.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>The intent of the proposed amendment is supported as it potentially will help to resolve matters before they might escalate to become a Code of Conduct matter that requires a formal process and seeking legal advice.</i></p> <p><i>The inclusion of mediation and similar mechanisms that are aimed at swift and transparent resolution would be useful.</i></p>	

<p>d) remove or suspend the member from 1 or more offices held by the member.</p> <p>In dealing with these, council must proceed with as little as possible formality and technicality</p> <p>The clause has been designed in an attempt to enable councils to operate without requiring lawyers.</p> <p>Councils are not bound by the rules of evidence but must provide procedural fairness</p> <p>Council can refuse to deal with a matter because it is frivolous, vexatious, trivial. Council can also decide to take a matter no further.</p>	<p>The LGA will seek feedback from member councils on the detail of this proposal.</p>		
<p><b>s262D Member Behaviour - Reasons</b></p> <p>If a council refuses to deal with a complaint or determines to take no further action, then the council must provide written reasons.</p>	<p>This is a new administrative step that, ideally, will be part of an overall scheme that is faster and less expensive than currently operating.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s262E Behaviour Panel</b></p> <p>Misbehaviour means:</p> <ul style="list-style-type: none"> <li>A failure by a member of council to comply with a requirement under 262C(1) (ie the council determination about the complaint)</li> <li>Failure to comply with a council behaviour management policy.</li> </ul> <p>A failure to comply with an agreement reached following</p>	<p>Classifying these levels of poor behaviour will enable the new Behaviour Panel to issue guidelines on likely penalties.</p> <p>The proposal will give the Panel power to define bullying and harassment, for the purposes of the Local Government Act.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>For the sake of consistency, the WHS Act definitions of bullying and harassment should be used.</i></p>	



<p>mediation, conciliation arbitration, dispute resolution process (ie a councillor has agreed and reneged).</p> <p>Repeated misbehaviour.</p> <p>Misbehaviour, repeated behaviour and serious misbehaviour are defined.</p> <p>'Serious misbehaviour' means bullying or harassment of another member or employee of council.</p>			
<p><b>s262F Panel</b></p> <p>Local Government Behaviour Panel will have 3 members:</p> <ol style="list-style-type: none"> <li>1. one jointly appointed by Minister and LGA</li> <li>2. one appointed by Minister and</li> <li>3. one appointed by LGA.</li> </ol>	<p>This proposal is consistent with the LGA's previous local government reform submissions.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>A process to enable member councils of the LGA to vote on and determine the 3<sup>rd</sup> panel member instead of "joint appointment" between the Minister and the LGA would give confidence to councils that the Panel is truly independent and objective.</i></p> <p><i>The amendments should include a "skill set" as a requirement for appointment to the panel.</i></p>	
<p><b>s262J Panel remuneration</b></p> <p>Remuneration and expenses of the Panel will be determined by Governor.</p>	<p>Early estimates (based on Local Government Grants Commission Model) indicate costs will be \$300-350K for all three Panel Members (and including an Executive Officer and one administrative person).</p> <p>It is proposed that the LGA pay these fixed costs with councils paying on a fee for service basis when their matters come before the Panel. The LGA seeks feedback on whether the sector</p>	<p><b><u>SUPPORT</u></b></p>	

	<p>is prepared to fund the proposed model.</p>		
<p><b>s262N</b></p> <p>The Panel must</p> <ul style="list-style-type: none"> <li>• Publish guidelines</li> <li>• Publish model behavioural management policies</li> <li>• Practice directions</li> </ul> <p>Panel can perform other functions assigned.</p>	<p>The LGA will seek further details on funding model. At present, the LGA would pay extra, if the Minister assigned the Panel additional functions. This appears to present an open-ended financial commitment. There is a danger that the State Government could use LGA to take on extra regulatory roles (cost shifting). Extra LGA and sector funding needs to be <i>by agreement</i>.</p>	<p><b><u>SUPPORT</u></b></p>	<p>Reduction in the range of functions assigned to the Panel. There is no need for the Panel to duplicate functions performed by the LGA.</p>
<p><b>s262Q Referral</b></p> <p>Matters can be referred to the Panel by</p> <ul style="list-style-type: none"> <li>• Resolution of council</li> <li>• CEO of council</li> <li>• at least 3 members of council</li> <li>• the Minister</li> </ul> <p>+ any person dissatisfied with council decision.</p>	<p>Council policies should have processes to deal with complaints from the public, council staff and council members. However, appeals do not need to be treated consistently.</p> <p>This clause needs to distinguish members of the public complaining about council member behaviour (already dealt with by s273 with appeals to Ombudsman) and complaints from staff and council members. The public already have the ability to complain about council member behaviour. There is no need (and have been no calls) for an additional grievance process for members of the public.</p> <p>Council staff and members should have access to the Panel where internal council</p>	<p><b><u>SUPPORT</u></b></p> <p>CoS support is only for the first dot point, namely, a matter can only be referred to the Panel by a resolution of council.</p>	<p>Members of the public will continue to use existing grievance procedures in the Act.</p>

	<p>processes have not been successful. This is the specific problem that the Panel is established to solve.</p>		
<p><b>s262S</b> Panel may arrange for investigations, compel reports from council, etc.</p>	<p>Council will often conduct an initial investigation. While the Panel should be a fast and low-cost forum, it may need to (but should not be required to) conduct its own investigation.</p>	<p><b><u>SUPPORT</u></b></p>	
<p><b>s262W</b> Powers of the Behaviour Panel. The Panel may:</p> <ul style="list-style-type: none"> <li>• Reprimand</li> <li>• Direct a council to censure</li> <li>• Require a public apology</li> <li>• Require a councillor to undertake a course of training or development.</li> <li>• Require a councillor to reimburse an amount of money.</li> <li>• Remove or suspend an office in capacity as member of another body</li> <li>• Suspend for up to 3 months</li> <li>• Direct council to lodge complaint with SACAT (SACAT can suspend for longer or</li> </ul>	<p>The LGA queries why the Panel refers censures back to councils and doesn't have the power to censure, itself.</p>	<p><b><u>SUPPORT</u></b> <i>The reference to "integrity" contradicts the proposed change to s262Y below.</i></p>	

<p>remove a person from council).</p> <p>If a councillor fails to comply with an order, <b>this is defined as an integrity issue</b> and goes to SACAT (not OPI) and the Panel must make a report to the Minister.</p>			
<p><b>s262Y</b></p> <p>If corruption or integrity issue - it goes to Office of Public Integrity.</p>	<p>Clarification is required regarding where appeals from Panel go, where there is <b>not</b> corruption.</p>	<p><b><u>SUPPORT</u></b></p> <p><i>Refer comment above.</i></p>	
<p><b>s273 Action a Minister can take on Report</b></p> <p>A Minister may, on the basis of information received from:</p> <ul style="list-style-type: none"> <li>• ICAC</li> <li>• Ombudsman</li> <li>• A Designated Authority under s123</li> <li>• A report of the Small Business Commissioner</li> <li>• A report of the behavioural standards panel; or</li> <li>• A report of a council administrator,</li> </ul> <p>ask council why s/he shouldn't direct it.</p> <p>If not satisfied, Minister can direct Council.</p>	<p>This is the clause that gives the Minister broad powers to direct a council on matters arising out of these bodies.</p>	<p><b><u>OPPOSE</u></b></p> <p><i>There is no evidence that the current governance and oversight frameworks do not work or are somehow deficient.</i></p> <p><i>The Minister should not have the ability to intervene or overrule where a council has acted lawfully.</i></p>	<p>The amendments remove the ability of the Minister to direct councils based upon a report from the Small Business Commissioner or the Designated Authority.</p>

LGA Media Release

## **Time to put politics aside**

15th October 2020

The LGA is urging all parties to put politics aside and support the swift passing of the Statutes Amendment (Local Government Review) Bill 2020 through Parliament.

LGA President Sam Telfer said the LGA now supported the majority of this revised Bill, which includes a range of measures that will support councils to deliver even better value for their ratepayers.

“Councils support sensible, evidence-based local government reform, and the Bill that will enter the Legislative Council strikes a balance between the interests of ratepayers, councils and the Parliament.”

“Elements of this Bill have been shaped by the ideas put on the table by all parties in recent years, and by the firm resolve of the Parliament not to accept previous legislative proposals that were not in the best interest of South Australians.”

“It was disappointing to see Labor playing politics today, indicating their support for rate capping after it had been removed from the Bill, and after they have consistently opposed the policy for the past six years.”

“Labor needs to stop shifting the goal posts by making policy on the run.”

“We want to see this Bill passed quickly so councils can realise the benefits from the new processes and structures it will establish, including the creation of a new Local Government Behaviour Panel.”

“This isn’t the time for political point scoring – we need to work together so the benefits can flow into our communities.”

A central component of the revised Bill is a new rates oversight scheme, which would function as follows:

- Once every three years (on a rotating schedule) councils will provide relevant information to the Essential Services Commission of SA (ESCOSA) about their current long-term financial plan, infrastructure and asset management plan and annual business plan and budget for review.
- ESCOSA will review this information and provide a report to the council on whether their plans and rates are appropriate and – if relevant – advice on how they can be improved.
- Councils would then be required to publish the advice received from ESCOSA in their future Annual Business Plans and the community will have their say through a public consultation process.

- If a council fails to address any serious or systemic issues, the Minister has sufficient existing powers available to seek remedy from any council that is not operating within the requirements of the Act.

Mayor Telfer said “Unlike previous ‘rate capping’ proposals that would have given the Minister broad powers to arbitrarily override council decision making on local plans and priorities, this proposal is designed to help councils to improve their performance over time and increase transparency for ratepayers.”

“Council rates have been trending down for years, and this year we’ve seen many councils freeze their rates, and provide millions of dollars in rate relief to households and businesses impacted by COVID-19.”

“Our sector has demonstrated that we can be relied upon to do the right thing, and we want to work with – not against – the Parliament on opportunities to get even better.”

“One outstanding issue that we are asking the Legislative Council to resolve is the Government’s proposal to cap the number of elected members to a maximum of 12.”

“The LGA believes that the community is best placed to determine how they will be represented at the local level, and there must be a mechanism to enable a council to have more elected members if that’s what the community wants.”

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20 October 2020

MEMBER OF PARLIAMENT  
Adelaide SA 5001  
**BY EMAIL**

Dear ###

**Re: *Local Government Statutes Amendment (Review) Bill* – State Government amendments**

Having previously written to the Minister for Local Government, the Leader of the Opposition, and the President of the Local Government Association regarding the legislative measures proposed by State Government through its *Local Government Statutes Amendment (Review) Bill* (the Bill), I am now writing directly to you to inform you of the adopted position of my Council in relation to the Bill and, in particular, an aspect of the now amended Bill that my Council strongly opposes.

Many of the proposals are in-and-of-themselves practical. Numerous other proposals are unfounded and will in practice impede in future councils' ability to respond to the needs of their community. My Council's balanced approach and response to the Bill in its original form is evidenced in our submission, a copy of which is attached.

While I appreciate that many of the difficult proposals have either been diluted or withdrawn by State Government through its own amendments to the Bill, the proposal to limit the number of elected members of a council to 12 and removing the current Representation Review clauses strikes at the core of the fundamental relationship between the elected local representatives and their constituents in the local government sector. This will be particularly true for bigger councils across the State.

To illustrate the point, a comparison between the City of Prospect and the City of Salisbury with populations of 21,000 and 138,000 respectively (2016 census) shows that a councillor in Prospect will be representing roughly 2,000 people, while in Salisbury a councillor will be representing the interests of roughly 12,500 people.

The rationale for proposing this measure is not demonstrated. To do away with a representation review process that empowers the community to regularly consider and determine the level of representation it expects from its local elected members, and replace it with a mandated number of elected members is neither supported by reasonable consideration of the democratic process in a free society, nor considerate of the principle of proportional representation.

The views of the City of Salisbury come from a perspective that recognises the legitimacy of councils as governments, elected by constituents in the local area, to provide local services and infrastructure that are needed for building progressive, sustainable and connected communities.

The ability of councils to fulfil this role should be supported by strengthening accountability frameworks that encourage closer and more meaningful engagement with communities, whereas this particular provision in the Bill serves to reduce rather than enhance the opportunity for a diversity of voices to be heard and represented in council chambers across South Australia.

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On behalf of the City of Salisbury, I urge you to actively seek to remove section 11A of the Bill before deciding whether to support the remaining sections.

Thank you for your consideration of this matter. I would welcome further dialogue with you about other aspects of the Bill and how we can work together to get the best outcome for our community.

Yours sincerely

**Gillian Aldridge OAM**

Mayor





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## 6.5 LGA Annual General Meeting - Aluminium Composite Panel Cladding

**AUTHOR** Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance

**CITY PLAN LINKS** 4.4 We plan effectively to address community needs and identify new opportunities

**SUMMARY** This report brings to the attention of Council information about a motion submitted by the City of Salisbury for consideration at the Local Government Association Annual General Meeting (LGA AGM) to be convened on Thursday 29 October 2020. The motion relates to Aluminium Composite Panel Cladding, and due to changed circumstances, it is proposed that the motion be amended for Council's delegate to move the amended motion at the meeting.

### RECOMMENDATION

That Council's submitted motion for consideration at the Local Government Association's Annual General meeting be amended and for Council's delegate to move the following amended motion:

*That the Annual General Meeting requests the LGA on behalf of the whole local government sector to make representations to the State Government in relation to the proposed measure to increase purchaser protection for Aluminium Composite Panel Cladding, and to:*

1. *Support the use of an advisory notice on the Property Interest Report for land owners and potential purchasers to take reasonable steps to determine if ACP has been identified on buildings;*
2. *Support that an obligation is placed on the owner of land to make ACP cladding a formal disclosure on the Form 1 Statement; and*
3. *Request that consideration be given for a campaign to increase the general awareness of purchasers on the appropriate use of materials in a building.*

### ATTACHMENTS

There are no attachments to this report.

#### 1. BACKGROUND

1.1 The Resources and Governance Committee, at its meeting on 19 October 2020, considered how the Council might direct the City of Salisbury's voting delegate in relation to voting on Local Government Association (LGA) General Meeting recommendations.

1.2 The Committee's recommendation is as follows:

##### **3.6.1 Voting Advice to Council Delegate for the Local Government Association Annual General Meeting**

1. *Council direct its voting delegate (Cr Chad Buchanan or Mayor Gillian Aldridge as proxy) to use their discretion when voting on the recommendations, except where Council suggests*

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*otherwise, of the Local Government Association Annual General Meeting as set out in the attachment to this report (Resources and Governance on 19 October 2020, Item 3.6.1).*

2. *Council direct its voting delegate to vote against item 6.12 in Attachment 1 to this report (Resources and Governance, 19 October 2020, Item 3.6.1).*

- 1.3 One matter needs to be highlighted for Council when it considers the recommendation of the Committee provided in item no. 5.3 on the agenda for this meeting of Council, namely the recommendations regarding the LGA AGM and specifically item no. 8.4 - Aluminium Composite Panel Cladding (motion by the City of Salisbury).

## **2. CONSULTATION / COMMUNICATION**

### 2.1 Internal

- 2.1.1 General Manager, City Development, Manager Development Services.

### 2.2 External

- 2.2.1 Local Government Association.

## **3. REPORT**

- 3.1 Staff have previously briefed Council regarding the use of Aluminium Composite Panelling (ACP) in buildings, identified as a concern where incorrectly installed on the façade of buildings. This issue has emerged over the past few years in Australia and overseas.
- 3.2 Council was informed in February 2020 that the audit process within the City of Salisbury had been completed, and six buildings within Council's jurisdiction that were identified as having potential fire life safety risk have been corrected.
- 3.3 In July 2020, The Director, ACP Co-ordination Response wrote to councils seeking comments on a proposal to use of an advisory notice in the Form 1 template and Property Interest Report for potential purchasers of properties to contact the local council in relation to cladding.
- 3.4 There were a number of concerns with the proposal as there are a number of other relevant building issues that owners need to consider in the purchase of new buildings.
- 3.5 Council staff have since been advised (on 13 October 2020) that the state government and LGA have been working towards a revised approach that would place the onus on vendors and purchasers to take reasonable steps to determine if ACP has been identified on the building. This advice would appear as a standard note on all Property Interest Reports and this is likely to commence sometime in October 2020.
- 3.6 Furthermore, the Attorney General's Office is considering amendments to the Form 1 Statement that will make ACP a formal disclosure requirement of the land owner. This change is not expected to be introduced until sometime in 2021 and, it is understood, will be timed to coincide with the introduction of the *Planning, Development and Infrastructure Act 2016* in the Adelaide metropolitan area.

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- 3.7 The revised approach is consistent with the intent of the notice of motion that the City of Salisbury submitted for consideration at the upcoming LGA AGM.
- 3.8 In light of this recent information, it is recommended that the proposed motion be changed to:
- 3.8.1 Support the use of an advisory notice on the Property Interest Report for land owners and potential purchasers to take reasonable steps to determine if ACP has been identified on buildings;
  - 3.8.2 Support that an obligation is placed on the owner of land to make ACP cladding a formal disclosure on the Form 1 Statement; and
  - 3.8.3 That consideration be given for a campaign to increase the general awareness of purchasers on the appropriate use of materials in a building.

#### 4. CONCLUSION

- 4.1 Council submitted the following motion for consideration at the upcoming LGA AGM:

*That the Annual General Meeting requests the LGA on behalf of the whole local government sector to make representations to the State Government in relation to the proposed measure to increase purchaser protection for Aluminium Composite Panel Cladding by:*

1. *opposing the use of an advisory notice in the Form 1 template and Property Interest Report for potential purchasers of properties to contact the local council in relation to cladding;*
  2. *recommending that an obligation is placed on the owner of the building to make this disclosure;*
  3. *opposing any attempts by Government to place the burden of disclosure of information as to the existence of ACP cladding, or action taken to reduce the risk of buildings with ACP cladding, beyond the current statutory obligations;*
  4. *making the necessary regulatory amendment to require the vendor to disclose matters relating to the presence of Aluminium Composite Panels on a building as a matter of urgency; and*
  5. *consideration being given for a campaign to increase the general awareness of purchasers on the appropriate use of materials in a building.*
- 4.2 Council staff have since been notified that the State Government has already commenced the process to undertake the changes being proposed by Council's motion.
- 4.3 Accordingly, it is proposed that Council's delegate move an amended motion from the floor at the LGA AGM as follows:

*That the Annual General Meeting requests the LGA on behalf of the whole local government sector to make representations to the State Government in relation to the proposed measure to increase purchaser protection for Aluminium Composite Panel Cladding, and to:*

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4. *Support the use of an advisory notice on the Property Interest Report for land owners and potential purchasers to take reasonable steps to determine if ACP has been identified on buildings;*
  5. *Support that an obligation is placed on the owner of land to make ACP cladding formal disclosure Form 1 Statement; and*
  6. *And request that consideration be given for a campaign to increase the general awareness of purchasers on the appropriate use of materials in a building.*

**CO-ORDINATION**

Officer:

Date:

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**ITEM 7: MOTIONS ON NOTICE**

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**7.1 Motion on Notice - Federal Budget - Kings and Waterloo Corner Roads, and Community Housing**

Cr Chad Buchanan has submitted the following Notice of Motion:

That:

1. Consistent with our City Plan 2035, as a Critical Action Advocacy Priority to increase the capacity and safety of Kings Road and Waterloo Corner Road, the City of Salisbury prioritise the preparation of a business case to present the Kings Road and Waterloo Corner Road upgrade and resurfacing as a “shovel ready” project to accord with funding guidelines for:
  - a) the \$2 billion Road Safety Program in the Federal Budget;
  - b) the \$1 billion for local government under the Local Roads and Community Infrastructure Program also announced in the Federal Budget; and
  - c) submitting the project to the Federal Government to seek funding when submissions are called for the programs in (a) and (b) above.
2. The Mayor write to the Premier and the Minister for Transport and Infrastructure seeking their acknowledgement that the project is “shovel ready” and their support for our submissions for Federal funding.
3. A report be prepared advising Council about how we can work with the Federal and State Government, and community housing providers to encourage investment in community housing via the National Housing Finance and Investment Corporation.

**ADMINISTRATION COMMENT:**

Kings & Waterloo Corner Roads are both DIT responsibilities, and are both included in the proposed Transport Planning study which it is currently proposed will include both short term (2 to 3 years) and longer term solutions to these roads.

If this motion is endorsed by Council, Administration will engage with DIT on the matters raised, and prepare the requested report on encouraging investment in community housing.

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## **7.2 Motion on Notice: Entrepreneurial Youth Programs**

Cr Maria Blackmore has submitted the following Motion on Notice:

That:

1. A report be provided to the Policy and Planning Committee by the end of 2020 reviewing the entrepreneurial programs offered to the City of Salisbury's youth post COVID-19.
2. That this report include a history of our entrepreneurial programs over the past 5 years, including budget allocations and their current status.
3. That staff consult members of the Salisbury Youth Council, and YACSA, in the creation of this report.

### **ADMINISTRATION COMMENT:**

Pending further discussion and decision by Council, the administration will progress the report.

## **7.3 Motion on Notice: Waste Management Education Partnership**

Cr Graham Reynolds has submitted the following Notice of Motion:

That:

1. Salisbury Council seek to actively reduce the rate of waste contamination.
2. That Council write to the Minister for Education, Minister for the Environment and the CEO of NAWMA seeking their interest in establishing a partnership between their respective Organisations and the City of Salisbury, with the goal of improving education and practice of waste management behaviour of Salisbury Council area school students.
3. That if established, this partnership consider such initiatives as investigating the feasibility and strategy of introducing a three bin waste management system into all public and private schools in the Salisbury Council area, and other initiatives as deemed appropriate to reduce waste contamination rates.

### **ADMINISTRATION COMMENT:**

If Council endorse this motion staff will proceed with the actions.

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### **7.3 Motion on Notice: RM Williams**

Cr Chad Buchanan has submitted the following Notice of Motion:

That:

1. Council note and welcome the recent news that the iconic Australian fashion brand RM Williams is again Australian owned and operated, following its purchase by Mr Andrew Forrest, and:
2. Acknowledge the importance of the decision to the long term security of local jobs and confidence in Australian manufacturing;
3. Note that Mr Forrest intends to visit the RM Williams facility located in the heart of Salisbury when COVID-19 restrictions allow it; and
4. The Mayor and CEO formally extend an invitation to Mr Forrest to meet with Council and senior staff when he visits Salisbury to discuss how the City of Salisbury and RM Williams can work together to promote and support local products like RM Williams, advance Australian owned manufacturing opportunities and brief him on the economic profile of our city to identify opportunities for further cooperation and collaboration.

#### **ADMINISTRATION COMMENT:**

Should the motion be endorsed, the administration will action the resolution.





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**ITEM 8: MAYOR'S DIARY**

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**Recommendation**

1. That this information be noted.

<b>Date</b>	<b>Time</b>	<b>Function</b>
24/09/2020	09:45 AM	Men's Shed
24/09/2020	03:35 PM	Executive staff catch up
28/09/2020	09:30 AM	Men's Shed
28/09/2020	03:30 PM	Schedule upcoming week / Signing / Speeches and Resident Enquiries
28/09/2020	04:00 PM	Catch-up Mayor/CEO - re MP Briefings in October
28/09/2020	04:30 PM	Pre Council Meeting Briefing
28/09/2020	06:30 PM	Council Meeting
29/09/2020	03:00 PM	Meeting with HRSA Chairman & CEO
30/09/2020	09:00 AM	Providence Event
30/09/2020	10:00 AM	Meeting with resident re Secret Garden performance
30/09/2020	10:45 AM	Italian Radio UMO
30/09/2020	02:00 PM	Resident meeting re Secret Garden performance
30/09/2020	03:00 PM	Mayor Aldridge, Michael Arman - LGA Strategic Plan 2021-2025 (phone meeting)
30/09/2020	06:00 PM	Invitation to Local Government Reform briefing with Peter Malinauskas and Jayne Stinson
1/10/2020	06:30 PM	Small Business Meeting
5/10/2020	04:00 PM	Schedule upcoming week / Signing / Speeches and Resident Enquiries
6/10/2020	10:15 AM	Mayor's Radio Show: Community Programs
6/10/2020	12 Noon	Media Issues - Regular Catch-up
6/10/2020	12:30 PM	Mayor's Video Message (Recording)
6/10/2020	02:00 PM	2pm LGA Board of Directors Special Meeting
6/10/2020	03:30 PM	Executive staff catch up
6/10/2020	06:30 PM	Informal Strategy
7/10/2020	10:30 AM	Regular Catchup to Discuss Current/Upcoming Planning/Building Issues
8/10/2020	10:00 AM	Plaque unveiling
8/10/2020	11:00 AM	Hub tour for students – Para Hills West
8/10/2020	11:30 AM	Meeting with CEO & EA, PA
8/10/2020	02:00 PM	Citizenship Ceremony
9/10/2020	05:45 PM	Northern Districts Athletics Club - Official Season Opening of the 20/21 Summer Season of Little Athletics.
9/10/2020	07:15 PM	MLPC Exhibition 2020
10/10/2020	08:30 AM	Athlete club
10/10/2020	06:00 PM	Salisbury North Football Club - Best and Fairest Night
11/10/2020	10:00 AM	Service at Life Service

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11/10/2020	02:00 PM	Northern Knights (Super League team franchised to the Salisbury Bowling Club) final practice session
12/10/2020	04:00 PM	Schedule upcoming week / Signing / Speeches and Resident Enquiries
12/10/2020	06:30 PM	Sport, Recreation and Grants Committee
12/10/2020	06:30 PM	Innovation and Business Development SC
13/10/2020	05:30 PM	Youth Council
13/10/2020	06:30 PM	Audit Committee Meeting
13/10/2020	06:30 PM	Strategic Property Development SC
13/10/2020	06:30 PM	Strategic & International Partnerships SC
14/10/2020	11:00 AM	Signing the Financial Statements
14/10/2020	12 Noon	Centrelink Employee Retirement
14/10/2020	01:00 PM	Office time
14/10/2020	02:00 PM	Meeting with Chief Executive of TAFE SA & regional Mayors
14/10/2020	04:00 PM	Salisbury Aware Photo Shoot
14/10/2020	05:15 PM	Burton Community Centre AGM
15/10/2020	01:00 PM	Paddocks AGM
16/10/2020	06:00 PM	SPEECH - Salisbury Inter Soccer Club Junior Presentation 2020
18/10/2020	02:00 PM	Hope central
19/10/2020	12 Noon	Radio Italiana 531AM
19/10/2020	04:00 PM	Meeting with Mayor, Cr C Buchanan & Representatives of Adelaide Tamil Association
19/10/2020	04:30 PM	Pre Labor/Liberal Meeting
19/10/2020	06:30 PM	Standing Committee Meetings
20/10/2020	09:30 AM	Counting of votes for election of GAROC Committee members (via Zoom)
20/10/2020	10:00 AM	Radio Show
20/10/2020	10:15 AM	Mayor's Radio Show: Australia Day Award Nominations Open
20/10/2020	12 Noon	Media Issues - Regular Catch-up
20/10/2020	12:30 PM	Mayor's Video Message (Recording)
21/10/2020	02:00 PM	CEO Briefing - Local MPs - Liberal Party
21/10/2020	02:00 PM	Briefing - Local MPs - Liberal Party
21/10/2020	05:30 PM	Wednesday Wind Downs - Small Business Month - Polaris Networking Event

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**ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES**

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**ITEM 10: QUESTIONS WITHOUT NOTICE**

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**ITEM 11: QUESTIONS ON NOTICE**

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*There are no Questions on Notice.*

**ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE**

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## ITEM 13: CONFIDENTIAL ITEMS

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### 13.1 Policy and Planning - Confidential Recommendations for Council Ratification

#### 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*
  - *As this report makes reference to matters previously considered by Council in confidence, non disclosure of this matter at this time will protect information of a commercial nature the disclosure of which may jeopardise Council's commercial position or confer a commercial advantage on a third party with whom Council is conducting or proposing to conduct business.*

*On that basis the public's interest is best served by not disclosing the **Policy and Planning - Confidential Recommendations for Council Ratification** item and discussion at this point in time.*

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

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### 1.10.1 Better North East Initiative

#### 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
  - As this report makes reference to matters previously considered by Council in confidence, non disclosure of this matter at this time will protect information of a commercial nature the disclosure of which may jeopardise Council's commercial position or confer a commercial advantage on a third party with whom Council is conducting or proposing to conduct business

On that basis the public's interest is best served by not disclosing the **Better North East Initiative** item and discussion at this point in time.
3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

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## 13.2 Works and Services Committee - Confidential Recommendations for Council Ratification

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

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## 2.9.1 Mawson Lakes Interchange

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

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## 2.9.2 Recommendations of the Confidential Strategic Property Development Sub Committee meeting held on Tuesday 13 October 2020

### 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 matter would 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 Tuesday 13 October 2020** item and discussion at this point in time.*

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



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### 13.3 Resources and Governance - Confidential Recommendations for Council Ratification

#### 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*
  - *Non-disclosure of this matter and discussion of this item in confidence would protect information relating to the personal affairs of the persons affected and proposed action by Council in considering the individuals to whom those personal affairs relate for appointment as Independent members of Council's Audit Committee*

*On that basis the public's interest is best served by not disclosing the **Resources and Governance - Confidential Recommendations for Council Ratification** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

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### 3.8.1 Audit Committee membership - Appointment of Independent Members

#### 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*
  - *Non-disclosure of this matter and discussion of this item in confidence would protect information relating to the personal affairs of the persons affected and proposed action by Council in considering the individuals to whom those personal affairs relate for appointment as Independent members of Council's Audit Committee*

*On that basis the public's interest is best served by not disclosing the **Audit Committee membership - Appointment of Independent Members** item and discussion at this point in time.*

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

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## 13.4 Budget and Finance Committee - Confidential Recommendations for Council Ratification

### 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 matter at this time will protect sensitive commercial information relating to the operations of Council that may confer an advantage on a third party or prejudice the commercial position of Council*

*On that basis the public's interest is best served by not disclosing the **Budget and Finance Committee - Confidential Recommendations for Council Ratification** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

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## 6.9.1 Operating Surplus Initiative Update

### 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 matter at this time will protect sensitive commercial information relating to the operations of Council that may confer an advantage on a third party or prejudice the commercial position of Council*

*On that basis the public's interest is best served by not disclosing the **Operating Surplus Initiative Update** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*