

Minutes of the Board of Management Meeting

Held Wednesday 16th March 2023 at 8.30am

@ Salisbury Community Hub, 32 Church Street Salisbury

1. Present

- Acting Chair, Kamal Dahal - *SA Disability Care*
- Joe Balawejder - *multiple site Property Owner*
- Sgt. Jacqueline McDonald - *SAPOL*
- Toni Anne Smallman - *Rotary Club of Salisbury Inc.*
- Julie Pope - *Mobo Group,*
- Patsy Kellett - *Northern Community Legal Service Inc.*
- Lee Hannon - *Hoyts Salisbury Cinemas,*
- Cr. Moni Mazzeo - *City of Salisbury*
- Thomas Kauschke - *Ramsay Electorate Office*
- Melinda Fremlin - *Parabanks Shopping Centre via teleconference*
- David Waylen (*Association Executive Officer*)

Guests:

1. (a) Welcome

Acting Chair Kamal Dahal read the Kurna Welcome, and welcomed and welcomed/thanked all Board members present.

The Salisbury Business Association acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

2. Apologies

Marty Edwards (Chair) - *Multiple Solutions Inc. (MS)*, Dr. Rajnish Garg - *Salisbury House Medical and Dental*, Cathy Perry - *Office of the Hon. Zoe Bettison MP* and Cr. David Hood – *City of Salisbury*

3. Confirmation of Minutes of the last meeting: January 2023

Minutes of the meeting circulated via email previously.

Motion: To accept the minutes for the 19th January 2023 Meeting as tabled

Moved: Julie Pope

Seconded: Patsy Kellett

Passed unanimously

4. General Business / Business Arising from the Minutes

4.1 Welcome our Elected Member appointees

Kamal welcomed Cr. Moni Mazzeo and Cr. Mazzeo gave a brief introduction.

4.2 Budget 2023 - 2024

David circulated the draft budget for approval via email.

Motion: To adopt the 2023 – 2024 Budget as tabled, with a 4% increase to reflect CPI

Moved: Lee Hannon

Seconded: Kamal Dahal

Passed – Budget adopted

4.3 Marketing Plan 2023 - 2024

New Marketing Plan tabled for discussion

Motion: To endorse and adopt the Marketing Plan as tabled.

Moved: Julie Pope Seconded: Lee Hannon/Toni Anne Smallman Passed unanimously

4.4 Concerns re. Council Meetings

Over the past few months, there have been mounting issues around ratepayer representation, and personal Councillor driven agendas from two of our elected members, one who represents members of the Salisbury Business Association.

These issues have led to disharmony within the chamber, verbal and social media attacks on Council staff and members of the public including our Executive Officer.

With the crucial budget deliberation period upon them, the Board endorsed our Chair, Marty Edwards to write to Council expressing our concerns and wishing the focus to return to effective collaboration and delivering good governance and outcomes for the City of Salisbury.

4.5 Shopfront Improvement Grant Program

One business has applied and was endorsed for funding approval.

5 other businesses expressed interest, but with the timeframe to apply over Christmas, difficulties engaging with contractors affecting their applications.

Council to be encouraged to open a second round this financial year.

4.6 John Street and Church Street Renewal Update

The Church and John Street Revitalisation Project continues on schedule with the bulk of the civil works now complete. Balance of works hoped to be completed by early – mid April.

- The public toilet has been installed
- New LED Street Lighting and improved CCTV cameras being installed
- Judd and Sexton Laneway upgrades commenced (Sexton Laneway is 85% complete and has re-opened to the public)

4.7 Business Watch Safety and Security Update

Very positive feedback from the community for the SA Police information stand at the Salisbury Fringe Carnival this year. Great engagement opportunity. Thank you to SA Police.

David raised concerns re. the significant increase in graffiti attacks across the SCC, and has shared these concerns with SA Police via Jackie. The Business Watch Report also raised concerns around the current spate of assaults and the high volume of retail theft related reports, especially alcohol).

SA Police continues to work with alcohol retailers to try and curb these instances.

4.8 Executive Officer WHS Protections

4.8.1 Safety and Security Audit SBA office

Sgt. Jackie McDonald's Audit was circulated to Board Members via email and Joe Balawejder on the day, at the meeting. Special thanks to Jackie for the extensive report supplied to the Association.

Areas identified from the Audit addressed to date:

- Off-site storage space contracted with National Storage Salisbury Plain
- Test and Tag arranged for all electrical items
- Landlord contacted re. the need for smoke detectors
- Investigate duress alarms

4.9 Potential relocation of the SBA Office

In light of the concerns and issues raised, the Board discussed the Office Safety and Security Audit, agreed that the current office arrangement was not suitable for it's employee/s, was not 'fit for purpose' and adopted the discussion position to relocate.

They considered three options (listed below) for office for office space moving forward.

	Configurati on	Cost	Lease	Amenities (On-site toilets & kitchen)	Outgoing s	After Hours Access	Stora ge	Meetin g Space	Bond	Notes
Existing Office	3 main rooms, 3 storage areas	\$23,881 pa	Ongoing arrangement	No	Nil	24/7	Yes ... but	Yes	N/A	Safety & Security upgrade required
Gawler Street (Shared with MOBO + 1 other tenant)	Single office	\$16,120	Hire Agreement	Yes (Shared)	Nil	Limited	Nil	Yes \$	\$500	Separate Wi-Fi reqd No Foot traffic ? Window signage
33a John Street	Large office for multiple desks and storage	\$18,000 pa	Lease	Yes	\$2,000+ pa	24/7	Yes	Yes	3 month guara ntee	Signwriting + Wi-Fi

Special thank you Julie Pope for offering to house the SBA.

Motion: To secure the lease, terminate 20a John Street, pay all associated relocation and costs (incl. bond/bank guarantee) and relocate to 33 John Street.

Moved: Patsy Kellett

Seconded: Julie Pope

Passed

4.10 Leave of Absence – Cr. David Hood

Due to work commitments, Cr. Hood has requested leave of absence from the Board for the remainder of 2023. He will assume Board responsibilities as of 1st January 2024, and if unable to do so will stand down to enable Council to appoint a replacement.

4.11 New Board Reporting Format

The Executive Officer tabled their quarterly against the Association's Business Plan. Due to the in-depth nature and size of the report, the Board approved tabling this report half yearly and to report predominantly against outcomes/KPI's achieved or those that are not rating highly for reconsideration or recommendation.

5. Significant Correspondence

5.1 In: Nil

5.2 Out: Congratulations to Inspector Guy Buckley APM (Officer in Charge – Northern Local Service Area) on being awarded the Australian Police Medal as part of the Australia Day Honours List.

6. Reports

6.1 Chairperson – Marty Edwards

As Marty was an apology, no Chair's report was tabled.

6.2 Deputy Chair – Kamal Dahal

No report tabled and nil to report on.

6.2 Finance Report – David Waylen/Cathy Perry

David prepared and circulated the Finance Reports for January and February 2023 via email.

Please Note: On months where no Board meeting is scheduled, a Finance Report will still be provided to Board Members via email. This will then be ratified and adopted at the next available meeting.

Motion: To accept the January and February 2023 Finance Reports as tabled.

Moved: Julie Pope

Seconded: Lee Hannon/Toni Anne Smallman

Motion Passed Unanimously

6.3 SAPOL and SCC BUSINESS WATCH Report

Refer to January / February Report attached.

Sgt. Jackie spoke to the Business Watch Report that was emailed to members.

- High level of alcohol related thefts continued this period, and SA Police continue to liaise with the liquor stores in the SCC
- Concerns around the number of assaults during this period
- Increase in graffiti across the SCC with District Policing Team aware of this and following up

6.5 City of Salisbury representatives

As it was Cr. Mazzeo's first meeting, she had nothing to report.

6.6 Other Board Members

Nil to report.

6.7 Executive Officer - David Waylen

Report submitted to Board members via email.

Nil additional to report.

7. General Business (continuing)

7.1 City Centre and Salisbury Community Hub activation

8. New Business

8.1 Officer's and Director's Insurance

Executive Officer to follow up on this, and to secure on behalf of the Board.

8.2 City of Salisbury Business Awards

The SBA to write to Council CEO re. the opportunity for a City of Salisbury Business Awards Program

Meeting Closed: 9.40am

To ensure maximum Board Member engagement, we need to, (where possible), ensure Board meetings do not extend beyond one hour.

Thank you all for your attendance and valuable contributions.

Special thanks the City of Salisbury for hosting today's meeting.

Next Meeting:

Thursday 18th May 2023 - 8.30am

Venue: Level 1, Room 102A/B, Salisbury Community Hub 34 Church Street + Teleconference facilities

Future Meetings

If members have reports for tabling, please email them to David Waylen by 5pm on the Friday prior to the meeting. This way they can be emailed to all Board Members prior to the day and minimal need to present the report verbally at the meeting - more of a question and answer sort of report.

ACTION LIST

Item #	Action	Responsibility	Timeframe
4.2	Budget for 2023/24 endorsed and to be submitted to the City of Salisbury for consideration	Executive Officer	March 2023
4.4	Board Chair to write to the City of Salisbury re. our concerns about Council meetings	Chair	March 2023
4.5	SCC Shopfront Improvement Grant Program Follow up with Council re.? Round 2	Executive Officer	April 2023
4.8	Executive Officer WHS Support EO to follow up on report recommendations	Executive Officer	February 2022
4.9	SBA Office Relocation		
4.10	Correspondence to be sent to Cr. David Hood re. Leave of Absence for 2023	Executive Officer	March 2023
8.1	Director's and Officer's Insurance	Executive Officer	April 2023
8.2	CofS Business Awards Executive Officer to write to CofS CEO	Executive Officer	March 2023

STANDING ORDERS

Order Number	Date Approved/ Adopted	Details	Review Date or 1 st meeting post AGM
6	20/10/21	Proxy voting capability at all Board Meetings (as per AGM) If a Board Member is unable to attend, they can appoint a nominee (proxy) who will attend on their behalf and have all of the voting rights of the Member.	January 2024
5	20/10/21	Teleconferencing capability for all Board meetings Members are enabled to dial in, rather than lodge an apology or send a Proxy, and still be enabled to participate in Association decision making.	January 2024
4	20/10/21	Reduction in the number of formal Board meetings to bi-monthly , with the opportunity to meet on the alternate month should sufficient agenda items necessitate this and for concerns that can't be addressed via email and consensus	January 2024
3	21/2/18	Meeting Protocol: Where a convened meeting doesn't reach the required quorum within 10 minutes of the scheduled meeting time, the meeting will proceed, minutes will be taken & then they will be circulated to all Board members for ratification/adoption. Ensuring minutes can be shared and actioned in real time, rather than waiting until the next scheduled meeting.	January 2024
1	May 2017	ANZAC Day Wreath for Salisbury RSL Service. That the Association will provide and lay a wreath on behalf of all local businesses/traders	January 2024
2	13 December 2017	Events Contingency Fund will be an 'on the books' line of \$10,000. This line to be maintained and used on an as needed basis.	January 2024

Signed:  (Minute Secretary/Executive Officer)

Date:

BOARD MEETING SCHEDULE & KEY DATES 2023

Board meetings **3rd Thursday of each month**, (unless otherwise indicated)

<u>Activity</u>	<u>Day/Date/Time</u>	<u>Venue</u>
SBA Board Meeting	Thursday 18 th May 8.30am – 9.30am	Level 1 Committee Rooms Salisbury Community Hub
National Volunteer Week Expo	Wednesday 17 th May 10am – 1pm	Parabanks Shopping Centre
Mainstreets of Australia Family Fun Day	Saturday 20 th May 10am – 1pm	Salisbury Civic Plaza and John Street
Keeping your Health on Track Community Health Expo	Thursday 22 nd June 10am – 1pm	John Harvey Community Hall
Salisbury City Centre Business Awards	1 st July – 4 th August	Campaign
SBA Board Meeting	Thursday 20 th July 8.30am – 9.30am	Level 1 Committee Rooms Salisbury Community Hub
Superhero Saturday Family Fun Day	Saturday 29 th July 10am – 1pm	Parabanks Shopping Centre
Salisbury - Food, Glorious Food	August	Campaign
Salisbury City Centre Business Awards Ceremony	Wednesday 30 th August 6 – 8.30pm	Venue TBC
Family Business Month	September	Campaign
SBA Board Meeting	Thursday 21 st September 8.30am – 9.30am	Level 1 Committee Rooms Salisbury Community Hub
Employment, Education and Training Expo	Tuesday 26 th September 10am – 1pm	John Harvey Community Hall
Salisbury Business Showcase	October	Campaign
SBA 2022 – 2023 AGM	Tuesday 10th October 4pm – 5pm	Venue TBC
Halloween Family Fun Day	Saturday 28 th October 10am – 1pm	Parabanks Shopping Centre
SBA Board Meeting	Thursday 16 th November 8.30am – 9.30am	Level 1 Committee Rooms Salisbury Community Hub
Salisbury Community Christmas Parade	Saturday 2 nd December, 10am – 12pm	John Street & Surrounds
SBA Christmas Drinks	Tuesday 5 th December 4 – 6pm	TBC

Key	Board Meetings	Precinct Wide Marketing & Events	Governance	Member Events
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BOARD DIRECTORS 2023

Chairperson*:	Martin Edwards medwards@ms.asn.au <i>Multiple Solutions Inc. (MS)</i>	0420 974 711
Deputy Chairperson*:	Kamal Dahal kamal@sadisabilitycare.com.au <i>SA Disability Care</i>	0404 960 977
Treasurer*:	Cathy Perry (Comm Rep) cathy.perry2@parliament.sa.gov.au <i>Ramsay Electorate Office</i>	0418 486 383
Secretary*:	Lee Hannon <i>Hoyts Australia Salisbury Cinemas</i>	0421 330 215
Community Representatives:	Sgt Jacqueline McDonald <i>SA Police</i>	8207 9934
	Toni Anne Smallman <i>Rotary Club of Salisbury</i>	0418 843 955
Council Representatives:	Cr. Moni Mazzeo <i>North Ward - City of Salisbury</i>	0419 814 709
	Cr. David Hood <i>North Ward - City of Salisbury</i>	0432 799 931
Directors:	Joe Balawejder <i>Property Owner</i>	0404 133 227
	Patsy Kellett <i>Northern Community Legal Service</i>	0400 779 790
	Melinda Fremlin <i>Parabanks Shopping Centre</i>	0427 773 382
	Dr. Rajnish Garg <i>Salisbury House Medical and Dental Centre</i>	0416 927 867
	Julie Pope <i>MOBO Group – Salisbury Office</i>	0438 808 434
Executive Officer:	David Waylen	0414 813 202

* Executive Committee Member

SALISBURY BUSINESS ASSOCIATION – CRIME REPORT

Reported dates: 19/01/2023 – 07/03/2023

25/01/2023	Assault	GAWLER ST, SALISBURY	Male assaulted at transit fixture.
07/02/2023	Assault	GAWLER ST, SALISBURY	Female assaulted staff member.
14/02/2023	Assault	PARK TCE, SALISBURY	Females assaulted customer and staff member.
14/02/2023	Assault	PARK TCE, SALISBURY	Female assaulted by another female at transit fixture.
23/02/2023	Assault	JOHN ST, SALISBURY	Male assaulted female at shopping complex.
24/02/2023	Assault	JOHN ST, SALISBURY	Male committed theft and assault at shopping complex.
03/03/2023	Assault	JOHN ST, SALISBURY	Shop employee assaulted customer.
20/02/2023	Barring Order	COMMERCIAL RD, SALISBURY	Male barred from licensed premises.
01/03/2023	Disturbance	JOHN ST, SALISBURY JOHN ST, SALISBURY	Male arrested fail to cease loiter.
19/01/2023	Illegal use	JOHN ST, SALISBURY	Theft of motor vehicle at shopping complex.
30/01/2023	Property damage	PARK TCE, SALISBURY	Graffiti to transit fixture.
09/02/2023	Property damage	JOHN ST, SALISBURY	Property damage to business.
14/02/2023	Property damage	PATERNOSTER ROW, SALISBURY	Graffiti to business.
17/02/2023	Property damage	PATERNOSTER ROW, SALISBURY	Graffiti to transit fixture.
18/02/2023	Property damage	PARK TCE, SALISBURY	Graffiti to transit fixture.
19/02/2023	Property damage	JOHN ST, SALISBURY	Property damage to motor vehicle.
05/03/2023	Property damage	GAWLER ST, SALISBURY	Property Damage to licensed premises.
04/02/2023	Property damage	JOHN ST, SALISBURY	Graffiti to business.
27/02/2023	Property damage	JOHN ST, SALISBURY	Property damage to business and employees vehicles
30/01/2023	Serious criminal trespass (SCT)	JAMES ST, SALISBURY	Business serious criminal trespass, number of items stolen.
17/02/2023	Serious criminal trespass (SCT)	ANN ST, SALISBURY	Business serious criminal trespass and property damage of gates.
31/01/2023	Theft/receiving	JOHN ST,	Business theft

		SALISBURY	
03/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
02/02/2023	Theft/receiving	GAWLER ST, SALISBURY	Theft of Alcohol. Pending investigation
03/02/2023	Theft/receiving	GAWLER ST, SALISBURY	Theft of Alcohol. Pending investigation
03/02/2023	Theft/receiving	PARK TCE, SALISBURY	Theft of Alcohol. Pending investigation
07/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
06/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of grocery items.
09/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of alcohol, CCTV available. Pending investigation
09/02/2023	Theft/receiving	PARK TCE, SALISBURY	Theft at transit fixture – personal.
09/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Electric bike.
11/02/2023	Theft/receiving	JOHN ST, SALISBURY	Shop theft. CCTV available.
12/02/2023	Theft/receiving	GAWLER ST, SALISBURY	Theft of Alcohol. Pending investigation
09/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
13/02/2023	Theft/receiving	PARK TCE, SALISBURY	Theft of Alcohol. Pending investigation
14/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
14/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft - push bike
14/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
19/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
20/01/2023	Theft/receiving	GAWLER ST, SALISBURY	Theft of Alcohol. Pending investigation
15/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
11/02/2023	Theft/receiving	GAWLER ST, SALISBURY	Theft of Alcohol. Pending investigation
21/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
18/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
21/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft - groceries items
19/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft from business premises – security assaulted in incident.
22/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation

23/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
19/02/2023	Theft/receiving	PARK TCE, SALISBURY	Theft of Alcohol. Pending investigation
20/02/2023	Theft/receiving	CHURCH ST, SALISBURY	Theft of hand bag
25/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
25/01/2023	Theft/receiving	PARK TCE, SALISBURY	Theft of Alcohol. Pending investigation
27/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
27/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
28/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft from business
25/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of personal items from business
25/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft series of local businesses.
27/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft from business (items recovered)
20/02/2023	Theft/receiving	PARK TCE, SALISBURY	Theft of Alcohol. Pending investigation
23/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
01/03/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of grocery items
01/03/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of grocery items
03/03/2023	Theft/receiving	JOHN ST, SALISBURY	Attempted shop theft
31/01/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
04/03/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
05/03/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation
27/02/2023	Theft/receiving	JOHN ST, SALISBURY	Theft of Alcohol. Pending investigation

30 – Alcohol theft