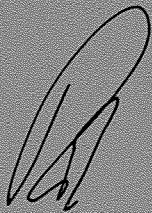


## NOTICE OF MEETING

Notice is hereby given that an ordinary meeting of Council will be held in the

**Council Chamber – Glenelg Town Hall  
Moseley Square, Glenelg**

**Tuesday 11 May 2021 at 7.00pm**



**Roberto Bria**  
CHIEF EXECUTIVE OFFICER

## Ordinary Council Meeting Agenda

### 1. OPENING

*The Mayor will declare the meeting open at 7:00pm.*

### 2. KAURNA ACKNOWLEDGEMENT

*We acknowledge Kaurna people as the traditional owners and custodians of this land.*

*We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kaurna People today.*

### 3. SERVICE TO COUNTRY ACKNOWLEDGEMENT

*The City of Holdfast Bay would like to acknowledge all personnel who have served in the Australian forces and services, including volunteers, for our country.*

### 4. PRAYER

*Heavenly Father, we pray for your presence and guidance at our Council Meeting. Grant us your wisdom and protect our integrity as we carry out the powers and responsibilities entrusted to us on behalf of the community that we serve.*

### 5. APOLOGIES

5.1 Apologies Received – Councillor Smedley

5.2 Absent - Nil

### 6. ITEMS PRESENTED TO COUNCIL - Nil

### 7. DECLARATION OF INTEREST

*If a Council Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Council they are asked to disclose the interest to the Council and provide full and accurate details of the relevant interest. Members are reminded to declare their interest before each item.*

### 8. CONFIRMATION OF MINUTES

#### Motion

**That the minutes of the Ordinary Meeting of Council held on 27 April 2021 be taken as read and confirmed.**

Moved Councillor \_\_\_\_\_, Seconded Councillor \_\_\_\_\_

**Carried**

### 9. PUBLIC PRESENTATIONS

9.1 **Petitions** - Nil

9.2 **Presentations - Nil**

9.3 **Deputations - Nil**

**10. QUESTIONS BY MEMBERS**

10.1 **Without Notice**

10.2 **On Notice**

10.2.1 Norfolk Pines Addison Avenue, Hove (Report No: 150/21)

**11. MEMBER'S ACTIVITY REPORTS**

11.1 Mayor's Activity Report for February 2021 to April 2021 (Report No: 143/21)

**12. MOTIONS ON NOTICE**

12.1 Dover Square Shelter– Councillor Bradshaw (Report No: 147/21)

**13. ADJOURNED MATTERS -**

13.1 Adjourned Report – Holder Road Traffic Investigation (Report No: 148/21)

**14. REPORTS OF MANAGEMENT COMMITTEES, SUBSIDIARIES AND THE DEVELOPMENT ASSESSMENT PANEL**

14.1 Draft Minutes of the Alwyndor Management Committee 29 April 2021 - (Report No: 146/21)

14.2 Informational Report – Southern Regional Waste Resource Authority Board Meeting – 3 May 2021 (Report No: 149/21)

**15. REPORTS BY OFFICERS**

15.1 Items in Brief (Report No: 144/21)

15.2 Draft Entertainment and Hospitality and Corporate Credit Card Policies (Report No:132/21)

**16. RESOLUTIONS SUBJECT TO FORMAL MOTIONS**

*Presented for the information of Members is a listing of resolutions subject to formal resolutions, for Council and all Standing Committees, to adjourn or lay on the table items of Council business, for the current term of Council.*

**17. URGENT BUSINESS – Subject to the Leave of the Meeting**

**18. CLOSURE**

Item No: **10.2.1**

Subject: **QUESTION ON NOTICE – NORFOLK PINES, ADDISON ROAD, HOVE**

Date: 11 May 2021

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## **QUESTION**

Councillor Bradshaw asked the following question:

*“Regarding the Norfolk Pines on Addison Road at Hove, there’s been various reports in the media regarding when and why those trees were planted. Can Administration please advise any information they’ve sourced on these trees to date?”*

## **ANSWER – Chief Executive Officer**

Based on the enquiries received from Elected Members regarding the heritage status of the pine trees aligning Addison Avenue, Council’s History Centre volunteers researched available records and did not find information that indicated the trees are part of an Avenue of Honour for Holdfast Bay soldiers.

Council’s historical records include an image from 1963 which shows the trees were still relatively small, aligning with the view that the trees were planted in the mid-50s. The volunteers also found reference in a newspaper article from 1954 referring to planting another ‘11 Norfolk Island pines’ along Addison Avenue but no mention of why the trees were planted.

Norfolk Pines were planted the length of Anzac Highway as an Avenue of Honour from the Keswick Bridge to Glenelg in 1925. There are other significant soldier related tree plantings across the City however Anzac Highway is the only commemorative planting that involves Norfolk Island Pines. It is presumed from these records that Addison Road is not an Avenue of Honour planting based on the available references to the History Centre volunteers.

Further actions have been taken by our staff which included reviewing archival images and newspaper articles that we were aware of with the following information discovered. It must be noted that our staff have not been asked or resourced to undertake an extensive historical research of the Addison Road tribute trees.

- Archival photographs suggest that the planting of an Avenue of Honour along Diagonal Road in 1941 can clearly be seen in aerial images and is supported by newspaper evidence however there is very little evidence that we have sourced to suggest the plantation survived or was completed to its planned extent. There is also little evidence to suggest that the plantation continued through to Addison Road. The plantation was likely removed during the widening of Diagonal Road from the 1950s onwards.

- According to newspaper sources that have been found, the plantation started at Young Street, Da Costa Park (Glenelg East) and ran to 'near' the Hove Railway Station, remembering that they commonly used public landmarks to describe a location. They also state that a plaque was to be placed at either end of the Avenue. Other than the reference in the newspaper to 'near' Hove Railway Station, there is no other evidence to support the idea that the Norfolk Island Pines on Addison Rd are part of an Avenue of Honour.
- Marion Council was involved in this project as part of Diagonal Road falls within their boundary (as did/does part of Addison Road). Addison Road, Brighton was changed from Railway Terrace, Brighton in 1946. Hove Railway Station was originally known as North Brighton Station before being changed to Middle Brighton followed by its present name in 1920.
- No photographic evidence that we have obtained at this time supports the theory that the Norfolk Pines on Addison Road were planted as an Avenue of Honour in 1941. The 1949 aerial photo shows about a dozen trees along the same stretch. They appear randomly spaced and do not appear to form a row. Images of plantings along Diagonal Road in 1943 show the trees were planted with protection surrounds. The sheer quantity of the trees, along with these wooden surrounds, would show in aerial photography. A 1949 aerial photograph from the Marion Research Centre clearly shows Diagonal Road and Addison Road with no evidence of a plantation along either roads.
- A photograph taken circa 1955 shows trees along Addison Rd. There are about four larger trees near the Hove Railway Station. In July 1954, 11 Norfolk Island pines were used for replacements at Addison Rd and Railway Terrace (see Glenelg Guardian July 29th 1954). This suggests a planting date of around 1950-1953. Photographs of the younger trees along Addison Rd in the 1960s also support this date.
- A Staff member travelled to South Australian State Archives to view in person minutes from Brighton Council June through to August 1941. The minutes state that a planting project started at the intersection of Diagonal Road and Brighton Roads and ran to the Oaklands Railway Crossing.

Subsequent to this information above being circulated to Elected Members on Friday 30 April 2021, I have been personally made aware and seen further documentation and photographs that seem to suggest that trees on Addison Road were planted when the trees were planted on Diagonal Road. I have also been advised that I will be provided all this research and information in the following week.

At this stage there hasn't been a detailed review and cross referencing of the additional information, and therefore Administration cannot provide conclusive advice that the Pine Trees on Addison Avenue were or were not part of an Avenue of Honour.

If Council are requiring Administration to undertake a more extensive piece of research on this topic, a motion could be raised which facilitates this direction and provides the additional budget to undertake the research.

Item No: **11.1**

Subject: **MAYOR'S ACTIVITY REPORT FOR FEBRUARY 2021 TO APRIL 2021**

Date: 11 May 2021

Written By: Executive Assistant to the CEO and Mayor

General Manager: Chief Executive Officer

### SUMMARY

Presented for the information of Members is the Activity Report for the Mayor for February 2021 To April 2021.

### RECOMMENDATION

**That the Mayor's Activity Report for February 2021 To April 2021 be received and noted.**

### REPORT

Date	Activity	Location
2/02/2021	Workshop - Redevelopment of the Brighton Civic Centre/Strategic Plan	Brighton Civic Centre - Kingston Room
3/02/2021	Drop in Brighton Sports & Social Club Inc	Brighton Sports & Social Club Inc. - Highet Ave, Hove
3/02/2021	JRMC Meeting	Mayor's Parlour, Glenelg Town Hall
5/02/2021	Coast Protection Board Meeting	81 Waymouth Adelaide
7/02/2021	Australian Beach Volleyball Tour Finals at Glenelg - VIP event invitation	Glenelg Foreshore
7/02/2021	Brighton Jetty Classic Sponsors' Invite 2021	The Brighton Surf Life Saving Club
7/02/2021	Marilyn's Beach Swim	Brighton Jetty
8/02/2021	5AA Interview	
8/02/2021	Turning on the Clock event	Moseley Square
8/02/2021	City Activation Monthly Update	Mayor's Office
9/02/2021	2020 Volunteer Christmas Function	GU Film House Glenelg
9/02/2021	Amanda and CEO Agenda catch up	CEO's Office
9/02/2021	Council Meeting	Glenelg Town Hall - Council Chambers
9/02/2021	Workshop - Draft Concepts for Buffalo Site	Glenelg Town Hall – Mayor's Parlour

<b>Date</b>	<b>Activity</b>	<b>Location</b>
10/02/2021	Council Meeting Wrap Up Video	Within the City of Holdfast Bay area
11/02/2021	SAFM Interview Re: campaign (Bec's Coastal Clean Up) about keeping the beaches clean	Via Phone
15/02/2021	Interview on ABC radio to discuss the Brighton Jetty Sculptures	Via Phone
16/02/2021	Kaurna Nation and City of Holdfast Bay Workshop	Mayor's Parlour, Glenelg Town Hall
16/02/2021	Council Workshop Annual Business Plan and Hove Rail Crossing Project	Brighton Civic Centre - Kingston Room
18/02/2021	Coast FM Interview	Via Phone
19/02/2021	Holdfast Seniors College	Glenelg North Community Centre
22/02/2021	Hove Crossing community meeting	On-site
23/02/2021	Amanda and CEO Agenda catch up	CEO's Office
23/02/2021	Council Meeting	Glenelg Town Hall - Council Chamber
23/02/2021	Pre - Council Workshop - Road Closure and Access Licenses for Chapel Plaza and Hindmarsh Lane	Glenelg Town Hall - Council Chambers
24/02/2021	Meeting with the Premier to discuss Proclamation Day 2021, Old Gum Tree Reserve	State Administration Centre, 200 Victoria Square, Adelaide
24/02/2021	Council Meeting Wrap Up Video	Within the City of Holdfast Bay area
25/02/2021	Western Adelaide Tourism Networking Function	The Moseley Beach Club, Moseley Square, Glenelg
1/03/2021	Planning and Development Code Briefing - Invitation to Mayors and CEOs	Via Zoom
2/03/2021	Workshop - Annual Business Plan 2021/22	Brighton Civic Centre - Kingston Room
3/03/2021	JRMC Meeting	Mayor's Parlour, Glenelg Town Hall
3/03/2021	5049 Coastal Community Meeting	Brighton Civic Centre - Kingston Room
4/03/2021	JRMC Nominations Evaluation	CEO's Office, Brighton Civic Centre, 24 Jetty Road, Glenelg
5/03/2021	Glenelg Football Club Oval Sod Turning	Glenelg Football Club Brighton Road Glenelg East
8/03/2021	City Activation Monthly Update	Mayor's Office
9/03/2021	Amanda and CEO Agenda catch up	CEO's Office
9/03/2021	Council Meeting	Glenelg Town Hall - Council Chambers
9/03/2021	Workshop - Tourism Recovery Plan 2023	Glenelg Town Hall - Mayors Parlour
10/03/2021	Council Meeting Wrap Up Video	Within the City of Holdfast Bay area

<b>Date</b>	<b>Activity</b>	<b>Location</b>
11/03/2021	Nat Izzo, Principal St Mary's Memorial School	St Mary's Memorial School, 16 Milton St, Glenelg
11/03/2021	Prep meeting Re: Homelessness and ant-social behaviour	Microsoft Teams Meeting
12/03/2021	Homelessness and ant-social behaviour - Roundtable	Member for Morphett office Byron Street, Glenelg
12/03/2021	Alwyndor Dorothy Cheater Awards 2021	Alwyndor Aged Care 52 Dunrobin Road, Hove
15/03/2021	Community Centres Meeting	Brighton Civic Centre - Mawson Room
16/03/2021	Executive Committee Meeting	Brighton Civic Centre - Kingston Room
16/03/2021	Council Workshop - Annual Business Plan Workshop 2	Brighton Civic Centre - Kingston Room
18/03/2021	Coast FM Interview	Studio
19/03/2021	Southern Mayor's Catch Up	Mitcham
19/03/2021	Chapel Street Project discussions with St Andrews Church	St Andrews by the Sea Glenelg 92 Jetty Road – Glenelg
19/03/2021	Glenelg Bowling Club Harmony Day	Glenelg Bowling Club
23/03/2021	Council Meeting	Glenelg Town Hall - Council Chamber
23/03/2021	Pre - Council Workshop - Annual Business Plan	Glenelg Town Hall - Council Chambers
23/03/2021	Amanda and Acting CEO Agenda catch up	Pam's Office - Brighton Civic Centre
24/03/2021	JRMC Networking Event	Glenelg Surf Life Saving Club
24/03/2021	Council Meeting Wrap Up Video	Within the City of Holdfast Bay area
26/03/2021	Coast Protection Board Meeting	DEW:81 Waymouth Adelaide
29/03/2021	Citizenship Ceremony	Stamford Grand, Glenelg
30/03/2021	Women's Health & Wellbeing	Caesarstone, Hindmarsh
31/03/2021	Witton Bluff Base Trail Inquiry Report	DEW:81 Waymouth Adelaide
31/03/2021	Special Announcement for the SRWRA (Southern Region Waste Resource Authority)	112 Bakewell Dr, Seaford Heights
2/04/2021	2021 Football Season Round 1 President's Cocktail event	ACH Group Stadium
2/04/2021	Toss the coin at the beginning of the game Glenelg vs West Adelaide	ACH Group Stadium
6/04/2021	Workshop - Annual Business Plan	Brighton Civic Centre - Kingston Room
7/04/2021	Local Community Impact Team - Isabel Kernaghan, Harriet Lewis and Lachie Macgregor - Immanuel College	Immanuel College



<b>Date</b>	<b>Activity</b>	<b>Location</b>
7/04/2021	Chapel Plaza artwork presentation	Glenelg Town Hall – Mayor's Parlour
7/04/2021	JRMC Meeting	Mayor's Parlour, Glenelg Town Hall
9/04/2021	Briefing - Brighton Oval Sporting Complex Official Opening	CEO's Office
9/04/2021	Brighton Bombers Football Club - Season Launch	Brighton Oval
10/04/2021	Glenelg vs Eagles	ACH Group Stadium
11/04/2021	Official Opening Brighton Oval Sporting Complex - Family day Activities	Brighton Oval
11/04/2021	Brighton Oval Family day opening Speeches	Brighton Oval
12/04/2021	Artwork Presentation	Glenelg North Community Centre
13/04/2021	Amanda and CEO Agenda catch up	Via Phone
13/04/2021	Council Workshop - Animal Management Plan	Council Chambers - Glenelg Town Hall
13/04/2021	Council Meeting	Glenelg Town Hall - Council Chambers
14/04/2021	Council Meeting Wrap Up Video	Within the City of Holdfast Bay area
15/04/2021	Witton Bluff Base Trail meeting No.2	Via Zoom
15/04/2021	Coast FM Interview	Via Phone
19/04/2021	City Activation Monthly Update	Mayor's Office
19/04/2021	Brighton Speaking Made Easy Birthday	St Joseph's Church Activity Room 8, 22 Strathmore Terrace, Brighton
20/04/2021	Council Workshop - Representation Review and Events Calendar and Strategy	Brighton Civic Centre - Kingston Room
22/04/2021	St Jude's Players production GamePlan	St Jude's Hall 444 Brighton Road Brighton
22/04/2021	Alwyndor ANZAC Day service	Alwyndor's Men's Shed
23/04/2021	Southern Mayor's catch up	Cafe Lune - 81 Jetty Rd, Brighton
24/04/2021	Glenelg Football Club Invitation to President's Cocktail Function to unveil the 100 year memorabilia	ACH Group Stadium
24/04/2021	Glenelg vs Port Adelaide	ACH Group Stadium
25/04/2021	Brighton RSL Anzac Day Ceremony	Brighton Oval
27/04/2021	Meeting with Brighton & Seacliff Yacht Club and City of Holdfast Bay	Brighton Civic, Centre - Mayor's office
27/04/2021	Amanda and CEO Agenda catch up	CEO's Office
27/04/2021	Pre - Council Workshop - Seacliff Plaza	Glenelg Town Hall - Council Chambers
28/04/2021	Council Meeting Wrap Up Video	Within the City of Holdfast Bay area
29/04/2021	Official Opening McCauley College	McCauley College 51A King George Avenue, Hove

<b>Date</b>	<b>Activity</b>	<b>Location</b>
30/04/2021	2021 LGA Ordinary General Meeting (OGM)	National Wine Centre

Item No: **12.1**

Subject: **MOTION ON NOTICE – DOVER SQUARE SHELTER – COUNCILLOR BRADSHAW**

Date: 11 May 2021

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### **PROPOSED MOTION**

Councillor Bradshaw proposed the following motion:

**That Administration change the location of the proposed new shelter and bench seating at Dover Square Reserve from the south western corner of the reserve to the location adjacent the new access gate on the southern fence line.**

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### **BACKGROUND**

At the 10 November 2020 Council meeting and after extensive community consultation, Council approved plans for the installation of new fencing, shelters, seating and drink fountains to assist in the equitable use of Dover Square Reserve. Administration are now undertaking the project based on these approvals, however there has been a request from a local resident to move the proposed shelter and seating away from the residential properties in the south western corner and closer to the new access gate near on the Southern fence line. Administration have confirmed there would be no additional cost to the project and can be installed in the proposed location without impact on the site or overall use of the reserve.

Item No: **13.1**

Subject: **ADJOURNED REPORT- HOLDER ROAD TRAFFIC INVESTIGATION**

Date: 11 May 2021

Written By: Traffic Consultant

A/General Manager: City Assets and Services, Mr M de Heus

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### **SUMMARY**

This report was most recently tabled at the ordinary meeting of Council on 27 April 2021 (Item 15.6 Holder Road Traffic Investigation Report No: 124/21) and was adjourned under Regulation 19, Local Government (Proceedings at Meetings) Regulations 2013, to allow time for the residents of Holder Road to present further information to Council by way of deputation.

The item was adjourned prior to the moving of the motion therefore, any Councillor can move, second and/or speak to the motion.

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### **RECOMMENDATION**

**That Council continue to monitor traffic data on Holder Road as part of Council's ongoing data collection program.**

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### **COMMUNITY PLAN**

Placemaking: Creating lively and safe places

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

### **REPORT**

All details of the Holder Road Traffic investigation are contained in the adjourned report (Item 15.6 Holder Road Traffic Investigation Report No: 124/21).

*Refer Attachment 1*

**BUDGET**

Nil

**LIFE CYCLE COSTS**

Nil

# Attachment 1



Item No: **15.6**

Subject: **HOLDER ROAD TRAFFIC INVESTIGATION**

Date: 27 April 2021

Written By: Traffic Consultant

A/General Manager: City Assets and Services, Mr M de Heus

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### **SUMMARY**

At its meeting held on 9 March 2021, Council resolved for Administration to investigate and report back to Council having investigated all traffic calming options on Holder Road, Hove between King George Avenue and the Esplanade.

Two previous requests for road humps were received in 2006 and 2020. Each time the investigation determined no traffic management treatment was warranted. Traffic data obtained from a survey undertaken in February 2020, noted there has been no increase in traffic volume and vehicle speeds over the years.

Further investigation was undertaken including a review of crash history, traffic volumes and other related information. This information was entered into the Austroads Guidelines scoring system which determines if traffic calming interventions are required. The score for Holder Road was significantly below the minimum intervention level identifying traffic calming devices are not required at this location.

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### **RECOMMENDATION**

**That Council continue to monitor traffic data on Holder Road as part of Council's ongoing data collection program.**

---

### **COMMUNITY PLAN**

Placemaking: Creating lively and safe places

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

## BACKGROUND

At its meeting held on 9 March 2021, Council resolved (Resolution C090321/2235) for Administration to investigate and report back to Council having investigated all traffic calming options along the 550m section of Holder Road, Hove between King George Avenue and Esplanade (Figure 1).



*Figure 1: Location Plan for Holder Road*

A review of previous requests for road humps along Holder Road noted two requests were received between 2006 and 2020, as well as nine additional requests regarding traffic related matters. A petition was also received in December 2006 requesting 50km/h speed limit signs to be installed to reinforce the urban default speed limit as well as road humps. In each case an investigation determined no traffic management treatment was warranted along Holder Road.

## REPORT

City of Holdfast Bay collects traffic volume and speed data throughout the City as part of an ongoing traffic monitoring and management program. This includes Holder Road, between King George Avenue and Esplanade. Holder Road is subject to the urban default speed limit of 50km/h.

Council regularly receive requests for traffic calming devices, mainly road humps across the network related to speeding concerns. The warrant and considerations that may apply in order for a street to qualify for further investigation is generally:

- character and function of the street;
- level of non-local traffic;
- general speed limit;
- traffic volumes and speeds;
- street form and suitability for changes;
- availability of street lighting or requirement to upgrade;
- presence or absence of major traffic generators or non-residential uses;
- whether or not the street is part of bus route, bicycle route or cyclist desire line;
- availability of crash data;
- existing treatments;
- effect and likely benefits; and
- degree of local resident support.

This section of Holder Road is approximately 550 metres long. Access to Holder Road from the Esplanade heading north is currently prevented via a No Entry on the Esplanade. As a result, the main traffic movement on Holder Road (70% of traffic) is westbound from King George to the Esplanade.



A summary of the traffic data collected in February 2021 undertaken over a 24 hour period for seven days, for this section of Holder Road is outlined below:

- 1,100 average vehicles per day;
- 770 westbound per day;
- 330 eastbound per day;
- 78 vehicles per hour AM Peak or 1.3 vehicles per minute (between 8am and 9am);
- 111 vehicles per hour PM peak or 1.85 vehicles per minute (between 3pm and 4pm);
- average speed 38km/h; and
- 85<sup>th</sup> percentile speed of 46km/h.  
(The speed at which 85% of drivers are traveling at or less)

The traffic volumes along Holder Road are within acceptable levels for standard residential street which typically accommodate traffic volumes of up to 1,500 vehicles per day. For reference, to the south between King George Avenue and the Esplanade, Downing Street has 1,400 vehicles per day and has road humps at regular intervals.

This data indicates that the majority of drivers are travelling below the speed limit along this section of Holder Road. Whilst some vehicles were recorded in excess of the speed limit, which is common to many streets, the data indicates that these are isolated incidents and there is no evidence of regular speeding problems along the street.

A review of crash data for the available 5 year period, 2015-2019 along the subject section of Holder Road identified one hit parked vehicle crash resulting in property damage only. There were no reported injury crashes.

An investigation was undertaken using the Austroads scoring system originally created by the City of Stirling (WA) to determine if traffic calming interventions are required. Table 1 identifies the evaluation process. The scoring system takes into consideration a number key variables associated with the operation of the road including speeds, volumes and primary function of the road.

Total point score	Decision	Typical response
More than 50 points	Denoted as Technical Problem Site (High Priority)	Considered to be a site that has problems. Suitable solutions to be considered for funding and implementation.
30 to 50 points	Denoted as Minor Technical Problem Site (Medium Priority)	Consider low cost non-capital works solutions (e.g. signing and line marking) if appropriate. Review again after 2 years.
Under 30 points	Denoted as Site with Low Safety and Amenity Concerns (Low Priority)	No further action required.

*Table 1 – Traffic management warrant system  
(Austroads Guide to Traffic Management, Part 8: Local Street Management)*

Based on this assessment Holder Road has a score of 11. As the scoring system notes, a score below 30 does not require any further action.

Holder Road, between King George Avenue and Esplanade has low traffic volumes, typical speeds within the urban 50km/h and a road width of 7.2m. This width allows for vehicles to park on both sides of the road whilst providing sufficient space to maintain clear access, including access for

waste management and emergency vehicles. As this road width provides one lane traffic movements between parked vehicles, it also slows drivers as they need to anticipate oncoming traffic.

Based on the scoring assessment and investigation it is determined no traffic calming treatments or signage and line marking are required.

### **Traffic Calming Devices**

There are both advantages and disadvantages using traffic calming treatments. Most treatments (except road humps) will result in the loss of on street parking which is typically not well accepted by residents especially at locations where on street parking is well utilised such as Holder Road.

Although there is no warrant to install traffic calming devices, Council resolved to investigate all traffic calming options on Holder Road. The Austroads Guidelines for Local Street Management outlines the advantages / disadvantages and application of commonly used devices. These devices are summarised below for completeness.

Other traffic control devices such as signage and line marking can be used independently or together with the traffic calming devices.

The process to investigate the use of traffic calming devices involves undertaking a local area traffic management (LATM) assessment where a precinct is investigated rather than individual streets. A LATM is typically undertaken when there is significant traffic issues, including a crash history. The precinct is normally an area bounded by arterial or collector roads and traffic studies are undertaken including community and stakeholder consultation.

A LATM will generally be undertaken over 12-18 months including consultation with the community and stakeholders. The cost to undertake a LATM investigation, including data collection, consultation and professional advice may be around \$60,000- \$80,000 depending on the LATM size and complexity. The cost to install the traffic calming is additional.

Downing Street to the south of Holder Road has road humps in the western section of the road which were installed prior to 2004. The installation of the road humps was likely as a result of Downing Street forming an extension of the Esplanade at this location with a No Entry to the Esplanade heading north (leading to Holder Road).

## TYPES OF TRAFFIC CALMING DEVICES

### Road Hump – ‘Watts Profile’

A road hump is a speed reduction device in the form of a raised curved profile extending across the roadway. Road humps are typically 70 to 120 mm high with a total length of 3 to 4 m. Road humps cannot be used in isolation and must be used in series, at regular intervals along a whole length of road segment, typically between 80 to 120m.

Vehicle speeds can be significantly reduced when they are correctly placed and designed. They should be installed at right angles to the direction of travel and should extend as close to the kerb as possible allowing sufficient opening for drainage. Road humps should be clearly visible to approaching drivers, illuminated by adequate street lighting, and enhanced by the use of signs. Careful consideration should be given to the location and design of road humps before committing to their implementation as they are the most often complained about device currently used.



*Example of road humps*

Advantages of road humps:

- a significant reduction in vehicle speeds in the vicinity of the device;
- a significant reduction in road crashes;
- their relatively low cost to install and maintain;
- they discourage through traffic; and
- when used in a series they regulate speeds over the entire length of the street.

Disadvantages of road humps:

- traffic noise level may increase just before and after the device due to braking, acceleration and the vertical displacement of vehicles;
- required at regular spacing of 80-120 metres along the road to control speed;
- additional street lighting would be required to align with design standards;
- they may divert traffic to nearby streets without LATM measures;
- difficult to space around existing or proposed driveways;
- they are uncomfortable for vehicle passengers and cyclists; and
- they may adversely affect access for buses, commercial vehicles and emergency vehicles.

## Road Cushion

A road cushion is another form of road hump that occupies only a part of the roadway, such is installed on a section of King George Avenue.

Road cushions cannot be used in isolation and must be used in series, at regular intervals along a whole length of road segment, typically between 80 to 120m.



*Example of road cushions*

Advantages of road cushions:

- a reported 27% reduction in 85th percentile vehicle speeds in the vicinity of the device;
- when used in a series they regulate speeds over the entire length of the street they are relatively low cost to install and maintain;
- they discourage through traffic; and
- they do not restrict or discomfort cyclists.

Disadvantages of road cushions:

- the traffic noise level may increase just before and after the device due to braking, acceleration and the vertical displacement of vehicles and their goods;
- they are less effective in slowing vehicles with a wide track;
- they are less effective in slowing motorcyclists;
- they can prevent cyclists using kerbside gaps on on-street parking; and
- drivers can reduce their effect by traversing the cushions with only two wheels.

## Flat-top Road Humps

A flat-top road hump or raised table is a raised surface approximately 75–100 mm high and typically with a 2 to 6 m long platform ramped up from the normal level of the street. The raised section (or platform) is flat instead of being curved as is the case with a (round profile) road hump

Flat top road humps cannot be used in isolation and must be used in series, at regular intervals along a whole length of road segment, typically between 80 to 120m.



*Example of flat-top road hump*

### Advantages of flat-top road humps:

- a reduction in vehicle speeds in the vicinity of the device;
- a significant reduction in road crashes;
- they are relatively low cost to install and maintain;
- they may discourage through traffic;
- when used in a series they regulate speeds over the entire length of the street; and
- they can be designed to limit discomfort to cyclists.

### Disadvantages of flat-top road humps:

- the traffic noise level may increase just before and after the device due to braking, acceleration and the vertical displacement of vehicles and their goods;
- they may divert traffic to nearby streets without LATM measures;
- they are uncomfortable for vehicle passengers and cyclists;
- difficult to space around existing or proposed driveways; and
- they may adversely affect access for buses, commercial vehicles and emergency vehicles.

## Lane Narrowings / Kerb Extensions

Lane narrowings involve the narrowing of the trafficable carriageway to reduce speeds, improve delineation and to minimise pedestrian crossing distances (and therefore exposure to conflict). It is generally done by extending the kerbs inwards or via other forms of kerb modifications but it can also be achieved through the introduction of on-street parking. When designing these devices, careful consideration should be given to the need for bicycles to pass clear of the extension either adjacent to the traffic lane or via other means, taking into account the likely risks to cyclists.



*Example of kerb extensions*

Advantages of lane narrowings/kerb extensions:

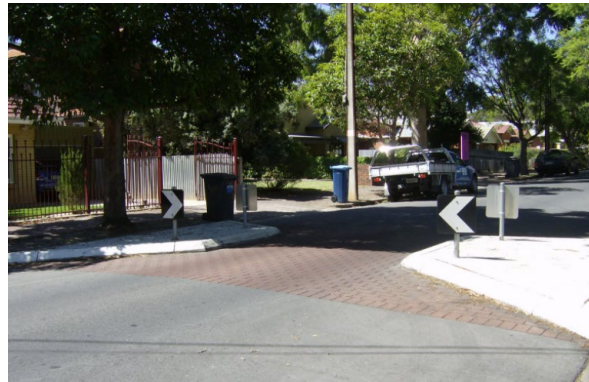
- a shorter crossing distance for pedestrians;
- they may improve the visibility of pedestrians and vehicles;
- a reduction in vehicle speeds, particularly on curvilinear alignments;
- relatively low cost and can be installed individually;
- to delineate and protect parking spaces;
- providing an opportunity for landscaping;
- they have relatively little effect on emergency vehicles; and
- significantly less disruptive to local traffic than some other forms of LATM devices that are more severe in their design.

Disadvantages of lane narrowings/kerb extensions:

- they may reduce the amount of available kerbside parking;
- bicycle lanes may be difficult to accommodate;
- drivers may mistake an empty kerbside parking lane for a traffic lane;
- they may introduce squeeze points and increase the conflict between motor vehicles and cyclists;
- they are less effective than many other horizontal displacement devices in reducing speeds;
- parking manoeuvres may be difficult on heavily trafficked streets;
- they may increase congestion; and
- Relies on conflict to reduce speed, ie will not reduce speeds on low volume roads.

## Slow Points

A slow point is a series of kerb extensions on alternating or opposite sides of a roadway, which narrow and/or angle the roadway. Slow points are intended to reduce vehicle speeds. Slow points can be either one or two lanes wide and can be angled. In a two-lane slow point, a median island is generally very effective in separating opposing traffic. This will also provide a greater visual restriction and it can be used as a pedestrian refuge if designed appropriately.



*Example of slow points*

### Advantages of slow points:

- a reduction in vehicle speeds in the vicinity of the device and when used in a series, speeds are reduced over the length of the street;
- a significant reduction in road crashes;
- they may provide pedestrians with a shorter distance to cross the street;
- they discourage through traffic;
- they impose minimal inconvenience on local residents;
- One lane slow points create conflict points to reduce vehicle speed; and
- they can provide a landscaping opportunity.

### Disadvantages of slow points:

- they may restrict emergency vehicles and buses;
- possible increase in traffic noise;
- they will require the removal of on-street parking;
- with one-lane devices, confrontations between opposing drivers may occur when arriving simultaneously and it may be unclear who should give way;
- they can be hazardous for cyclists if they are not catered for in the design;
- landscaping needs to be maintained so as not to reduce visibility; and
- Generally need to be installed in series along a length of road, typically 80-100 m apart.

## Centre Blister Islands

A centre blister is a concrete island positioned at the centreline (median) of a street that has a wide oval plan shape that narrows the lanes and diverts the angle of traffic flow into and out of the device.



*Example of centre blister island*

#### Advantages of centre blisters:

- they reduce vehicle speeds;
- they prevent drivers from overtaking others;
- they can provide a refuge for pedestrians and cyclists crossing the street;
- their flexibility in design allows buses and commercial traffic to be accommodated; and
- they may be landscaped.

#### Disadvantages of centre blisters:

- they prohibit or limit access and movement from driveways;
- they reduce on-street parking adjacent to the islands;
- they may create a squeeze point for cyclists if not appropriately catered for in the design;
- they may require kerb and footpath realignment in narrow streets;
- may not fit in narrow streets;
- they are not particularly effective at reducing through traffic; and
- they are relatively expensive to install and maintain.

#### **Driveway Links**

Driveway links take the form of a single-lane two-way meandering road extending over the length of two or more property frontages. They are an extended form of a slow point that generally provides a greater visual and physical impact on the street and the amount of traffic using it. Passing points may be required along the link if it is either very long or it is curved such that approaching drivers cannot see to the far end.





*Example of a Driveway link*

Advantages of driveway links:

- a reduction in vehicle speeds;
- discouragement of through traffic;
- an increase in pedestrian safety;
- the provision of greater visual and physical impact than slow points; and
- they visually enhance the street through landscaping and reduce the 'gun barrel' effect on long straight roads.

Disadvantages of driveway links:

- they may restrict emergency vehicles and commercial vehicles and are not suitable for buses;
- they will reduce the amount of on-street parking;
- reduce property access and opportunity for redevelopment of properties;
- they can be hazardous for cyclists if they are not catered for in the design;
- confrontations between opposing drivers may occur and it may be unclear who should give way;
- landscaping needs to be maintained;
- significant effect on stormwater; and
- they are an expensive device.

A driveway link can be constructed at the start and end of a road to create a driveway entry with the similar advantages and disadvantages.

**BUDGET**

Nil

**LIFE CYCLE COSTS**

Nil

Item No: **14.1**

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 29 APRIL 2021**

Date: 11 May 2021

General Manager: Alwyndor, Ms B Davidson-Park

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### **SUMMARY**

The draft minutes of the Alwyndor Management Committee meeting held on 29 April 2021 are provided for information.

*Refer attachment 1 and 2*

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### **RECOMMENDATION**

- 1. That the draft minutes of the Alwyndor Management Committee meeting held on 25 March 2021 be noted.**
  - 2. That having considered Attachment 1 and 2 to Report No: 146/21 Draft Minutes – Alwyndor Management Committee – 29 April 2021 in confidence under section 90(2) and (3)(b) of the Local Government Act 1999, the Council, pursuant to section 91(7) of the Act orders that Attachment 1 and 2 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
- 

### **COMMUNITY PLAN**

Community: Building a healthy, active and resilient community

Community: Providing welcoming and accessible facilities

Culture: Supporting excellent, efficient operations

### **COUNCIL POLICY**

Not applicable

### **STATUTORY PROVISIONS**

Not applicable

## **BACKGROUND**

This report is presented following the Alwyndor Management Committee Meetings.

The Alwyndor Management Committee was established to manage the affairs of Alwyndor Aged Care. The Council has endorsed the Committee's Terms of Reference and given the Committee delegated authority to manage the business of Alwyndor Aged Care.

## **REPORT**

The draft minutes of the meeting are attached for Members' information.

*Refer Attachment 1 and 2*

# Attachment 1



**CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove, on Thursday 29 April 2021 at 6.30pm.**

**PRESENT****Elected Members**

Councillor Mikki Bouchee  
Councillor Phillip Chabrel

**Independent Members**

Prof Judy Searle  
Prof Lorraine Sheppard (Virtual attendance via Teams)  
Mr Kevin Whitford

**Staff**

Chief Executive Officer – Mr Roberto Bria  
General Manager Alwyndor – Ms Beth Davidson-Park  
Manager Finance – Ms Leisa Humphrey  
A/Residential Manager – Ms Natasha Stone  
Manager, Community Connections – Ms Molly Salt  
Manager, People and Culture – Mr Dan McCartney  
Manager Projects – Ms Emma Burke  
Personal Assistant - Ms Marisa Dinham

**1. OPENING**

Nominations were called for Acting Chair in the absence of both Chair and Deputy Chair. Prof J Searle was nominated and accepted position of Chair for the meeting.

Moved by Cr M Bouchee, Seconded by Cr P Chabrel

Carried

The Chairperson declared the meeting open at 6.30pm.

**2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chair stated:

We acknowledge the Kurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kurna People today.

**3. APOLOGIES**

3.1 For Absence - Mr Kim Cheater  
Ms Julie Bonnici  
Ms Trudy Sutton

3.2 Leave of Absence - Nil

**4. DECLARATION OF INTEREST**

Committee members were reminded to declare any interest before each item.

Nil interests declared.

**5. CONFIRMATION OF MINUTES****Motion**

**That the minutes of the Alwyndor Management Committee held on 25 March 2021 be taken as read and confirmed.**

Moved by Cr M Bouchee, Seconded by Cr P Chabrel

Carried

**Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 25 March 2021 be taken as read and confirmed.**

Moved by Mr K Whitford, Seconded by Cr P Chabrel

Carried

**6. REVIEW OF ACTION ITEMS****6.1 Action Items**

Noted

**6.2 Confidential Action items**

Noted

**6.3 Annual Work Plan**

Noted

**7. GENERAL MANAGER REPORT****7.1 General Manager Report (Report No: 18/2021)**

7.1.1 Royal Commission into Aged Care Quality and Safety (the Commission) update.  
Noted.

### 7.1.2 COVID-19 update.

The General Manager noted that Alwyndor engages with the Primary Health Network (PHN) each week and that Alwyndor has not yet been scheduled for COVID-19 Vaccinations. The next schedule will be available mid-May. Alwyndor will continue to monitor and the General Manager will update the Committee as dates become known.

### Motion

**That the Alwyndor Management Committee:**

- 1. Note the update into the Royal Commission into Aged Care Quality and Safety.**
- 2. Note the COVID-19 update.**

Moved by Cr M Bouchee, Seconded by Cr P Chabrel

Carried

## 8. CONFIDENTIAL REPORTS

### 8.1 General Manager Report – Confidential (Report No: 19/2021)

#### Exclusion of the Public – Section 90(3)(d) Order

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Reports and Attachments to Report No. 14/2021 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 14/2021 on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

3. **The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.**

Moved by Cr P Chabrel, Seconded by Mr K Whitford

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

1. **That having considered Agenda Item 8.1 General Manager Report – Confidential (Report No: 18/21) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.**

Moved Cr P Chabrel, Seconded Cr K Whitford

Carried

**8.2 Alwyndor Quarterly Report – Q3 (Report No: 20/2021)**

**Exclusion of the Public – Section 90(3)(d) Order**

1. **That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 15/2021 in confidence.**
2. **That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No.: 15/2021 on the following grounds:**
  - d. **pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.**

**In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the**



information outweighs the benefit to it of disclosure of the information.

3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved Cr M Bouchee, Seconded Cr P Chabrel

Carried

#### RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.2 Alwyndor Quarterly Performance Report Quarter 3, 2020-21 (Report No: 19/21) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Cr M Bouchee, Seconded Cr P Chabrel

Carried

#### Deferral

That Item 8.3 Alwyndor Corporate Risk Review: RA04 be deferred to the May meeting to allow time for the report to be considered and discussed in detail.

Moved Cr P Chabrel, Seconded Cr M Bouchee

Carried

#### **8.3 Adjourned Report Alwyndor Corporate Risk Review: RA04 (Report No: 21/2021)**

##### **Exclusion of the Public – Section 90(3)(d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Reports and Attachments to Report No. 16/2021 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 16/2021 on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of

**Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.**

**In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.**

- 3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.**

#### **8.4 Revised Alwyndor Budget and Investment Report 2021/22 (Report No: 22/21))**

##### **Exclusion of the Public – Section 90(3)(d) Order**

- 1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Reports and Attachments to Report No. 16/2021 in confidence.**
- 2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 16/2021 on the following grounds:**
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.**

**In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.**

3. **The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.**

Moved Cr P Chabrel, Seconded Mr K Whitford

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

4. **That having considered Agenda Item 8.4 Alwyndor Draft Budget-2021/22 (Report No: 16/21) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.**

Moved Cr M Bouchee, Seconded Mr K Whitford

Carried

**8.5 Monthly Finance Report – March 2021 (Report No: 23/21)**

**Exclusion of the Public – Section 90(3)(d) Order**

1. **That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Reports and Attachments to Report No. 16/2021 in confidence.**
2. **That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 16/2021 on the following grounds:**
  - d. **pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.**

**In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the**

information outweighs the benefit to it of disclosure of the information.

3. **The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.**

Moved Cr P Chabrel, Seconded Mr K Whitford

Carried

**RETAIN IN CONFIDENCE - Section 91(7) Order**

4. **That having considered Agenda Item 8.5 Monthly Financial Report – March 2021 (Report No: 23/21) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.**

Moved Cr P Chabrel, Seconded Mr K Whitford

Carried

9. **OTHER BUSINESS – Subject to the leave of the meeting**

Nil

10. **DATE AND TIME OF NEXT MEETING**

The next meeting of the Alwyndor Management Committee will be held on **Thursday 27 May 2021** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

11. **CLOSURE**

The meeting closed at 8.30pm.

**CONFIRMED 27 May 2021**

**CHAIRPERSON**

Item No: **14.2**

Subject: **INFORMATION REPORT – SOUTHERN REGION WASTE RESOURCE AUTHORITY BOARD MEETING – 3 MAY 2021**

Date: 11 May 2021

Written By: Chief Executive Officer

Chief Executive Officer: Mr R Bria

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### **SUMMARY**

The information reports of the Southern Region Waste Resource Authority (SRWRA) Board meeting held on 3 May 2021 are attached and provided for information.

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### **RECOMMENDATION**

- 1. That the Information Reports of the Southern Region Waste Resource Authority Board meeting held on 3 May 2021 be noted.**

### **RETAIN IN CONFIDENCE – Section 91(7) Order**

- 2. That having considered Attachment 2 to Report No: 149/21 Information Report – Southern Region Waste Resource Authority Board Meeting – 3 May 2021 in confidence under Section 90(2) and 3(b) and 3(d) of the Local Government Act 1999, the Council, pursuant to Section 91(7) of the Act orders that Attachment 2 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
- 

### **COMMUNITY PLAN**

Economy: Supporting and growing local business  
Economy: Harnessing emerging technology  
Environment: Building an environmentally resilient city  
Environment: Using resource efficiently  
Environment: Fostering an environmentally connected community  
Culture: Being financially accountable

### **COUNCIL POLICY**

Not Applicable.

**STATUTORY PROVISIONS**

Not Applicable.

**BACKGROUND**

Southern Region Waste Resource Authority (SRWRA) is a regional subsidiary established by the Cities of Onkaparinga, Marion and Holdfast Bay (the "Constituent Councils"), pursuant to Section 43 of the Local Government Act, 1999. The functions of SRWRA include providing and operating waste management services on behalf of the constituent Councils.

In accordance with Section 2.5.2 of the SRWRA Charter - 2015, there shall be at least six ordinary meetings of the Board held in each financial year. Furthermore, Section 2.5.22 states that prior to the conclusion of each meeting of the Board, the Board must identify which agenda items considered by the Board at that meeting will be the subject of an information report to the Constituent Councils.

In accordance with the above, identified agenda items from the Board Meeting held on 3 May 2021 are attached for Members information as Attachments 1 and 2 (Constituent Council Information Report –Public and Confidential).

*Refer Attachments 1 & 2*

**BUDGET**

Not Applicable

**LIFE CYCLE COSTS**

Not Applicable

# Attachment 1



# Constituent Council Information Report

**- PUBLIC -**

---

**Board Meeting Date:** 3 May 2021

**Report By:** Chief Executive Officer

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## Report

In accordance with Section 2.5.22 of the *Southern Region Waste Resource Authority Regional Subsidiary Charter - 2015*, the SRWRA Board identified the following Agenda Items to be the subject of a Public Information Report to the Constituent Councils:

Agenda Item	Report
2.2	<p><b>Draft 2021 – 2022 Budget and Business Plan</b> Summary - Draft 2021 – 2022 Budget and Business Plan was presented to the Board for feedback prior to presentation to the Constituent Councils for comment.</p>
2.3	<p><b>Policy Review – SRWRA Board Member Policy</b> Summary – The SRWRA Board Member Policy was presented as part of the Annual SRWRA Governance Policy review performed by the Chief Executive Officer.</p>
2.5	<p><b>Proposal for SMRF School Art Competition</b> Summary - With the opening of the Southern Materials Recovery Facility (SMRF), Southern Waste Recycling Resource Recovery (SRWRA) has received a proposal from Constituent Councils to organise a competition to engage local school students in the processes of recycling and waste management.</p>
3.2	<p><b>Les Perry Memorial Grant</b> <b>Summary</b> – The late Les Perry was Executive Officer of SRWRA from 1997 to 2007. SRWRA recognises his contribution with an annual grant to primary schools in the Constituent Council. The primary purpose of the grant is to support projects and activities that contribute to the education of primary school students in waste minimisation and recycling.</p>
3.4	<p><b>Risk Management Report</b> <b>Summary</b> – Skytrust – SRWRA has recorded forty one incidents from 01 July 2020 to 31 March 2021 with three currently under investigation and all identified hazards addressed. EPA Licence Related Register shows no complaints received since the April Board Meeting. WHS &amp; IM Plan. The 2021 Plan has been presented to the LGAMLS with nominated programs progressing.</p>



Tailored Implementation Program (TIP) – SRWRA applied for, and received, funding under the TIP program to assist further development of Traffic Management and Planning. A Traffic Management Plan has been adopted with training completed on 19 April.

General Management - The easing of COVID 19 restrictions has meant SRWRA is able to transition to some face to face Administration and Operational meetings, where appropriate, whilst still practicing social distancing.

Human Resources – SRWRA currently has no Workcover Claims in progress.

### 3.5 **Operations Report**

Summary –

#### **Site Management**

##### **Update on Western Sideliner Project**

Extension of the western sideliner is a critical project requiring completion for SRWRA to continue to receive waste and maintain effective landfill practices.

The sideliner is 70% complete with contractor's due back on site in May to complete placement of the sideliner.

##### **Risk Awareness**

Operational focus for safety has been on providing physical separation between workgroups across site by using hard barricades, moving work zones to enable more than 30m heavy vehicle to light vehicle positive distancing and construction of windrows where vertical offset between levels reaches 3m or more.

Internal traffic management training has been completed. Use of external traffic management contractors is planned for the next weighbridge calibration in early May prior to formal ticketing of staff, planned early June.

Item No: **15.1**

Subject: **ITEMS IN BRIEF**

Date: 11 May 2021

Written By: Personal Assistant

General Manager: Strategy and Business Services, Ms P Jackson

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## **SUMMARY**

These items are presented for the information of Members.

After noting the report any items of interest can be discussed and, if required, further motions proposed.

---

## **RECOMMENDATION**

**That the following items be noted and items of interest discussed:**

- 1. Tree of the Month**
- 

## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

Not applicable

## **REPORT**

- 1. Tree of the Month**

The Environment Team has recently launched a 'Tree of the Month' program where an iconic or loved Council tree is promoted on social media. Donning a blue sash, the Tree of the Month aims to increase the awareness of trees in the City of Holdfast Bay, shining

a spotlight on the important roles trees play in our city such as providing cool shade, habitat, cleaning the air, supporting mental health and creating a connection to nature.

April's Tree of the Month is the Red Flowering Gum at 15 Sixth Avenue, Glenelg East chosen by the City's Technical Arboricultural Officer, Ben Hall.

*Refer Attachment 1*

To nominate a tree for the following month, residents are invited to comment on the current Facebook post, call or email Council. The program has been well received and other councils are enquiring to adopt similar programs themselves.

A webpage dedicated to trees will be launched later in the year where information about our Adopt-a-Tree project will sit, pending Council endorsement of singular street tree planting.

# Attachment 1



Tree of the Month: Red Flowering Gum – Sixth Avenue, Glenelg East

Presented by City's Technical Arboriculture Officer, Ben Hall



Item No: **15.2**

Subject: **DRAFT ENTERTAINMENT AND HOSPITALITY AND CORPORATE CREDIT CARD POLICIES**

Date: 11 May 2021

Written By: Manager Financial Services

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

During 2020, examinations were conducted into a number of Councils by both the Auditor-General and the South Australian Ombudsman in the areas of entertainment, credit card use and management. The examinations identified expenditure in the sensitive areas of entertainment, hospitality, staff support and travel. The reports concluded that current policies and procedures in the areas of credit card use and entertainment expenditure are essential for the responsible use of public money. Accordingly draft policies covering these areas have been prepared and updated for Council's consideration.

The proposed policies are provided for endorsement by Council, following consideration by the Audit Committee.

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### **RECOMMENDATION**

#### **That Council:**

- 1. endorse and adopt the draft Entertainment and Hospitality and Corporate Credit Card Policies.**
- 

### **COMMUNITY PLAN**

A Place to do Business  
A Place that Provides Value for Money

### **COUNCIL POLICY**

Credit Card Policy

## **STATUTORY PROVISIONS**

Not Applicable.

## **BACKGROUND**

Council's credit card policy and process was internally audited in 2019 and reported to the Audit Committee. Draft updated credit card policy and procedures were reviewed by the Committee at the time, and actions taken to address the outcomes of the internal audit. Subsequently in 2020 the Auditor-General conducted audits of credit card use in two metropolitan and one regional Council. Later in 2020 the Ombudsman SA also investigated another metropolitan Councils use of credit cards and related entertainment expenditure.

The common generic outcomes and recommendations from these audits have been used to further update the draft City of Holdfast Bay credit card policy and procedures and inform the drafting of a new entertainment and hospitality policy and procedure.

The Audit Committee has considered these documents at its most recent meeting on 21 April 2021, and the outcomes are included in the Audit Committee minutes which are included in this Council agenda for reference and information.

## **REPORT**

In March 2020 the Auditor-General presented his findings on the credit card use and management of the Cities of Charles Sturt and Playford and the Coorong District Council. The conclusion reached in each case was that the Councils did not always use and manage their credit cards efficiently and economically during the audit period (July 2016 – April 2018).

Council specific recommendations were contained in their reports however there were number of common recommendations for the two metropolitan Councils as follows:

- extending the analysis of credit card and accounts payable expenditure to:
  - identify areas for further improvement in the use of credit cards
  - inform its procurement strategy;
- updating and improving credit card policy and procedures;
- reinforcing to staff the importance of an independent review;
- updating credit card policies to require the CEO's credit card transactions to be independently reviewed;
- reviewing expenditure policies to ensure they include:
  - the expenditure principles staff need to apply
  - nature and extent of business purpose information;
- reviewing credit card policy and procedure recordkeeping requirements to ensure the reconciliation records adequately explain the expenditure, including the business purpose;
- updating travel and hospitality, gifts and employee expenses policies;
- reviewing the employee recognition policy or program; and

- regularly scrutinising sensitive expenditure that results in benefits to the elected members to determine whether it is a proper use of public money.

In the case of the Ombudsman SA report into the City of Burnside, a number of the recommendations were made that apply to all Councils who use credit cards and incur entertainment expenditure including:

- Ensuring credit card and entertainment and hospitality policies and procedures consistently reference each other.
- Ensuring cardholder and authorising officers declare correctly the necessity for conducting Council business and the appropriateness of the expenditure.
- Ensuring cardholders review and agree to comply with the entertainment and hospitality policy.
- Defining business activities within the entertainment and hospitality policy.

The above matters have been addressed within the relevant policy and procedure documents. A number of common principles have been used in drafting the policies as follows:

- All expenditure is subject to public scrutiny and spent for community benefit
- All expenditure must be within the adopted budget, approved in accordance with delegations and Council's *Procurement Policy*, and available for internal and external scrutiny
- Where credit cards are used expenditure must be in accordance with the *Corporate Credit Card Policy and Procedure* and independently authorised.

### **Entertainment and Hospitality Policy Document**

The purpose of the policy is to set standards for when it is appropriate and justifiable to use Council funds for entertainment and hospitality. It has been drafted to ensure that reasonable community expectations and other policy requirements are met. The policy lists the general principles by which entertainment and hospitality expenditure is deemed appropriate.

The policy outlines the scope, definitions, principles and expenditure limits. The policy also addresses regular monitoring and reporting requirements to ensure accountability and compliance. Many other council policies are referenced and inform this policy.

*Refer Attachment 1*

### **Corporate Credit Card Policy Document**

The purpose of this policy is to ensure the appropriate use and authorisation of corporate credit cards. It specifies the conditions of use including requirements to substantiate expenditure. It references compliance with the Entertainment and Hospitality Policy. The issuing, approving and recording of credit cards is also detailed. The document specifies authorises of expenditure including that that the Mayor must authorise the CEO credit card. Authorises must consider the



appropriateness of the expenditure ensuring compliance with the Entertainment and Hospitality Policy where appropriate. Appropriate monitoring and review measures are detailed in the policy.

*Refer Attachment 2*

The main changes made to this policy since the last review are as follows:

- Policy renamed to Corporate Credit Card Policy.
- Scope now includes Alwyndor.
- Additional definitions as required.
- Realignment of conditions of use and delegations from principles to separate section.
- Clauses referring to Entertainment and Hospitality Policy.
- Clause inserted to allow credit card removal at the discretion of the CEO or Mayor.
- Removal of administrative processes to the procedure document.

It is intended to conduct refresher and on-going training of relevant employees in the policy and procedural requirements of the above policies once adopted by Council.

The proposed policies are provided for endorsement by Council, following recommendation by the Audit Committee. To assist in the implementation of the policies, procedures have also been developed that provides further guidance to staff. These procedures were also reviewed by the Audit Committee.

## **BUDGET**

This report does not have any direct budget implications.

# Attachment 1



ECM DSID	
First Issued / Approved:	Date of first issue/approval
Last Reviewed:	Date of last review
	Resolution Number
Next Review:	Review Date
Responsible Officer:	TBA
Date Placed on Intranet:	

**1. PREAMBLE**

**1.1 Purpose**

As a publicly funded body, Council is committed to ensuring that funds are spent for the benefit of the community and for the purposes of Council operations, whilst ensuring a high standard of accountability and legislative compliance.

This Policy sets the standards for when it is appropriate, reasonable and justifiable to use Council funds for entertainment and hospitality (including requirements for specific purchases), in a way that meets reasonable community expectations and other policy requirements.

**1.2 Scope**

This Policy applies to all Elected and Independent Members, Council employees, volunteers, and authorised Council representatives (including Alwyndor).

Although Elected and Independent Members and volunteers are not employees for the purposes of Fringe Benefits Tax considerations, they are nonetheless bound by principles of good governance and public accountability.

For gifts and benefits (including hospitality) from third parties to Council employees, refer to the Code of Conduct for Employees and the LGA Guidelines.

For gifts and benefits (including hospitality) from third parties to Council Elected Members, refer to the Council’s Elected Member Entitlements Policy.

**1.4 Definitions**

*Act* means refers to the *Local Government Act 1999*

*Benefits* means anything that is for the good of a person or thing

## ENTERTAINMENT AND HOSPITALITY POLICY

*Code of Conduct for Employees* means as defined in Schedule 2A of the Regulations

*Civic Event* means event involving the Mayor and/or Elected Members which is provided for civic purposes including Proclamation Day, Australia Day, citizenship ceremonies and Mayoral events.

*Community Engagement Event* means a public or community event which is authorised as part of an approved initiative or program.

*Corporate Event* means an event organised for employees which is authorised corporately.

*Council business* means work required to be performed as part of normal, official or directed duties.

*Credit Cards* means any type of corporate or organisational purchasing card, including credit, debit EFTPOS and similar bank cards used for purchasing on behalf of Council.

*Employee* means all Council employees, trainees, volunteers, work experience and contract staff.

*Gift means* a transaction in which a benefit of pecuniary value is conferred without consideration or for less than adequate consideration, but does not include an ordinary commercial transaction or a transaction in the ordinary course of business items and benefits beyond approved employment conditions (defined Schedule 3 in the Act and Schedule 2A clause 1(7) of the Regulations).

*Entertainment or Hospitality* means benefits which are anything that is for the good of a person or thing e.g. providing food, beverage or recreational benefits or accommodation or travel in connection with entertainment.

*Independent Member means* a person appointed under the Act, or as appointed under any other legislation administered by Council, to perform specific Council duties.

*Light refreshment means* light meals and non-alcoholic beverages served in-house as detailed in Council's Healthy Catering Policy.

*Recreation means* amusement, sport or similar leisure time activities.

*Regulations means* the *Local Government (General) Regulations 2013*

# ENTERTAINMENT AND HOSPITALITY POLICY

*Third party* means an organisation, person or entity not employed by Council, including clients, suppliers, contractors, community members, businesses, officials from other governments, etc.

*Travel Expenses means* expenses incurred in the course of authorised work-related travel including accommodation, meals, travel and incidental expenses.

## 1.5 Strategic Reference

Culture: Being financially accountable  
Culture: Supporting excellent, efficient operations

## 2. PRINCIPLES

### 2.1 Purchasing Principles

All Council expenditure including: hospitality, gifts, transport, accommodation and associated expenditure is subject to public scrutiny and Council is committed to ensuring that funds are spent to further community benefit and carry out Council operations, unless expenditure for staff is approved by the Chief Executive officer (CEO). For detailed guidance refer to the Entertainment and Hospitality Procedure.

All expenditure needs to be within the adopted Council budget, be approved within Council's endorsed delegations and authorisation framework and in accordance with Council's policies and procedures, including the *Procurement Policy*. Advice can be provided by the Finance team as to the ATO's guidance for entertainment and hospitality expenses as some expenditure attracts Fringe Benefits Tax increasing the cost to Council.

Where credit cards are used as the preferred payment method, expenditure must also be in accordance with Council's *Credit Card Policy and Procedure*.

### 2.2 General Principles

2.2.1 Any expenditure by employees on official entertainment and/or hospitality must be:

- a) for official Council business and/or incurred in the public interest;
- b) reasonable and appropriate to Council's business and publicly defensible e.g. light lunch for Work, Health and Safety of staff where working through;

## ENTERTAINMENT AND HOSPITALITY POLICY

- c) able to demonstrate direct benefits, resulting in, or contributing to, achieving the Council's objectives as articulated in the Council's Strategic and Business Plans;
- d) approved by a General Manager with appropriate financial delegations (and in accordance with Council's policies and procedures, including the Procurement Policy); and
- e) properly documented and available for internal and external scrutiny including provision of detailed tax invoices and receipts;
- f) for functions which demonstrate education and/or morale benefits for employees including (but not limited to) training, CEO (Chief Executive Officer) approved in Council's Reward and Recognition Program and must be part of an official event approved by the CEO.

**Specific guidance on what is appropriate and not appropriate expenditure is detailed in Council's Entertainment and Hospitality Procedure.**

### **2.3 Expenditure Limits**

All entertainment/hospitality expenditure must be approved by the relevant General Manager, and where necessary the CEO, prior to an event or expenditure being made. Refer to Council's Entertainment and Hospitality Procedure.

### **2.4 Exemptions from this Policy and Related Procedure**

The CEO maintains ultimate discretion to determine where and when it is appropriate to provide an exemption from this Policy and any related procedure.

Any exemption by the CEO must be in writing and include the reason for departing from this Policy, such exemption to be saved into Council's document management system.

### **2.6 Monitoring and reporting**

Financial services employees will conduct periodic random sample audits to ensure this Policy is adhered to and to identify any abnormal trends.

Any non-compliance with this Policy must be promptly reported to the CEO or delegate or, in the case of the CEO, the Mayor.

# ENTERTAINMENT AND HOSPITALITY POLICY

Council will maintain a summary of the expenditure incurred in providing entertainment, hospitality, gifts, transport, accommodation and associated expenditure and present this summary to Council's Senior Leadership Team annually.

The results of internal audits and registers will be presented to Council's Senior Leadership Team at least an annual basis.

## 3. REFERENCES

### 3.1 Legislation

*Local Government Act 1999*

*Local Government (General) Regulations 2013*

### 3.2 Other References

Alcohol & Drugs in the Workplace Procedure

Council's Code of Conduct

Corporate Credit Card Policy and Procedure

Elected Members Entitlements Policy

Employee Code of Conduct Guidelines (LGA, May 2019)

Entertainment and Hospitality Procedure

Gifts and Benefits Reporting Form

Managing Misconduct and Disciplinary Procedures

Organisational Development Policy

Procurement Policy

Professional Development Procedures

Reward and Recognition Program

Workplace Relations Policy

# Attachment 2





ECM DSID:	TRIM Container Number
First Issued / Approved:	Date of first issue/approval
Last Reviewed:	Date of last review
	Resolution Number
Next Review:	Review Date
Responsible Officer:	Manager Financial Services
Date placed on Webpage/ Intranet:	

**1. PREAMBLE**

**1.1 Purpose**

This policy covers the use of Corporate Credit Cards (credit cards) by City of Holdfast Bay (the Council’s) employees.

**1.2 Scope**

This policy applies to City of Holdfast Bay employees (including Alwyndor), who have been designated to use credit cards, are responsible for authorising the issue of, or changing limits on credit cards, or who are responsible for the administration.

**1.3 Definitions**

*Cardholder* means a council employee (including Alwyndor) who has been issued a Corporate Credit Card.

*Card provider* means the bank or financial institution that supplies Corporate Credit Cards.

*Corporate credit card* means credit cards issued by the City of Holdfast Bay by a card provider for corporate use only to provide for payment of goods and services subject to conditions.

*Monthly expenditure limit* means the maximum aggregated value of expenditure that a Cardholder may purchase with their Corporate Credit Card in a calendar month.

*Single transaction limit* means the maximum value that the cardholder may spend in a single use of a Corporate Purchase Card.

*Authoriser* means the employees responsible for reviewing and approving expenditure of the cardholder and ensuring it meets the principles of this policy and the related procedure.

*Senior Finance Staff* means Manager of Finance or one of the Accountants in Council or Alwyndor.

# CORPORATE CREDIT CARD POLICY

## 1.4 Strategic Reference

Culture: Being financially accountable

## 2. PRINCIPLES

Council and Alwyndor Aged Care Facility (Council's aged care facility) will each operate a credit card system, which permits an appropriate level of credit cards use by cardholders, with authorisers to reconcile and approve monthly expenditure statements.

### 2.1 Conditions of Use and Delegations

The cardholder must comply with the Corporate Credit Card Conditions of Use Agreement which is acknowledged and signed against prior to application. This document details limits on usage (including single transaction limits) and conditions relating to substantiating requirements to support credit card transactions.

Expenditure is to be within each Council employee's delegated financial limits (approved by the CEO- register maintained by Governance). All entertainment and hospitality expenditure must comply with the Entertainment and Hospitality Expenditure Policy.

Any expenditure identified as not compliant will be repaid by the cardholder.

### 2.2 Corporate Credit Card Approval

A credit card can only be issued to an employee with approval of the relevant General Manager (GM) or Chief Executive Officer (CEO). In the case of a credit card for use by the CEO's, with the approval of the Mayor.

Cards may be withdrawn at the discretion of the CEO (or for the CEO by the Mayor).

### 2.3 Finance Department Monitoring, Review and Register

The Financial Accountant and Finance Manager Alwyndor (or role titles with similar responsibility) have overall responsibility for the maintenance, approval and support of documents relating to credit card use by employees.

Further, it is the responsibility of the Council's Financial Accountant and Finance Manager Alwyndor (or role titles with similar responsibility) to minimise the potential of operational risk by maintaining best practices in particular, adequate:

- segregation of duties;
- documentation of procedures;
- systems and controls; and
- efficiency of operation.

## CORPORATE CREDIT CARD POLICY

Council's Financial Services unit and Alwyndor's Finance unit shall keep a register of cardholders showing card approval officer name, approval date, card limits, changes in detail information including change approval officer and approval date, termination date if applicable, and card cancellation date.

### 2.4 Authorisers

**Authorisers are as follows:**

<b>Cardholder position</b>	<b>Authoriser</b>
CEO	Mayor
GM	CEO
All Other Staff	General Manager

Authorisers are responsible for reviewing and approving all transactions on card cards including reconciliations and allocations. When reviewing credit card reconciliations, authorisers must consider the appropriateness of expenses and ensure that any entertainment and hospitality expenses are compliant with the Entertainment and Hospitality Policy.

### 3. REFERENCES

Corporate Credit Card Conditions of Use Agreement  
Corporate Credit Card Procedure  
Entertainment and Hospitality Policy