



## 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 28 September 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

5.2 Absent – Councillor P Chabrel (Leave of Absence)

### 6. ITEMS PRESENTED TO COUNCIL

### 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 14 September 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 McAuley School – Councillor Clancy (Report No: 325/21)

10.2.2 Agreements for the use of Mawson Oval – Councillor Clancy (238/21)

**11. MEMBER'S ACTIVITY REPORTS - Nil**

**12. MOTIONS ON NOTICE**

12.1 Trial Parklet Installation – Councillor Miller (Report No: 321/21)

12.2 Request for attendance at EM Forum 3# Leadership – Lessons for the Future – Councillor Lindop (Report No. 322/21).

12.3 Code of Practice – Meeting Procedures – Councillor Clancy (Report No. 327/21).

**13. ADJOURNED MATTERS - Nil**

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

14.1 Draft Minutes – Alwyndor Management Committee – 26 August 2021 (Report No: 320/21)

**15. REPORTS BY OFFICERS**

15.1 Items in Brief (Report No: 317/21)

15.2 Monthly Financial Report – 31 August 2021 (Report No: 319/21)

15.3 Internal Audit Policy and Procedure (Report No: 300/21)

15.4 Holdfast Bay Bowls and Croquet Club Incorporated – Grant of Sublease (Report No: 312/21)

15.5 Former Buffalo Site Revitalisation – Engagement Results & Tram Condition Assessment (Report No: 316/21)

15.6 2021-21 Annual Review of Investments (Report No: 318/12)

15.7 Application to be Joined to Appeal (Report No: 324/21)

**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. ITEMS IN CONFIDENCE****18.1 Event Activation (Report No: 323/21)**

*Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:*

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.**

**18.2 Claim against Council (Report No: 326/21)**

*Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:*

- h. legal advice.**
- i. information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council.**

**19. CLOSURE**

**ROBERTO BRIA  
CHIEF EXECUTIVE OFFICER**



Item No: **10.2.1**

Subject: **QUESTION ON NOTICE – MCAULEY SCHOOL – COUNCILLOR CLANCY**

Date: 28 September 2021

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## **QUESTION**

Councillor Clancy asked the following questions:

*“What Council funds have been spent and on what projects in the last two years?”*

*The lease includes payments to be shared on a percentage basis. What percentage has the school paid to Council to cover it's percentage of the payments?”*

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## **ANSWER – General Manager Assets and Delivery**

The McAuley School via the Catholic Church Endowment Society Inc (CCES) has a licence to use the Council owned Mawson Oval and facilities, subject to a joint use agreement. This agreement requires the McAuley School to maintain the facilities and for any capital works to be cost shared based on 56% payment by the CCES and 44% by Council. The agreements do allow for some variation to this.

Over the past few years, the agreed capital works have included a carpark (small extension of the school carpark into the Mawson Oval area) constructed as part of the site redevelopment and also upgrade of the tennis courts.

The tennis court upgrade is being constructed by Council contractors and is due for completion in the next few weeks and the CEES has agreed to pay its 56% proportion of \$95,200 upon completion. This amount was approved by Council on 9 April 2019.

The car park upgrade was constructed by the school and Council paid \$42,730 towards this in 2019.

In late 2010 some ball stop netting was installed at Council cost as residents on Wattle Avenue were affected by soccer balls and this was a non-school activity. The cost of this installation was \$12,858.

Item No: **10.2.2**

Subject: **QUESTION ON NOTICE – AGREEMENTS FOR THE USE OF MAWSON OVAL**

Date: 28 September 2021

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## QUESTION

Councillor Clancy asked the following questions:

*“Which groups have agreements to use Mawson Oval?*

*How much do they pay and what times are they using it?*

*How much has been paid to council from rent received?*

*What times are available?”*

## ANSWER - General Manager, Community & Business

There are two groups which have agreements to use Mawson Oval as follows:

1. Council has a verbal agreement with Nicole Williams of Brighton Cricket Club (Juniors and Girls teams) to use Mawson Oval during the following times/dates:
  - Trials - Friday 17th Sept – 4.30-6pm
  - Training - Wednesday evenings 5-6pm commencing 20th Sept, finishing on 23rd Feb
  - Games – Friday evenings commencing 8th Oct (girl’s games start at 5.30-7.30pm). They are all finished by Friday 25th Feb
  - Games – Sunday mornings 9-11.30am commencing 10th Oct, all finished by Sunday 27th Feb

No fees are payable pursuant to that verbal agreement.

2. Warradale Cricket Club (**WCC**) has an agreement with the Catholic Church Endowment Society Inc. to use the cricket pitch, cricket nets and a storage shed, as well as to access the toilets on the school grounds. This arrangement is long standing and has been in place for many years.

WCC’s use is during the school’s designated hours and pays an annual hire fee (as at 1 October 2020) of \$1,350 plus GST increasing annually by CPI.

Item No: **12.1**

Subject: **MOTION ON NOTICE – TRIAL PARKLET INSTALLATION – COUNCILLOR MILLER**

Date: 28 September 2021

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### **PROPOSED MOTION**

Councillor Miller proposed the following motion:

#### **That Administration:**

- 1. bring to Council a report identifying the feasibility and suitability of parklet installations within the City of Holdfast Bay with particular reference to the Jetty Road Glenelg Precinct; and**
  - 2. bring back recommendations for the installation of parklets for a trial period if deemed suitable**
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### **BACKGROUND**

With the recent installation of parklet outdoor dining on Jetty Road due to the Chapel Plaza / Hindmarsh Lane development, it is worthwhile for Council to look into utilising them further as other Councils have done to great effect.

The Jetty Road Mainstreet Committee has recently been engaged on this matter and have indicated support for this initiative. As the Jetty Road Masterplan continues to move forward we should look in to adding parklets to increase vibrant aesthetics and outdoor dining opportunities.

Item No: 12.2

Subject: **MOTION ON NOTICE – REQUEST FOR ATTENDANCE AT EM FORUM #3  
LEADERSHIP – LESSONS FOR THE FUTURE – COUNCILLOR LINDOP**

Date: 28 September 2021

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### **PROPOSED MOTION**

Councillor Lindop proposed the following motion:

**In accordance with the Elected Member Training and Development Policy, Council approves for Councillor Lindop to attend the LGA training ‘EM Forum #3 Leadership – Lessons for the Future’ at LG House, 148 Frome Street, Adelaide on 24 November 2021.**

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### **BACKGROUND**

I would appreciate the support of the Council to attend the LGA training ‘EM Forum #3 Leadership – Lessons for the Future’ at LG House, 148 Frome Street, Adelaide on 24 November 2021.

Council is required to approve my attendance in accordance with clause 2.9 of the Elected Member Training and Development Policy. The cost to attend is \$385.

This is an opportunity to learn and to help gain better understanding, reflecting on personal leadership skills with peers. The workshop is focused on discovering new perspectives, shaping direction and developing better interpersonal skills.

I would appreciate the Council’s support to attend.

### **ADMINISTRATION COMMENT**

Council has budget remaining for Councillor Lindop to attend this training.

Item No: 12.3

Subject: **MOTION ON NOTICE – CODE OF PRACTICE – MEETING PROCEDURES – COUNCILLOR CLANCY**

Date: 28 September 2021

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### **PROPOSED MOTION**

Councillor Clancy proposed the following motion:

**That the Code of Practice – Meeting Procedures be amended to include that mobile phones may not be used during a Council workshop by members or Council Officers.**

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### **BACKGROUND**

It is disrespectful to those who put so much work into their presentations. Information is missed which is a lost opportunity to learn new information or refresh your memory.

At many events people are asked to turn off their phones. We at Holdfast Bay should do the same.

### **ADMINISTRATION COMMENT**

The current Code of Practice covers that mobile phones not be used during Council and Committees.

Item No: **14.1**

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 26 AUGUST 2021**

Date: 28 September 2021

Written By: General Manager Alwyndor

General Manager: Alwyndor, Ms B Davidson-Park

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### **SUMMARY**

The draft minutes of the Alwyndor Management Committee meeting held on 26 August 2021 are provided for information.

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### **RECOMMENDATION**

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 26 August 2021 be noted.**

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

2. **That having considered Attachment 2 to Report No: 320/21 Draft Minutes – Alwyndor Management Committee – 26 August 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.**
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### **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 Alwyndor, 52 Dunrobin Road, Hove on Thursday 26 August 2021 at 6.30pm.**

### **PRESENT**

#### **Elected Members**

Councillor Susan Lonie

#### **Independent Members**

Mr Kim Cheater- Chair

Ms Julie Bonnici

Prof Judy Searle

Prof Lorraine Sheppard

Ms Trudy Sutton

Mr Kevin Whitford

#### **Staff**

Chief Executive Officer – Mr Roberto Bria

General Manager Alwyndor – Ms Beth Davidson-Park

Manager Quality and Projects – Ms Emma Burke

Manager, Community Connections – Ms Molly Salt

Manager, Finance – Ms Leisa Humphrey

Acting Manager, Finance – Mr Damian Capurro

Personal Assistant - Ms Marisa Dinham

### **1. OPENING**

The Chairperson declared the meeting open at 6.32pm.

### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chair stated:

We acknowledge the 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. APOLOGIES**

3.1 For Absence – Cr R Snewin

3.2 Leave of Absence – Nil

### **4. DECLARATION OF INTEREST**

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

**5. CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the Alwyndor Management Committee held on 29 July 2021 be taken as read and confirmed.**

Moved by Cr S Lonie, Seconded by Ms j Bonnici

Carried

**Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 29 July 2021 be taken as read and confirmed.**

Moved by Cr S Lonie, Seconded by Ms T Sutton

Carried

**6. REVIEW OF ACTION ITEMS**

**6.1 Action Items**

Agreed cyber security report be presented at the September 2021 meeting.

**6.2 Confidential Action items**

Item noted

**6.3 Annual Work Plan**

Item noted

**7. GENERAL MANAGER REPORT**

**7.1 General Manager Report (Report No: 36/2021)**

**7.1.1 Passing of AMC Member Cr Rosalina (Mikki) Bouchee**

Motion passed acknowledging Cr Bouchée's extraordinary service to the City of Holdfast Bay.

**7.1.2. AMC appointment of new member**

Cr Bob Snewin nominated by Council to join the Committee. Cr Snewin brings a wealth of knowledge to the AMC, and the Committee look forward to working alongside him.

**7.1.3 COVID-19 update**

Item noted

**7.1.4 AMC Terms of Reference (ToRs)**

Item noted

**Motion**

**That the Alwyndor Management Committee:**

1. Acknowledge the commitment and contribution of Councillor Mikki Bouchee to Alwyndor and the ageing community of the City of Holdfast Bay. Councillor Bouchee served as an Elected Member for both the City of Glenelg and then the City of Holdfast Bay for more than 25 years, she was a member of the Alwyndor Management Committee since February 2020. Councillor Bouchee cared passionately about people and was tireless in advocating for the issues most important to her including social justice and the ageing. Generous of heart, highly principled, compassionate, and intelligent, Councillor Bouchee's love of life will be remembered by Alwyndor.

Moved by Ms J Bonnici, Seconded by Mr K Whitford

Carried

**Motion****That the Alwyndor Management Committee:**

2. Note that Cr Snewin has been appointed to the Alwyndor Management Committee effective immediately for the duration of the Council term ie October 2022.
3. Note the COVID-19 update.
4. Note the amendments to the Alwyndor Management Committee Terms of Reference.

Moved by Cr S Lonie, Seconded by Ms T Sutton

Carried

**8. CONFIDENTIAL REPORTS****8.1 General Manager Report – Confidential (Report No: 37/2021)****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. 37/2021 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: 37/2021 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 Ms J Bonnici, Seconded by Mr K Whitford

Carried

#### **8.1.1 Identification of overtime payment errors**

Moved by Cr S Lonie, Seconded by Prof L Sheppard

Carried

**Meeting closed 7.20pm.**

**A workshop session was held to consider the Alwyndor Management Committee Self-Assessment outcomes.**

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 30 September 2021** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

**CONFIRMED 30 September 2021**

**CHAIRPERSON**

Item No: **15.1**

Subject: **ITEMS IN BRIEF**

Date: 28 September 2021

Written By: Personal Assistant

General Manager: Strategy & Corporate 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.

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## **RECOMMENDATION**

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

- 1. A non-clinical, community based mental health support pilot in southern Adelaide**
  - 2. Condolences received for the passing of Councillor Bouchee**
  - 3. Film Screening - I'm not a Runner by Anna Liptak**
- 

## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

Not applicable

## **REPORT**

- 1. A non-clinical, community based mental health support pilot in southern Adelaide**

The City of Holdfast Bay was invited by the SA Mental Health Commission to participate in a trial project to provide practical support to people who are experiencing psychological distress and are on the waiting list to receive clinical support.

The 18-month pilot program will evaluate the benefit of providing a non-clinical early mental health and wellbeing response to people in southern Adelaide. With warm referrals from GPs and other sources, it is proposed that suitably trained and supervised volunteers will be embedded in targeted locations within each of the southern councils to provide an immediate, compassionate response and practical support to people who are experiencing psychological distress.

The volunteer role might suit people with a lived experience who are confident in their recovery journey, and/or have a current or previous professional background in the health sciences field, or allied and mental health students. Uniting Communities who deliver the training for all Lifeline volunteers, will provide tailored training and ongoing support to the volunteers.

It is envisaged that the project will officially commence early 2022.

## **2. Condolences received for the passing of Councillor Bouchee**

The recent passing of Cr Mikki Bouchee has seen an outpouring of condolences and sympathy from the community via social media and the like.

Council has also received hand written cards and letters from Nicolle Flint MP, the Holdfast Bay Residents Alliance, the Chair of Glenelg Meals on Wheels and Mayor of Campbelltown Jill Whittaker.

These cards and letters are attached for Members information

*Refer Attachment 1*

## **3. Film Screening - I'm not a Runner by Anna Liptak**

After three years in the making, 1,000 hours of footage condensed into a 52 minute documentary 'I'm Not a Runner' premiered at a preview screening on Sunday 19 September 2021.

The City of Holdfast Bay's Small Business Development partially funded the project way back in May 2018, providing \$5,000 to His & Her Time Health and Fitness, a local Seacliff business operated by Anna Liptak.

The project has experienced many obstacles, including lack of much-needed funds, disruption resulting from Covid-19, and also Anna and her son succumbing to the virus, among the first in SA to contract it after a visit to Melbourne to attend a conference relating to the production of the film.

Overcoming all of these obstacles, Anna led sixty people to compete in the 2018 New York Marathon and followed the progress of five inspiring 'ordinary' Adelaide women, who confronted a range of barriers in their quest to complete the marathon. The film tells a story of strength, determination and achievement through the experiences of five unlikely, yet inspirational women.

The production is intended for national and international distribution and aims to engage sedentary individuals who have abandoned a healthy lifestyle. A number of

premiere screenings are occurring prior to the film's official launch at MIPCON (Cannes) in 2021.

While an extraordinary and cinema quality production, surprisingly, much of the content was captured by mobile phone devices and GoPros. Holdfast Bay is featured heavily throughout the production, showcasing many of our parks and reserves, Glenelg Town Hall, and much of our coastline and Glenelg Jetty. The City of Holdfast Bay is recognised in the credits with the logo prominent at the end of the film.

Details of the film can be viewed in the following link <https://imnotarunner.com.au/> and a few limited screenings are available in the coming days prior to Cannes launch: [https://www.trybooking.com/events/landing?eid=790663&fbclid=IwAR3jITLbXRHa fU7fjBT8pAh2jGloCb-UYMvsglt\\_TPxPhtqAhI2baljKUig](https://www.trybooking.com/events/landing?eid=790663&fbclid=IwAR3jITLbXRHa fU7fjBT8pAh2jGloCb-UYMvsglt_TPxPhtqAhI2baljKUig)

# Attachment 1





Received

13 SEP 2021

CITY OF HOLDFAST BAY



## NICOLLE FLINT MP

Federal Member for Boothby

Mayor Amanda Wilson  
City of Holdfast Bay  
PO Box 19  
BRIGHTON SA 5048

Ref: 21132EC

Dear Mayor Wilson

*I write to extend my condolences to you, elected members, and the wider City of Holdfast Bay community, on the recent passing of Councillor Mikki Bouchee.*

*Mikki was an extraordinary member of our community, and her loss is great indeed. Her dedicated service to the City of Holdfast Bay and our local community over 25 years is simply incredible, and I acknowledge all that she has achieved.*

*Not only a wonderful Councillor, Mikki was heavily involved in so many of our local community groups and organisations, which truly speaks greatly to her generosity of character. She was also a strong supporter of women in Government, and I am grateful to her for the encouragement she gave to me in my role as Member for Boothby.*

*I would like to take this opportunity to acknowledge and thank you for the beautiful service in recognition of Mikki's life. I had the opportunity to engage with the service remotely in Canberra, and I am grateful to you and all involved for allowing that possibility.*

*Finally, I extend my thanks to yourself, Roberto Bria, Chief Executive Officer, and Councillor John Smedley, for your lovely words and sentiments.*

*My condolences and thoughts are with the City of Holdfast Bay. Please do not hesitate to contact me should I be of any assistance in the future.*

Yours sincerely

**Nicolle Flint MP**  
Member for Boothby

08 / 09 / 2021



**Postal Address:**

**The Secretary**

**PO Box 1182**

**Glenelg South SA 5045**

**Email:**

**hbresidents@gmail.com**

10 August 2021

The Mayor of the City of Holdfast Bay Amanda Wilson &  
The CEO Roberto Bria  
24 Jetty Road  
Brighton SA  
5048

Dear Amanda and Roberto

### **Councillor Mikki Bouchee**

The Alliance express our condolences to the Elected Members and the staff of the City of Holdfast Bay on the recent passing of Councillor Bouchee.

Mikki was a passionate and highly respected Councillor who worked with the community for many decades. Mikki also had a long standing relationship with the Alliance through her mother who served on the Committee for a number of years and Mikki's personal interest in community issues.

A Councillor who always made herself available to the community and listened to the concerns raised by groups and individuals. Her compassionate and passionate contribution provided long term positive outcomes for our community.

A number of our long standing members who worked closely with Mikki over many years are greatly affected by the sudden passing of Mikki.

Please accept our deepest condolences.

*Yours in sincerely*

Ken Daly  
President



Deepest  
Sympathy

Dear Mayor Amanda,  
Elected members & staff  
On behalf of Campbelltown  
Council I extend our deepest  
sympathy to you at the loss  
of such a dedicated  
councillor in Cr Mikki Boudle  
- someone who was full of  
energy, life and ideas.

She will be hard to replace  
in skills & wisdom.

Best wishes

Gill Whittaker

Mayor 10/8/21





To the Mayor, Councillors and  
Community of the City of Holdfast Bay  
we offer our heartfelt thoughts and  
deepest sympathy on the passing of  
Mikki Bouchie.

Mikki is especially remembered for  
her advocacy for the vulnerable and  
elderly and as a volunteer and past  
president of the Glenelg Branch of  
Meals on Wheels Inc.

Kinest regards

Sue Sedleman  
Chair, Glenelg Branch MOW.

MSOBOMS/1

Item No: 15.2  
Subject: **MONTHLY FINANCIAL REPORT – 31 AUGUST 2021**  
Date: 28 September 2021  
Written By: Management Accountant  
General Manager: Strategy and Corporate, Ms P Jackson

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### **SUMMARY**

Attached are financial reports as at 31 August 2021. They comprise a Funds Statement and a Capital Expenditure Report for Council's municipal activities and Alwyndor Aged Care. The adjusted forecast budget includes the carried forward amount as approved by Council 24 August 2021.

No changes to Municipal budgets are recommended at this time, but the report highlights items that show a material variance from the year to date budget. The report also details decisions made by Council that will affect the budget and will be included in the first quarterly budget review due in October.

Alwyndor require a capital expenditure budget amount of \$190,508 to be carried forward from 2020/21 to 2021/22 to finalise projects not completed at 30 June 2021.

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### **RECOMMENDATION**

**That Council receives the financial reports and budget update for the 2 months to 31 August 2021 and notes:**

- **no change to the Municipal activities 2021/22 budget forecast other than the approved carried forward budgets;**
  - **that Council approved 2021/22 budget variations will be included in the first budget update as at 30 September 2021; and**
  - **Alwyndor Aged Care carry forward capital expenditure of \$190,508 from the 2020/21 budget to the 2021/22 budget for the completion of existing projects.**
- 

### **COMMUNITY PLAN**

Culture: Being financially accountable

**COUNCIL POLICY**

Not applicable.

**STATUTORY PROVISIONS**

Not applicable.

**BACKGROUND**

Council receives financial reports each month comprising a Funds Statement and Capital Expenditure Report for each of Council's municipal activities and Alwyndor Aged Care.

The Funds Statements include an income statement and provide a link between the Operating Surplus/Deficit with the overall source and application of funds including the impact on cash and borrowings.

*Refer Attachment 1*

**REPORT**

The majority of the variances to date are due to budget and actuals timing differences over the first two months of the financial year. Details of the major variances, along with amounts and notes, for both Council Municipal and Alwyndor operations have been prepared and are attached to this report.

*Refer Attachment 1*

A comprehensive budget update will be conducted for the first quarter ending 30 September 2021. The update will review forecast income and expenditure and will include the following 2021/22 variances previously approved by Council:

- \$15,000 – contribution to a second Adelaide-wide urban heat and tree canopy cover mapping project, organized by Green Adelaide (C130721/2343);
- \$125,000 – purchase of land (C270721/2366);
- \$65,000 – contribution to rainwater tank pilot project funded through a reallocation of budget from the Stormwater Management Plan capital project (C100821/2385);
- \$2,500 – funding to support the South Australian Coastal Councils Alliance for the 2021/22 financial year (C240821/2393); and
- \$30,000 – funding to stage two street parties on Jetty Road, Brighton (C240821/2395).

**Alwyndor Aged Care**

There is only one change to the Alwyndor budget forecast as approved by Council: a carry forward amount of \$190,508 from 2020/21 is required to complete the current Information Technology TechPlan (\$187,508) and the purchase of gym equipment (\$3,000) in 2021/22.

Alwyndor's forecast capital expenditure for 2021/22 is currently \$632,500 which with the additional carry forward amount of \$190,508 will increase to \$823,008.

As with the Municipal budget, a comprehensive budget update will be conducted for the month ending 30 September 2021.

#### **BUDGET**

The content and recommendation of this report indicates the effect on the budget.

#### **LIFE CYCLE COSTS**

The nature and content of this report is such that life cycle costs are not applicable.

# Attachment 1





**City of Holdfast Bay**  
**Municipal Funds Statement as at August 2021**

2021 - 2022 Original Budget \$'000	Year to Date				2021 - 2022 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000			
(614)	(87)	(77)	(10)	Administrative Services	(614)	
84	14	39	(25)	Cemeteries	84	
466	119	95	24	Commercial & Club Leases	466	
(1,011)	(159)	(103)	(56)	Development Services	(1,093)	1
1,490	157	211	(54)	FAG/R2R Grants	1,490	2
(1,689)	(764)	(778)	13	Financial Services	(1,729)	
(9,743)	-	-	-	- Financial Services-Depreciation	(9,743)	
(262)	-	-	-	- Financial Services-Employee Leave Provisions	(262)	
(834)	61	64	(3)	Financial Services-Interest on Borrowings	(834)	
160	-	-	-	- Financial Services-SRWRA	160	
37,146	38,436	38,391	45	General Rates	37,146	
(2,780)	(1,052)	(1,018)	(35)	Innovation & Technology	(2,780)	
(684)	(94)	(56)	(38)	People & Culture	(684)	
(508)	(81)	(85)	4	Public Realm and Urban Design	(549)	
(1,442)	(292)	(270)	(22)	Strategy & Governance	(1,336)	
(1,506)	(136)	(133)	(3)	City Activation	(1,289)	
1,134	116	137	(20)	Commercial - Brighton Caravan Park	1,134	
15	2	4	(2)	Commercial - Partridge House	15	
(367)	(98)	(100)	2	Communications and Engagement	(564)	
(349)	(50)	(50)	-	- Community and Business Administration	(349)	
(894)	(102)	(73)	(29)	Community Events	(994)	
661	57	168	(110)	Community Safety	661	3
(540)	(4)	(20)	16	Community Wellbeing	(596)	
(617)	(98)	(86)	(13)	Customer Service	(617)	
-	487	513	(25)	Jetty Road Mainstreet	(165)	
(1,492)	(263)	(248)	(15)	Library Services	(1,492)	
(299)	(50)	(47)	(3)	Assets & Delivery Administration	(299)	
(1,195)	(140)	(105)	(35)	Engineering & Traffic	(1,195)	
(989)	(28)	36	(64)	Environmental Services	(1,007)	4
(7,561)	(1,204)	(1,212)	8	Field Services & Depot	(7,561)	
(2,062)	(199)	(184)	(16)	Property Management	(2,062)	
-	-	(2)	2	Roads to Recovery	-	
(455)	(15)	(7)	(8)	Street Lighting	(455)	
(4,086)	(393)	(395)	2	Waste Management	(4,086)	
928	-	-	-	- Less full cost attribution - % admin costs capitalised	928	
<b>107</b>	<b>34,141</b>	<b>34,612</b>	<b>(471)</b>	<b>=Operating Surplus/(Deficit)</b>	<b>(269)</b>	
9,743	-	-	-	- Depreciation	9,743	
102	-	-	-	- Other Non Cash Items	102	
<b>9,845</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>	<b>9,845</b>	
<b>9,953</b>	<b>34,141</b>	<b>34,612</b>	<b>(471)</b>	<b>=Funds Generated from Operating Activities</b>	<b>9,576</b>	
879	889	1,542	(653)	Amounts Received for New/Upgraded Assets	2,167	5
528	25	25	-	Proceeds from Disposal of Assets	1,654	
<b>1,407</b>	<b>914</b>	<b>1,566</b>	<b>(653)</b>	<b>Plus Funds Sourced from Capital Activities</b>	<b>3,821</b>	
(9,422)	(840)	(886)	45	Capital Expenditure on Renewal and Replacement	(11,323)	
(6,431)	(682)	(679)	(3)	Capital Expenditure on New and Upgraded Assets	(13,793)	
<b>(15,853)</b>	<b>(1,522)</b>	<b>(1,565)</b>	<b>42</b>	<b>Less Total Capital Expenditure</b>	<b>(25,116)</b>	
247	-	1	(1)	Plus:Repayments of loan principal by sporting groups	247	
<b>247</b>	<b>-</b>	<b>1</b>	<b>(1)</b>	<b>Plus/(less) funds provided (used) by Investing Activities</b>	<b>247</b>	
<b>(4,246)</b>	<b>33,532</b>	<b>34,614</b>	<b>(1,082)</b>	<b>= FUNDING SURPLUS/(REQUIREMENT)</b>	<b>(11,472)</b>	
<b>Funded by</b>						
-	(26)	(26)	-	- Increase/(Decrease) in Cash & Cash Equivalents	-	
-	33,558	34,283	(725)	Non Cash Changes in Net Current Assets	-	
(5,584)	-	-	-	- Less: Proceeds from new borrowings	(12,810)	
-	-	357	(357)	Less: Net Movements from Cash Advance Debentures	-	
1,338	-	-	-	Plus: Principal repayments of borrowings	1,338	
<b>(4,246)</b>	<b>33,532</b>	<b>34,614</b>	<b>(1,082)</b>	<b>=Funding Application/(Source)</b>	<b>(11,472)</b>	

Note 1 – Development Services - \$56,000 favourable

Year to date planning fee income higher than budgeted (\$33,000) and employment cost savings due to temporary vacancies (\$20,000).

Note 2 – FAG/R2R Grants - \$54,000 favourable

Grant funding received for the Local Roads and Community Infrastructure Program (Phase Two). To be accounted for in the September budget update.

Note 3 – Community Safety - \$110,000 favourable

Car parking related revenue higher than forecast.

Note 4 – Environmental Services - \$64,000 favourable

Coast Protection Board grant funding received for a seawall remediation trial - will be accounted for in the September budget update - (\$54,000) and lower employment costs due to temporary vacancies (\$10,000).

Note 5 – Amounts Received for New/Upgraded Assets - \$653,000 favourable

Grant funding received for phase 2 of the Local Roads and Community Infrastructure Program (\$598,000) and Department of Recreation and Sport grant funding for lighting at Dover Square (\$55,000). Budget adjustment will be made as part of the September budget update.

**City of Holdfast Bay**  
**Capital Expenditure Summary by Budget Item to August 2021**

2021-22 Original Budget \$'000	Year to Date				2021-22 Adopted Forecast \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000		
(928)	-	-		- Full Cost Attribution	(928)
(1,013)	(150)	(151)		1 Information Technology	(1,193)
(1,200)	(45)	(42)		(3) Commercial and Economic Enterprises	(2,095)
(85)	(15)	(15)		- Brighton Library	(85)
-	-	(5)		5 Sport and Recreation	(577)
(13)	-	-		- Depot and Stores	(13)
(1,512)	(198)	(198)		- Machinery Operating	(1,700)
(1,898)	(5)	(4)		(1) Road Construction and Re-seal Program	(1,943)
(100)	-	-		- Car Park Construction	(100)
(127)	(56)	(114)		<b>58</b> Footpath Program	(127)
(1,100)	(140)	(138)		(2) Stormwater Drainage Program	(1,868)
(130)	-	(1)		1 Traffic Control Construction Program	(153)
-	-	-		- Signage Program	-
(1,307)	-	-		- Kerb and Water Table Construction Program	(1,307)
(30)	-	-		- Other Transport - Bus Shelters etc.	(64)
(3,869)	(203)	(158)		<b>(45)</b> Reserve Improvements Program	(5,076)
(1,434)	(370)	(360)		(10) Land, Buildings and Infrastructure Program	(3,792)
(580)	(330)	(368)		<b>38</b> Streetscape Program	(3,433)
(526)	(10)	(10)		- Foreshore Improvements Program	(661)
(15,853)	(1,522)	(1,565)	<b>42</b>	<b>Total</b>	(25,116)

## Alwyndor Aged Care Funds Statement as at 31 August 2021

2021-22 Original Budget \$'000	Year to Date				Note
	Budget YTD \$'000	Actual YTD \$'000	Variance \$'000		
5,435	910	885	25	User Charges	
12,472	2,112	1,988	123	Operating Grants and Subsidies	
165	16	10	6	Investment Income	
3,268	524	567	(44)	Reimbursements	
2,722	444	501	(57)	Other Income	
<b>24,062</b>	<b>4,005</b>	<b>3,951</b>	<b>53</b>	<b>Operating Revenue</b>	<b>1</b>
(16,551)	(2,726)	(2,717)	(9)	Employee Costs - Salaries & Wages	<b>2</b>
(6,512)	(1,080)	(1,016)	(63)	Materials, Contracts and Other Expenses	
(60)	(10)	(15)	5	Finance Charges	
(1,232)	(209)	(208)	(2)	Depreciation	
<b>(24,355)</b>	<b>(4,025)</b>	<b>(3,956)</b>	<b>(69)</b>	<b>Less Operating Expenditure</b>	
<b>(293)</b>	<b>(20)</b>	<b>(5)</b>	<b>(16)</b>	<b>=Operating Surplus/(Deficit)</b>	
1,232	209	208	2	Depreciation	
168	28	119	(91)	Provisions	
<b>1,401</b>	<b>237</b>	<b>326</b>	<b>(89)</b>	<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>	
<b>1,107</b>	<b>217</b>	<b>322</b>	<b>(104)</b>	<b>=Funds Generated from Operating Activities</b>	
0	0	0	0	Proceeds from Disposal of Assets	
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Plus Funds Sourced from Capital Activities</b>	
(633)	(105)	(26)	(79)	Capital Expenditure on New and Upgraded Assets	
<b>(633)</b>	<b>(105)</b>	<b>(26)</b>	<b>(79)</b>	<b>Less Total Capital Expenditure</b>	
<b>475</b>	<b>111</b>	<b>295</b>	<b>(184)</b>	<b>= Funding SURPLUS/(REQUIREMENT)</b>	
<b>Funded by</b>					
475	111	295	(184)	Increase/(Decrease) in Cash & Cash Equivalents	
<b>475</b>	<b>111</b>	<b>295</b>	<b>(184)</b>	<b>=Funding Application/(Source)</b>	

**Alwyndor - Notes  
August 2021**

1 Operating Revenue

Operating Revenue is unfavourable by \$53K mainly due to lower federal government funding (ACFI) received for permanent residents. Residential continues to recover from the decrease in average funding per resident it incurred at the end of last financial year where there was a high resident turnover of high funded residents and challenges to find new residents with similar needs and funding.

Therapy and Wellness classes continue to be impacted by ongoing COVID-19 room restrictions. Recruitment of new therapists has been challenging which has impacted on the team meeting their client targets however some new therapy staff will be commencing early October.

Support at Home client growth remains strong and monthly targets are being met.

2 Materials, Contracts and Other Expenses

The favourable variance of \$63k is mostly due to timing variances of expenditure incurred. Agency usage is below the 5% KPI resulting in savings for August YTD.

Item No: **15.3**

Subject: **INTERNAL AUDIT POLICY AND PROCEDURE**

Date: 28 September 2021

Written By: Manager Strategy & Governance

General Manager: Strategy & Corporate, Ms P Jackson

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### **SUMMARY**

In June 2021, Council's Internal Auditor, Galpins, submitted an *Internal Audit Report – Recommendations Follow Up* which assessed the control environment in place to ensure the implementation of previous audit recommendations (the Report).

The Report made a number of recommendations to improve the oversight of the Internal Audit function. In response to the recommendations made, a policy and procedure has been drafted and internal roles and responsibilities have been clarified.

The Audit Committee considered the Report, policy and procedure and resolved to support the Internal Audit Policy and Internal Audit Procedure to be submitted to Council for approval.

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### **RECOMMENDATION**

**That Council approves the Internal Audit Policy.**

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### **COMMUNITY PLAN**

Culture: Enabling high performance

Culture: Supporting excellent, efficient operations

### **COUNCIL POLICY**

Risk Management Framework

### **STATUTORY PROVISIONS**

*Local Government Act 1999*

## **BACKGROUND**

Section 125 of the *Local Government Act 1999* requires Council to implement and maintain appropriate internal control policies and procedures.

An Internal Audit Charter was developed in 2014 but it appears that it was not reviewed and replaced when Council changed its internal audit model after that time.

## **REPORT**

Recently Council's Internal Auditor, Galpins, submitted an *Internal Audit Report – Recommendations Follow Up* which assessed the control environment in place to ensure implementation of previous audit recommendations (the Report).

The Report made a number of recommendations related to the oversight and tracking of audit actions.

In response to these recommendations, the following steps have been taken:

- roles and responsibilities have been clarified, with Strategy and Governance being formally responsible for the Internal Audit function;
- the Team Leader Governance has been charged with establishing and managing a central register of internal audit recommendations; and
- the Manager Strategy and Governance is now attending Audit Committee meetings to improve reporting and accountability.

To support these actions, an Internal Audit Policy and Procedure have been drafted and are appended as Attachments 1 and 2, respectively. Both documents have been reviewed by the Internal Auditor and their comments have been incorporated. Both documents were considered by the Audit Committee at their meeting of 25 August 2021 and the Committee resolved to support the Internal Audit Policy to be submitted to Council for approval. The Internal Audit Procedure has been provided for information.

*Refer Attachments 1 and 2*

There is no legislative requirement to undertake community consultation on these policies. Additionally, as these changes are not material, consultation is not deemed necessary.

## **BUDGET**

There are no direct budget implications and any system-related costs will be the subject of a separate Report, if needed.

## **LIFE CYCLE COSTS**

There are no life cycle costs associated with this report.

# Attachment 1





ECM DSID:	
First Issued / Approved:	June 2021
Last Reviewed:	Council Meeting
Next Review:	June 2024
Responsible Officer:	Team Leader Governance
Date Placed on Webpage/ Intranet:	

## 1. PREAMBLE

### 1.1 *Background*

- 1.1.1 The Council is committed to providing best value to the community within the framework of fairness, transparency and accountability.
- 1.1.2 Section 125 of the Local Government Act 1999 requires Council to implement and maintain appropriate internal control policies and procedures.

### 1.2 *Purpose*

The purpose of internal audit is to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight. It helps City of Holdfast Bay accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### 1.3 *Scope*

This policy applies to

- 1.3.1 all of Council's operations, and
- 1.3.2 Alwyndor's operations when relevant to a particular Internal Audit Scope.

### 1.4 *Strategic Reference*

Culture: Enabling high performance.

## 2. PRINCIPLES

### 2.1 *Core Principles*

- 2.1.1 The Core Principles, taken as a whole, articulate internal audit effectiveness.
- 2.1.2 Internal auditors will possess and demonstrate the Core Principles for the Professional Practice of Internal Auditing:
- Demonstrates integrity
  - Demonstrates competence and due professional care

- Is objective and free from undue influence (independent)
- Aligns with the strategies, objectives, and risks of the organisation
- Is appropriately positioned and adequately resourced
- Demonstrates quality and continuous improvement
- Communicates effectively
- Provides risk-based assurance
- Is insightful, proactive, and future-focused
- Promotes organisational improvement.

### 3. INTERNAL AUDIT FUNCTION

- 3.1 Council will appoint an internal auditor.
- 3.2 The internal auditor must comply with relevant professional standards, including the requirements of The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing, and display the highest level of professional objectivity in making balanced assessments of all relevant factors and circumstances.
- 3.3 The internal auditor has no direct authority or responsibility for the activities it reviews. Nor will they implement internal controls, develop procedures, install systems, prepare records or engage in any activity that may impair their independence.
- 3.4 The internal auditor will remain free from interference from the organisation and will be accountable to the Audit Committee.
- 3.5 Subject to compliance with Council's privacy, security and other relevant policies, internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation required to enable their reviews. All such assets are to be used only for the purposes of the review assignment.
- 3.6 Council's approach to internal audit is that there should be no surprises at the conclusion of an assignment. Discussions should be held with management as findings emerge.

## 4. ROLES AND RESPONSIBILITIES

### 4.1 *Council*

- 4.1.1 The role of Council is:
- Appoint an internal auditor and manage any relevant contractual matters,
  - Collaborate with the internal auditor to develop the scope of audit activities,
  - Provide information required to complete audit activities,
  - Receive internal audit report, assess recommendations, agree to improvement actions and arrange required approvals,
  - Monitor implementation of agreed actions,
  - Create and maintain a system of reporting on implementation,
  - Create and maintain a procedure for approvals to variations to implementation.

### 4.2 *Internal Auditor*

- 4.2.1 The role of the internal auditor is:
- To provide assurance that Council's policies, practices and procedures of internal control are effective, implemented and maintained
  - Assess the internal controls based on the criteria set out in the Better Practice Model – Internal Financial Controls for South Australian Councils where relevant, and having regard to Council's Risk Management Framework
  - Assess, prioritise and assist Council to mitigate risks identified in Council's risk registers
  - Provide advice to Council regarding improvement opportunities and best practice
  - Attend and report to the Audit Committee
  - Work with relevant staff to develop the scope of audits to be undertaken
  - Prepare three year audit plan that includes the audits to be undertaken for that period. The plan is to be reviewed annually, including an evaluation of:
    - o The most significant strategic and operational risks
    - o The control measures that Council has adopted or is in the process of adopting to manage these risks
    - o Advice on improvement opportunities and best practice
    - o Assessment of compliance with the audit plan for the past year.
- 4.2.2 The internal auditor is accountable to the Audit Committee for:
- providing annually an assessment, based on the work completed, of the adequacy and effectiveness of Council's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work

## INTERNAL AUDIT POLICY

- reporting significant issues related to the processes for controlling the activities of City of Holdfast Bay, including potential improvements to those processes, and provide information concerning such issues through resolution
- providing information periodically on the status and results of the annual audit plan and the sufficiency of department resources, and
- coordinating with, and provide oversight of, other control and monitoring functions, including risk management.

### 4.3 **Audit Committee**

4.3.1 In line with 6.6 of the Audit Committee Terms of Reference, the Audit Committee shall:

- endorse the internal audit program
- receive and review internal audit reports on a regular basis
- review the status of internal audit recommendations
- provide advice and recommendations to Council in relation to internal audit program and matters
- monitor and review the effectiveness of Council's internal audit function
- meet with the Internal Audit Partner at least once a year, without management being present, to discuss any issues arising from the Internal Audits carried out during the year. In addition, the Internal Audit Partner shall be given the right of direct access to the Mayor and the Presiding Member of the Audit Committee
- monitor and review the selection process for the Internal Auditor. Appointment of Internal Auditor is the responsibility of management. If the Internal Auditor resigns, the Audit Committee shall investigate the issues leading to the resignation and decide whether any action is required.

4.3.2 For clarity, the role of the Audit Committee also includes:

- Noting responses to internal audits
- Receiving twice-yearly reports on implementation of internal audit recommendations from administration
- Noting variations to the implementation of actions.

### 4.4 **Staff**

4.4.1 The role of organisational (Council and Alwyndor) staff is:

- Assist internal auditors in reviews, providing accurate and timely information
- Implement approved and assigned actions in a timely manner,
- Provide updates to Strategy and Governance regarding the implementation of assigned actions, including requesting modifications/extensions if required.

## 4.5 **Strategy and Governance**

### 4.5.1 The role of organisational Strategy and Governance is:

- Oversee the Internal Audit function in collaboration with the internal auditor
- Facilitate engagement of the internal auditor
- Liaise with the internal auditor regarding the status of audit recommendations and provide updates as required by the internal auditor
- Maintain relevant policies and procedures
- Create and maintain a register/tracking system, including collecting evidence of completion of recommendations
- Coordinate implementation of the approved annual audit plan including, as appropriate, any special tasks or projects requested by management and the Audit Committee
- Coordinate evaluation and assessment of significant changes to operations and control processes coincident with their development, implementation, and/or expansion
- Coordinate timely management responses to internal audit reports
- Monitor and review implementation of outstanding audit recommendations and report results to Audit Committee
- Facilitate any changes to agreed responses to audit recommendations, including securing relevant authorisations. Changes to target completion dates must be approved by General Manager, Strategy and Corporate in the first instance but in the event of conflicting target completion dates the approval of SLT must be sought. Variations to actions (other than the target date) must be approved by SLT and reported to the Audit Committee for noting.
- Issue twice-yearly reports to the Audit Committee and reporting on the results of internal audit activities
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the City of Holdfast Bay at a reasonable overall cost
- Continuous improvement of the internal audit function in collaboration with the internal auditor.

## 4. REFERENCES

### 4.1 **Legislation**

4.1.1 *Local Government Act 1999*

### 4.2 **Other References**

4.2.1 Risk Management Framework

4.2.2 Risk Management Policy

# Attachment 2



ECM DSID:	.....
First Issued / Approved:	June 2021
Last Reviewed:	.../.../2021
Next Review:	.../.../2024
Parent Policy	Internal Audit Policy
Responsible Officer:	Team Leader Governance
Date placed on Intranet:	.....

**1. PREAMBLE**

**1.1 Background**

The Council is committed to providing best value to the community within the framework of fairness, transparency and accountability.

Section 125 of the *Local Government Act 1999* requires Council to implement and maintain appropriate internal control policies and procedures.

The purpose of internal audit is to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight. It helps City of Holdfast Bay accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**1.2 Purpose**

This Procedure articulates the internal audit process.

**1.3 Scope**

This procedure applies to internal audit activities being undertaken at any point within Council or Awlyndor.

**1.4 Strategic Reference**

Culture: Enabling high performance.

**2. INTERNAL AUDIT PROCESS**

2.1 A three year internal audit workplan is prepared by the internal auditor in collaboration with the General Manager Strategy and Corporate Services, noted by Senior Leadership Team (SLT), endorsed by the Audit Committee and reviewed annually.

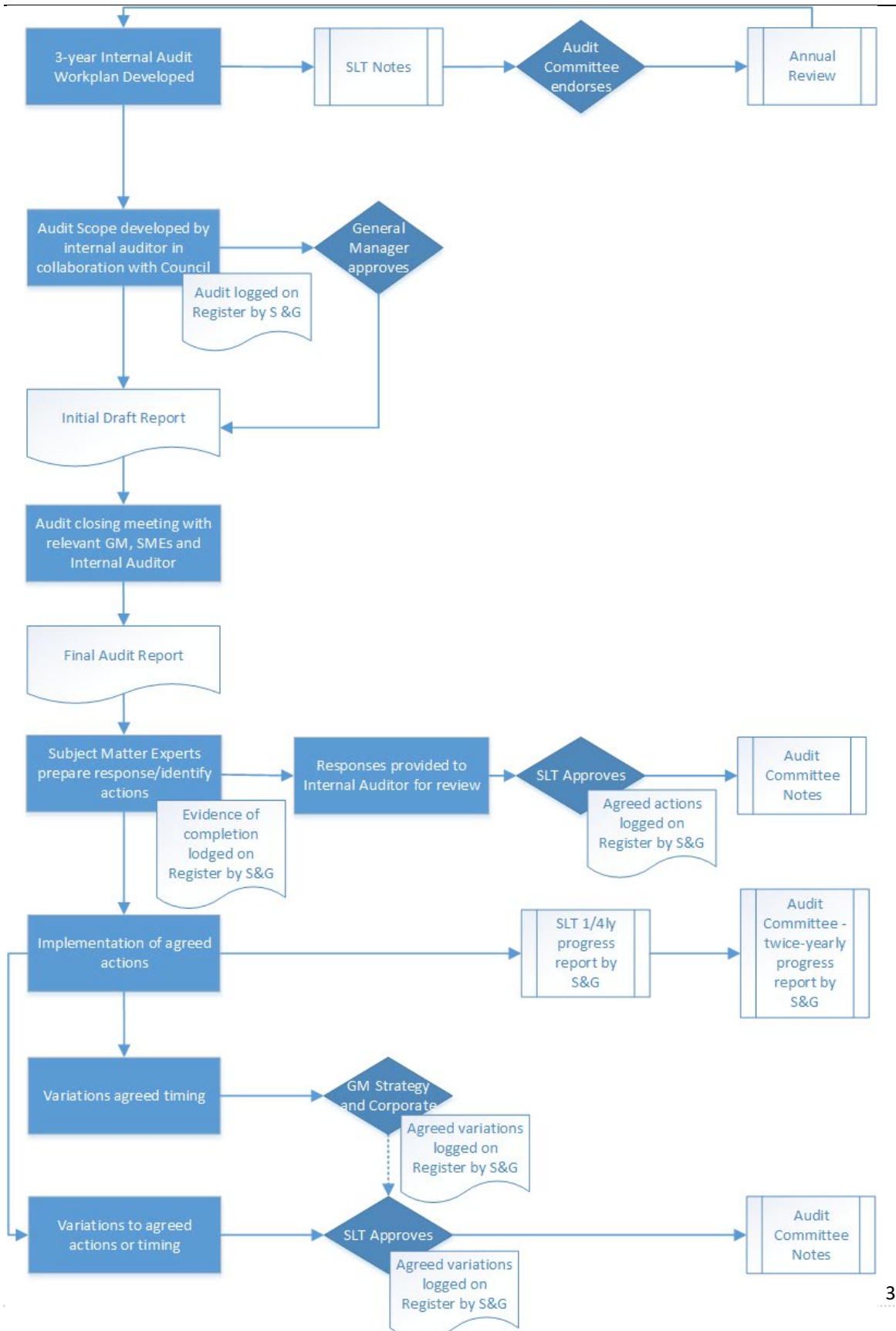
## INTERNAL AUDIT PROCEDURE

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- 2.2 A scope for an internal audit is negotiated between the internal auditor and the relevant manager/General Manager.
- 2.3 Strategy and Governance lodge a record of the internal audit on the register.
- 2.4 The internal auditor undertakes an audit with contributions from relevant staff and provides an initial draft report.
- 2.5 The internal auditor and relevant stakeholders hold an audit closing meeting, which is an opportunity to discuss the draft report and for staff to provide input/feedback to the report. Staff may also provide additional evidence for audit purposes. The internal auditor will apply professional judgement/independence in relation to these comments and will take onboard feedback where possible. The emphasis is on a positive and collaborative approach between the auditors and stakeholders.
- 2.6 Internal audit issue the final audit report.
- 2.7 Relevant managers review the recommendations and prepare responses to the recommendations. These are provided to internal audit – they check that suggested action is in line with the intent of the recommendation and is reasonable. They are then approved by SLT and noted by the Audit Committee.
- 2.8 Agreed actions are recorded on the register by Strategy and Governance. The register must include original implementation dates as well as any changes to original dates. Changes to target completion dates must be approved by General Manager, Strategy and Corporate in the first instance but in the event of conflicting target completion dates the approval of SLT must be sought.
- 2.9 Relevant staff implement actions and provide evidence of completion to Strategy and Governance. Any variations must be approved by SLT and reported to the Audit Committee for noting.
- 2.10 Internal auditor reports to the Audit Committee on any relevant matters within their purview.
- 2.11 Strategy and Governance report quarterly to SLT and twice yearly to the Audit Committee on the progress of implementation of agreed actions.
- 2.12 Strategy and Governance facilitate any changes to implementation of actions via approval from SLT and noting by the Audit Committee.



# INTERNAL AUDIT PROCEDURE



### 3. REFERENCES

#### 3.1 Legislation

- *Local Government Act 1999*

#### 3.2 Other References

- Risk Management Framework
- Risk Management Policy

Date Endorsed by Senior Leadership Team	
CEO Signature	
Date of CEO Signature	

Item No: **15.4**

Subject: **HOLDFAST BAY BOWLS AND CROQUET CLUB INCORPORATED – GRANT OF SUBLEASE**

Date: 28 September 2020

Written By: Property Officer

General Manager: Strategy & Corporate, Ms P Jackson

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## **SUMMARY**

The Holdfast Bay Bowls and Croquet Club Incorporated (Club) has a lease over the facility located at 583 Anzac Highway Glenelg North (Premises) for a term of ten (10) years commencing on 1 July 2012 and expiring on 30 June 2022 (Headlease). Pursuant to clause 2.5.3 of the Headlease, the Club is not entitled to sublease the Premises (or any part thereof) without first obtaining Council's consent (as landowner and headlessor).

On 28 February 2017, Council resolved to permit the Club to sublease that portion of the Premises delineated and hatched in red on the plan annexed hereto as Attachment 1 (Subleased Area) to Bowls SA Incorporated (Bowls SA) for the purpose of a bowling club and associated activities for a term of three (3) years commencing on 1 June 2017 and expiring on 31 May 2020 (Original Sublease) (Resolution No. C280217/694).

The Original Sublease expired on 31 May 2020 and the Club is seeking Council's consent to enter into a new sublease with Bowls SA for a further term of two (2) years and twenty nine (29) days commencing on 1 June 2020 and expiring on 29 June 2022 (being the penultimate day of the Headlease).

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## **RECOMMENDATION**

### **That Council:**

- 1. approves a new sublease between The Holdfast Bay Bowls and Croquet Club Incorporated (as Sublessor) and Bowls SA Incorporated (as Sublessee) in respect of the area delineated in red on the plan annexed hereto as Attachment 1 for a term of three (3) years commencing on 1 May 2020 and expiring on 29 April 2022 and otherwise on the terms and conditions detailed in Table 1 herein;**
- 2. considers recommendation 1 above is subject to and conditional upon the rent payable by the Holdfast Bay Bowls and Croquet Club Incorporated to Council pursuant to the Headlease being increased from to \$3,055.80 per annum to \$8,449.14 as outlined in Option 2 from the date hereof with the rent to be increased thereafter by CPI; and**

- 3. that the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to the proposed sublease and the variation of the rent payable under the Headlease.**
- 

## **COMMUNITY PLAN**

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Making it easier to do business

## **COUNCIL POLICY**

*Sporting and Community Leasing Policy 2018.*

## **STATUTORY PROVISIONS**

*Local Government Act 1999.*

*Retail and Commercial Leases Act 1995.*

## **BACKGROUND**

### ***Previous Relevant Reports and Decisions***

- Council Report No. 231/20, Item 13.1, *“Adjourned Report – Somerton Surf Life Saving Club – Renewal of Kiosk Sub-Lease Agreement”*, 11 August 2020 (Resolution No. C110820/1989);
- Council Report No. 60/17, Item No. 14.6, *“Holdfast Bay Bowls & Croquet Club Inc - Sublease”*, 28 February 2017 (Resolution No. C280217/694); and
- Council Report No. 410/10, Item No. 14.8.1, *“Request for Grant of Sub Lease – Holdfast Bay Bowls and Croquet Club”*, 24 August 2010 (Resolution No. C240810/991).

The Holdfast Bay Bowls and Croquet Club Incorporated (Club) has a lease over the facility located at 583 Anzac Highway Glenelg North (Premises) for a term of ten (10) years commencing on 1 July 2012 and expiring on 30 June 2022 (Headlease). Pursuant to clause 2.5.3 of the Headlease, the Club is not entitled to sublease the Premises (or any part thereof) without first obtaining Council’s consent (as landowner and headlessor).

On 28 February 2017, Council resolved to permit the Club to sublease that portion of the Premises delineated and hatched in red on the plan annexed hereto as Attachment 1 (Subleased Area) to Bowls SA Incorporated (Bowls SA) for the purpose of a bowling club and associated activities for a term of three (3) years commencing on 1 June 2017 and expiring on 31 May 2020 (Original Sublease) (Resolution No. C280217/694).

*Refer Attachment 1*

The Original Sublease expired on 31 May 2020 and the Club is seeking Council's consent to enter into a new sublease with Bowls SA for a further term of two (2) years and twenty nine (29) days commencing on 1 June 2020 and expiring on 29 June 2022 (being the penultimate day of the Headlease as required by law).

## REPORT

### Terms of Sublease

Given the Club and Bowls SA have reached an agreement in principle in regards to the proposed sublease and Bowls SA is holding over pursuant to the Original Sublease, both parties are pressed to formalise a new sublease. It is proposed that the new sublease (New Sublease) be on the same terms and conditions as the Original Sublease save for the following variables:

Sublessee:	Bowls SA Incorporated
Subleased Area:	The land delineated in red and marked on the plan annexed hereto as Attachment 1
Term:	Two (2) years and twenty nine (29) days commencing on 1 June 2020 and expiring on 29 June 2022 (being the penultimate day of the Headlease as required by law)
Renewal:	Nil
Commencing Rent (payable by the sublessee to Club):	The annual rent will be \$17,977.80 plus GST to be reviewed annually in accordance with movements in the Consumer Price Index (Adelaide-All Groups)
Outgoings	All utilities relating to business operations (gas, water, electricity), as consumed
Permitted use	Bowling club and associated activities
General Terms and Conditions	As per the Original Sublease

Council will attend to the drafting of the New Sublease and Council endorsement will be required for the Mayor and Chief Executive Officer to execute the New Sublease on behalf of the Council (in its capacity as landowner and headlessor).

### Headlease Rent and Commercial Nature of Sublease

The Headlease between Council established a ten (10) year term and imposed a commencing annual rent of \$2,700.00 plus GST. The rent has been increased by CPI each year since with the current annual rent (as at 1 July 2020) being \$3,055.80 plus GST.

In 2017, the Original Sublease was authorised with a commencing annual rental payable by Bowls SA to the Club of \$16,800 plus GST (noted in Council Report No. 60/17 as \$1,400 per month). In comparison, the rent payable by the Club to Council at that time was only \$2,989.08 plus GST.

Council Report No. 60/17 was silent on the disparity between the Headlease rent and the Sublease rent and the clear commercial nature of the sublease arrangement and the Headlease rent remained the same.

It must be noted that the Club has been subleasing the same portion of the Premises for commercial gain since 2010 pursuant to Council Resolution No. C240810/991. At that time, Council agreed to the subleasing arrangement (which had a commencing annual rent of \$10,000 plus GST) on the basis that:

- it was not intended for the Club to profit from the subleasing arrange, but instead alleviate their financial burden; and
- that the Club would provide to Council a 10% share of the gross income received from the subleasing arrangement.

However, no income was ever provided to Council.

It is Administration's understanding that the Club is no longer in financial difficulties with income being derived from membership, fundraising and grants as well as from other methods including prominent third party advertising and tiered corporate sponsorship.

As such, it is recommended that Council be given a share of the commercial revenue brought in by the Club via its subleasing arrangements by increasing the rent payable by the Club to Council under the Headlease.

This option is preferred over seeking a share of the Club's gross income (as sought by Council Resolution No. C240810/991) as increasing the Headlease rent will provide Council with a guaranteed share of the commercial revenue to be paid monthly during the term of the Lease (recoverable as unpaid rent) rather than requiring the Club to pay a lump sum at the end of each financial year. A lump sum payment at the end of the financial year will put financial stress on the Club and poses significant risk to Council in terms of receiving payment / recovery especially in the event that the Club vacates the Premises at the end of the Headlease.

For simplicity, Administration has considered two different methods to determine the new Headlease rent as outlined below.

### Option 1

That the current rent payable by the Club (set in 2012 with annual CPI increases only) be increased by the market rent value of the Subleased Area calculated on a square metre basis in accordance with the *Sporting and Community Leasing Policy* as follows:

Total Land Value (as at 1 July 2020)	\$6,379,701
Market Rent (Land Value x 2.50%) as per <i>Sporting &amp; Community Leasing Policy</i>	\$159,493
Total Area	13,200m <sup>2</sup>
Rate per m <sup>2</sup>	\$12.08
Subleased Area	237m <sup>2</sup>
Additional Rent	\$2,870
<b>New Annual Headlease Rent (\$3,055.80 + \$2,870)</b>	<b>\$5,295.80</b>

### Option 2

That Council follow the same approach taken when granting consent to the Somerton Surf Life Saving Club Inc Kiosk Sublease as discussed in Council Report 231/20 (refer Attachment 2) by increasing the annual Headlease rent by an amount equal to thirty (30%) of the gross rental paid by the Sublessee to the Club as follows:

Gross Sublease Rent	\$17,977.80
Additional Rent (30% of Gross Sublease Rent)	\$5,393.34
<b>New Annual Headlease Rent (\$3,055.80 + \$5,393.34)</b>	<b>\$8,449.14</b>

*Refer Attachment 2*

It is recommended that Council apply Option 2 to maintain a consistent approach with previous Council decisions regarding the subleasing of community buildings for commercial activity, pending a review of the *Sporting & Community Leasing Policy*.

Whilst the New Sublease technically commenced on 1 June 2020, it is proposed that Council only impose the New Headlease Rent as and from the date of the resolution herein, with the Club receiving the benefit of 100% of the gross income generated by the Sublease for the period from 1 June 2020 to the date hereof.

It must be noted also that the New Headlease Rent figures as stated in both Options 1 and 2 are exclusive of GST and GST will be charged at the time of invoicing.

### Sporting & Community Leasing Policy

Administration is currently reviewing the *Sporting & Community Leasing Policy* to include provision for the assessment of lease requirements in the circumstance where community buildings are being subleased for commercial activity. The Policy will be tabled with Council for approval once the review is complete.

**BUDGET**

If Council resolves to increase the Headlease rent in accordance with Option 1, the proposed sublease arrangement will positively impact the budget by \$5,295.80 (plus GST) for the 2021/2022 fiscal year (adjusted proportionately from the date hereof) increasing by CPI annually thereafter.

However, if Council resolves to increase the Headlease rent in accordance with Option 2, the proposed sublease arrangement will positively impact the budget by \$8,449.14 (plus GST) for the 2021/2022 (adjusted proportionately from the date hereof) fiscal year increasing by CPI annually thereafter.

**LIFE CYCLE COSTS**

All structural maintenance will remain the responsibility of Council under the current lease. This cost has been factored into both the Asset Management and Long Term Financial Plans.



# Attachment 1



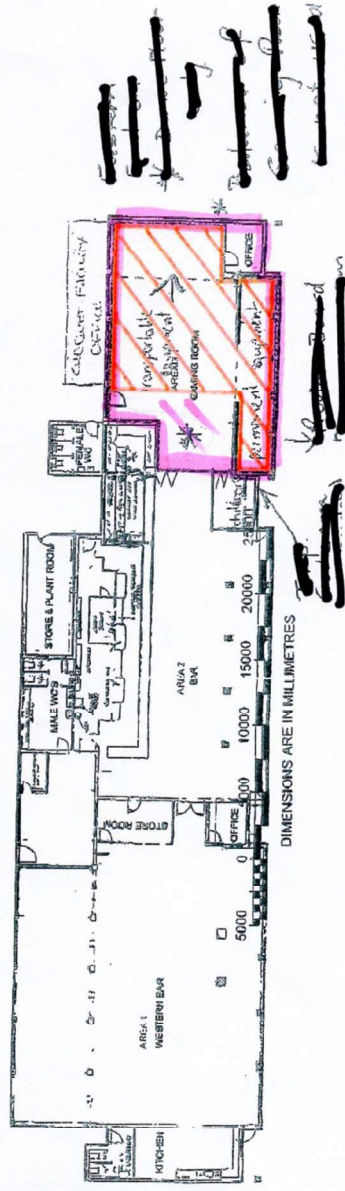
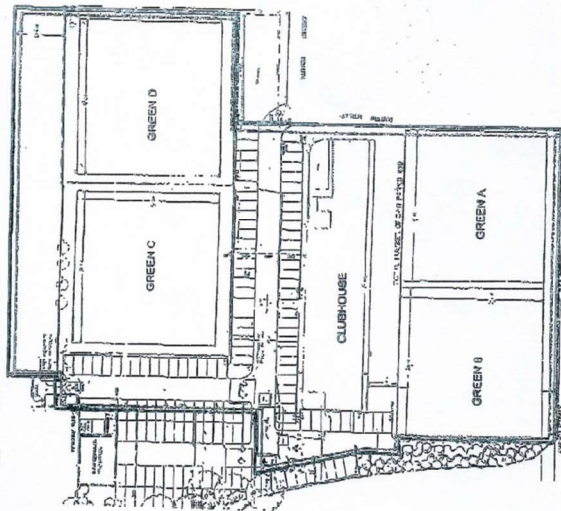
# ANNEXURE A - PLAN OF PREMISES

50900234

"THE PLAN MUST BE KEPT ON THE PREMISES AT ALL TIMES AND BE PRODUCED TO AN AUTHORISED OFFICER UPON REQUEST." (NEED NOT BE DISPLAYED)

- LEGEND:
- LICENSED AREA..... RED LINE
  - DESIGNATED DINING AREA..... GREEN LINE
  - RECEPTION AREA..... BROWN LINE
  - GAMING AREA..... YELLOW LINE
  - ENTERTAINMENT COINSET..... BLUE LINE
  - STANDARD TRADING AUTHORITY..... PINK LINE
  - COINSET PERMITTED AFTER MIDNIGHT..... BRONZE ORANGE LINE

PLAN ACCURATE AS AT 16/04/05  
 LICENSEE .....  
 LIQUOR AND GAMBLING COMMISSIONER  
 PLAN UPDATED 10/06/06



*[Handwritten signatures and initials]*

# Attachment 2



Item No: **13.1**

Subject: **ADJOURNED REPORT – SOMERTON SURF LIFE SAVING CLUB – RENEWAL OF KIOSK SUB-LEASE AGREEMENT**

Date: 11 August 2020

Written By: Team Leader Commercial and Leasing

General Manager: City Assets and Services, Mr H Lacy

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### **SUMMARY**

Administration submitted Item 15.5 (Report No: 178/20) Somerton Surf Life Saving Club – Renewal of Kiosk Sub-Lease Agreement for consideration by Council at its meeting on 28 July 2020 (Refer Attachment 1).

Council subsequently resolved to adjourn consideration of the matter until the next Council meeting on the basis that Council required further information relating to the sub-lease, rental calculation and amendment of the head lease.

The adjourned motion needs to be considered before any new motions can be considered.

Councillor Clancy having moved the motion and Councillor Lonie having seconded the motion are deemed to have spoken. Councillor Bouchee moved an amendment, which was subsequently not accepted by the Mayor, is also considered to have spoken to the motion.

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### **MOTION:**

**From 28 July 2020 Council Meeting:**

**That Council:**

- 1. approves a new sublease between the Somerton Surf Lifesaving Club Inc. (as Sub Lessor) and Penelope McEwan Wallbridge (as Sub Lessee) for the Kiosk area on the following terms:**
  - term: three (3) years commencing on 1 May 2020 and expiring on 30 April 2023;**
  - renewal: one (1) right of right of renewal for a further term of two (2) years commencing on 1 May 2023 and expiring on 30 April 2025;**
  - sublease area: delineated in red on the plan annexed hereto as Attachment 1 being approximately 66m<sup>2</sup>; and**

- **commencing rent payable to Sub Lessor: \$22,000 per annum to be reviewed annually in accordance with movements in CPI (Adelaide-All Groups) subject to:**
    - a) **an increase in the rent payable by the Club to Council pursuant to the Sublease (Head lease Kiosk rent) to \$4,410 per annum from the date of signing of the Kiosk Sublease;**
    - b) **Head lease Kiosk rent being adjusted annually by CPI (Adelaide-All Groups) as and from each anniversary of the sublease commencement date, the first such adjustment being on 1 May 2021; and**
    - c) **a market review of the Head lease Kiosk rent being undertaken prior to the granting of the Sublease extension (ie on or before 30 April 2023).**
2. **that the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to this sublease.**

Moved Councillor Clancy, Seconded Councillor Lonie

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## **COMMUNITY PLAN**

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Making it easier to do business

## **COUNCIL POLICY**

*Sporting and Community Club Leasing Policy 2018*

## **STATUTORY PROVISIONS**

*Local Government Act 1999.*

*Retail and Commercial Leases Act 1995.*

## **BACKGROUND**

Council at its meeting on 28 July 2020 resolved to adjourn Report No: 178/20 until the next meeting to allow further information relating to the sub-lease, rental calculation and amendment of the head lease to be discussed.

The matter was further discussed at a workshop on 4 August 2020.

This report presents the original report (Report No: 178/20) and the additional information requested by Council. The original report is presented in Attachment 1 together with the original Attachment.

*Refer Attachment 1*

## REPORT

The original sub-lease for the kiosk was approved by Council in 2014 and commenced on 1 May 2014. Under the sub-lease, the club rented the 65m<sup>2</sup> kiosk to a commercial operator for \$6,000 pa with a 2+2 year term. Council determined at the time that it should recover \$2,855 pa of the rent charged by the Club in recognition that the community had paid for 2/3 of the club building and had ongoing liabilities for some maintenance and renewal, with the Somerton SLSC contributing 1/3 of the building cost.

The sub-lease was subsequently renewed in 2018 commencing on 1 May 2018 for a 2 year term at an annual rental paid by the operator to the Club of \$16,000. This 2<sup>nd</sup> sub-lease expired on 30 April 2020 and is now the subject of this report with the club seeking to renew the sub-lease for a further 3+2 year term. The rent charged by the club to the operator for the 2<sup>nd</sup> sub-lease was \$16,000 and Council's share of that rent was set at \$3,001 pa.

Report 178/20 outlined details of the proposed sub-lease renewal as follows:

- Commencement date: 1 May 2020
- Term: 3+2 years
- Starting rental of \$22,000 per annum (plus GST) PLUS electricity at cost (plus GST)
- Rent adjusted by CPI (All Groups – Adelaide) annually

In broad terms, the renewal of the sub-lease is similar to previous sub-lease extensions, except for two issues:

- Rent is subject to CPI adjustments
- Mechanism to charge and value Council's share of the commercial sub-lease rent

Report 178/20 discussed a suggested method for determining Council's share of the commercial sub-lease rent received by the Club. This report also introduced the concept that the total rent paid by the Club to Council for use of the building should comprise 2 parts as follows:

$$\text{Total Rent} = \text{Community Use rent} + \text{Commercial Sub-lease rent}$$

The Community Use rent remains unchanged at \$10 pa as per the current head lease.

The Commercial Sub-lease rent is proposed as 30% of the gross rental paid by the operator to the Club, but applied to only 2/3 of this gross amount to reflect the Club's 1/3 equity in the facility.

On this basis, the Commercial Sub-lease rent payable by the Club to Council for the kiosk sub-lease would be \$4,400 pa to apply from the date of signing of the new sublease agreement (ie determine from  $\$22,000 \times 2/3 \times 30\% = \$4,400$ ).

The total rental paid to Council would then be \$4,410 pa comprising \$10 pa for Community Use rent and \$4,400 pa for Commercial Sub-lease rent.

The Club is also proposing that the sub-lease rental is adjusted by CPI each year (All Groups Adelaide), so it is further proposed that Council's portion of the sub-lease rent also be adjusted by CPI (All Groups Adelaide) occurring on the anniversary of the date of sub-lease commencement, with the first review due on 1 May 2021.

A market review of the Kiosk sub-lease rent is proposed to be undertaken prior to the granting of the two (2) year extension to ensure that the Club is charging a reasonable market rental to the kiosk operator for the premises. This will ensure that the rental is not providing undue commercial advantage to the operator. Council can also apply any new policies applicable (including any policy that defines how Council determines Commercial Sub-lease rent) at the time.

It is important to note that Council is yet to consider its policy position on how to determine the share of a commercial sub-lease rent charged by a club for commercial use of a community facility. In particular, the 30% figure used in this proposed sub-lease extension is not to be construed as creating a precedent for future percentage shares or to lock council into a specific policy position. The charging approach, formula and any percentage share used to determine Commercial Sub-Lease rent will all be reviewed and subject to approval through a new policy (including community consultation) later in 2020.

The Club will be requested to provide audited annual financial statements each year as part of the lease management process.

If approved by Council, these updated sub-lease arrangements will be incorporated into the Head Lease by consent of both parties per a Deed of Variation.

## **BUDGET**

Council's forecast income from this proposed sub-lease arrangement is \$4,410 (including \$10 pa for Community Use rent) with the Commercial Sub-lease rental increasing by CPI (All Groups Adelaide) annually on the anniversary of the date of sub-lease commencement, with the first review due on 1 May 2021.

## **LIFE CYCLE COSTS**

All structural maintenance will remain the responsibility of Council under the current lease. This cost has been factored into both the Asset Management and Long Term Financial Plans.

# Attachment 1





Item No: **15.5**

Subject: **SOMERTON SURF LIFESAVING CLUB – RENEWAL OF KIOSK SUB-LEASE AGREEMENT**

Date: 28 July 2020

Written By: Property Officer

General Manager: City Assets and Services, Mr H Lacy

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## SUMMARY

The Somerton Surf Lifesaving Club Inc. (**Club**) has a lease over the Somerton Surf Lifesaving Club building for a term of 21 years commencing on 7 December 2005 and expiring on 6 December 2026 (**Head lease**). Pursuant to Clause 5 of the Head lease, the Club is entitled to sublease areas within the Somerton Surf Lifesaving building to third parties, on the proviso that Council consent is first given.

On 11 March 2014, Council resolved to permit the Club to sublease a portion of the building to Ms Penelope McEwan Wallbridge (**Sublessee**) for the purpose of operating a coffee shop and kiosk for a term of two (2) years commencing on 1 May 2014 and expiring on 30 April 2016, with a right of renewal for two (2) years commencing on 1 May 2016 and expiring on 30 April 2018 (**Original Sublease**) (Resolution No. C110314/1059). Following the expiration of the renewed term of the Original Sublease, Council approved a further term of two (2) years pursuant to Resolution No. C270319/1425 (**Second Sublease**).

The Second Sublease expired on 30 April 2020, and Somerton Surf Life Saving Club is seeking Council's consent to enter into a new Sublease with the Sub-lessee for a further term of three (3) years commencing on 1 May 2020 with a right of renewal for a further term of two (2) years.

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## RECOMMENDATION

### That Council:

1. **approves a new sublease between the Somerton Surf Lifesaving Club Inc. (as Sub Lessor) and Penelope McEwan Wallbridge (as Sub Lessee) for the Kiosk area on the following terms:**
  - **term: three (3) years commencing on 1 May 2020 and expiring on 30 April 2023;**
  - **renewal: one (1) right of right of renewal for a further term of two (2) years commencing on 1 May 2023 and expiring on 30 April 2025;**
  - **sublease area: delineated in red on the plan annexed hereto as Attachment 1 being approximately 66m<sup>2</sup>; and**
  - **commencing rent payable to Sub Lessor: \$22,000 per annum to be reviewed**

**annually in accordance with movements in CPI (Adelaide-All Groups) subject to:**

- a) an increase in the rent payable by the Club to Council pursuant to the Sublease (Head lease Kiosk rent) to \$4,410 per annum from the date of signing of the Kiosk Sublease;**
- b) Head lease Kiosk rent being adjusted annually by CPI (Adelaide-All Groups) as and from each anniversary of the sublease commencement date, the first such adjustment being on 1 May 2021; and**
- c) a market review of the Head lease Kiosk rent being undertaken prior to the granting of the Sublease extension (ie on or before 30 April 2023).**

- 2. that the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to this sublease.**
- 

## **COMMUNITY PLAN**

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Making it easier to do business

## **COUNCIL POLICY**

*Sporting and Community Club Leasing Policy 2018*

## **STATUTORY PROVISIONS**

*Local Government Act 1999.*

*Retail and Commercial Leases Act 1995.*

## **BACKGROUND**

### ***Previous Reports, Applications and Decisions***

- Council Report No.: 76/14; Item No.: 14.2, 'Somerton Surf Lifesaving Club – Sub-Lease', 11 March 2014 (Resolution No.: C110314/1059).
- Council Report No.: 106/19; Item No.: 14.6, 'New Sub-Lease Agreement – Somerton Surf Lifesaving Club & Penelope McEwan Wallbridge', 11 March 2014 (Resolution No.: C270319/1425).

The Somerton Surf Lifesaving Club Inc. (**Club**) has a lease over the Somerton Surf Lifesaving Club building for a term of 21 years commencing on 7 December 2005 and expiring on 6 December 2026 (**Lease**). Pursuant to Clause 5 of the Lease, the Club is entitled to sublease areas within the Somerton Surf Lifesaving building to third parties, on the proviso that Council consent is first given.

On 11 March 2014, Council resolved to permit the Club to sublease a portion of the building to Ms Penelope McEwan Wallbridge (**Sub lessee**) for the purpose of operating a commercial

coffee shop and kiosk for a term of two (2) years commencing on 1 May 2014 and expiring on 30 April 2016 with a right of renewal for two (2) years commencing on 1 May 2016 and expiring on 30 April 2018 (**Original Sublease**) (Resolution No. C110314/1059). Following the expiration of the renewed term of the Original Sublease, Council approved a further term of two (2) years pursuant to Resolution No. C270319/1425 (**Second Sublease**).

The Second Sublease expired on 30 April 2020, and now the Lessee is seeking Council's consent to enter into a new Sublease with the Sublessee for a further term of three (3) years commencing on 1 May 2020 with a right of renewal for a further term of two (2) years.

## REPORT

Given the Club and the Sublessee have reached an agreement in principle in regards to the new Sublease and that the Second Sublease is now running on holdover mode, both parties are pressed to formalise the new proposed sublease, on the following terms:

• Term:	Three (3) years commencing on 1 May 2020 and expiring on 30 April 2023
• Renewal:	one (1) right of right of renewal for a further term of two (2) years commencing on 1 May 2023 and expiring on 30 April 2025. Note that: - The renewal term fits under the term of the Head lease expiring 6 December 2026. - If the proposed sublease is endorsed, the club will not need Council consent to extend the sublease for the renewed term.
• Commencing Rent (payable by the sublessee to Club):	\$22,000 per annum to be reviewed annually in accordance with movements in the Consumer Price Index (Adelaide-All Groups)
• Rent review at end of 3 year sublease term	Market review prior to expiration of 3 <sup>rd</sup> year
• Outgoings	All utilities relating to business operations (gas, water, electricity), as consumed
• Area	Kiosk area located on Club's ground floor, northern end of clubhouse building, approximately 66m <sup>2</sup> and outdoor tables affixed to the paved area to the North and West of the Clubhouse, up to knee high wall.
• Permitted use	Coffee shop/Kiosk within previous hours of operation

The Club will organise the drafting of the new Sublease and Council endorsement will be required for the Mayor and Chief Executive Officer to execute the Agreement on behalf of the Landowner.

## BUDGET

The original Head lease between Council established a 21 year term and symbolic community rent of \$10 per year on the basis that the premises were used to deliver essential lifesaving services only.

In 2014, the Kiosk Original Sublease was authorised with a commencing annual rental payable by the operator to the Club of \$6,000 pa. The report clearly stated that it was not intended for the Club to profit from the rental, but instead alleviate their financial burden.

In recognition of the commercial revenue brought in to the Club via the Sublease, the Head lease was varied and the Head lease rent applicable to the commercial sublease of the kiosk (**Head lease Kiosk rent**) was increased to \$2,865 per annum. The Head lease Kiosk rent was to increase by CPI annually, with the community rent remaining fixed at \$10 pa as per the original head lease.

The Second Sublease commenced on 30 April 2018 with the annual rental payable by the Sublessee to the Club increased to \$16,000. The Head lease Kiosk rent only increased by CPI in that time.

In 2020, the proposed new sublease rent payable to the Club is increasing to \$22,000 per annum (266% increase compared to 2014) and it is therefore proposed that the Head lease Kiosk rent payable by the Club to Council for the kiosk should also increase.

It is proposed that a figure of 30% of the gross rental paid by the sublessee to the Club be adopted as the Head lease Kiosk rent but **adjusted downwards** by 33% to reflect the Club's equity in the facility.

This broadly reflects the original percentage of revenue that Council applied when it adjusted the Head lease Kiosk rent at the time of the original sublease.

This would see the Head lease Kiosk rent payable by the Club to Council for the kiosk set at \$4,356 pa from the date of signing of the new sublease agreement (ie  $\$22,000 \times 30\% \times 66\%$ )

The total head lease rental would therefore be \$4,410 pa (based on Head lease Kiosk rent of \$4,400 pa and annual community rental of \$10 pa).

Given that the Club proposes to increase the sublease rental by CPI each year, it is proposed that the Head lease Kiosk rental also be adjusted by CPI (All Groups Adelaide) each year on the anniversary of the date of commencement of the sublease, with the first review due on 1 May 2021.

A market review of the Head lease Kiosk rent payable by the Club to Council for the Kiosk sublease should be undertaken prior to the granting of the two (2) year extension to that sublease by the Club.

This approach will avoid delaying Council's consent to the proposed renewal of the Kiosk Sublease and would apply until the market review occurs in 3 years on 30 April 2023. Any new policy on commercial subleasing could also be applied at that time.

Council is still free to develop its Policy on setting rentals for commercial activities in community facilities and to apply this to future sub-leases.

The Club has advised of its intention to seek Council's consent in the coming months to sublease a further portion of its premises to another entity for purposes of running a bistro (Bistro Sublease) for commercial purposes and the Head lease Bistro rent would need to be determined and the overall Head lease rent adjusted accordingly at that time. Future

adjustments of the Head lease Kiosk rent would occur independently based on the timing of rent adjustments and market reviews outlined in the Kiosk sublease.

**LIFE CYCLE COSTS**

All structural maintenance will remain the responsibility of Council under the current lease. This cost has been factored into both the Asset Management and Long Term Financial Plans.

Item No: **15.5**

Subject: **FORMER BUFFALO SITE REVITALISATION – ENGAGEMENT RESULTS & TRAM CONDITION ASSESSMENT**

Date: 28 September 2021

Written By: Team Leader, Sport & Recreation Planning

General Manager: Strategy & Corporate, Ms P Jackson

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## **SUMMARY**

Two high level concept designs for the former Buffalo site were presented to the relevant stakeholders and the wider community during May and June 2021. The results of this engagement are provided in this report. A condition assessment was also undertaken of the tram for the former Buffalo site. It is recommended that a final concept is developed based on community and stakeholder feedback with consideration of the condition assessment. Therefore it is recommended to exclude the tram from the final concept. Once a concept has been finalised, a high level cost estimate will be undertaken and will be tabled at a future Council meeting for approval.

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## **RECOMMENDATION**

### **That Council:**

- 1. notes the Phase 2 Engagement Summary Report regarding community consultation on the two concepts for the former Buffalo site;**
  - 2. notes that Option 1 is the preferred concept with some alterations based on feedback;**
  - 3. approves Administration to proceed with the finalisation of a concept design based on Option 1 which excludes the tram; and**
  - 4. notes a report will be tabled with Council with options for Tram relocation.**
- 

## **COMMUNITY PLAN**

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

Community: Celebrating culture and diversity

Community: Providing welcoming and accessible facilities  
 Community: Fostering an engaged and contributing community  
 Economy: Supporting and growing local business  
 Economy: Boosting our visitor economy

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

*Development and Infrastructure Act 2016.*

### **BACKGROUND**

A project named the 'Glenelg Tram Memorabilia Project' was tabled and initiated at a Council meeting on the 23 August 2005. This report highlighted that the tram had been awarded to Council as a gift with a surety payment of \$5,000. At this time, operational and logistical research was undertaken highlighting the significant costs of relocating the tram including crane lift and trucking requirements.

In July 2011, (Resolutions No: C120711/208) Council resolved that:

1. *The Glenelg Historical Society Inc works with Council staff to identify a suitable undercover (not enclosed in corrugated iron) short term location for the H Class Tramcar No. 361 in order to provide time to develop a more permanent solution.*
2. *Council considers the restoration and permanent housing of the H Class Tramcar No. 361 in its 2012/13 budget.*
3. *If no short term option is available then the H Class Tramcar No. 361 is gifted to the St Kilda Tramway Museum.*

In conjunction with the Glenelg Historical Society, a number of options were explored in regard to their ability to provide a temporary home for the tram including the Tram Depot in Glengowrie, The Woolshed at Adelaide Shores, Blue Bird Rail at Islington, the Old Mitsubishi Site at Edwardstown, the Railway Museum at Port Adelaide and the St Kilda Tramway Museum. None of these options explored were feasible options to house the tram.

Council later considered a report (Report No: 342/11) in September 2011 that discussed the possible locations to house the tram in Glenelg. As a result of this report, Council resolved:

1. *Subject to positive community feedback, approves a budget of \$65,000 from the 2011/12 budget, to construct an appropriate shelter on Wrigley (sic) Reserve and to return the H Class Tramcar No.361 to Glenelg within the next six months.*

2. *The 2011/12 budget be adjusted at the first quarter review to accommodate this amount.*
3. *Seek advice on the best method of covering the tram and its structure.*

On 11 September 2012, Council then considered the cost of maintenance and design options for a shelter to cover the tram. The Resolution No: C110912/6046) of this report was:

1. *That Council approves the design and cost for housing of the H Class tram areas contained on attachment one of this report, subject to the design being raised to ground level.*
2. *That the 2012/13 budget be adjusted at the first quarter review to accommodate the additional \$55,000 in funds required to facilitate the project.*

In 2019, a project was initiated to reinvigorate the site where the HMS Buffalo replica was removed, providing an opportunity to consider the space in its entirety. Community consultation was conducted between 29 November to 19 December 2019, seeking feedback from the community and key stakeholders about how they would like to use this space in the future. Based on this feedback, urban designers City Collective were engaged to develop two concept designs.

On 27 April 2021 Council resolved (Resolutions No: C270421/2284):

*That Council:*

1. *notes the two concept options of the revitalisation of the Old Buffalo site for the purposes of community consultation;*
2. *approves administration to undertake community consultation based on the two concept options; and*
3. *notes that a new initiative for detailed design has been submitted for consideration, as part of the draft 2021-22 annual budget process, to provide 50% matched funding of \$100,000 for the Department of Infrastructure and Transport's Places for People Program grant submission.*

Since this meeting, Council was successful in receiving \$100,000 from State Government through the Open Space and Places for People Grants from the Planning and Development Fund. The Planning and Development Fund is expended in accordance with the *Development and Infrastructure Act 2016* and is administered by the Office for Design and Architecture SA within the Attorney-General's Department.

Council undertook community consultation on the two concept designs in May and June 2021 seeking feedback on a preferred option and the features liked and disliked for each of the two options. Results of this engagement are provided in Attachment 1.

*Refer Attachment 1*



In July and August 2021, Administration commissioned a condition and structural assessment to provide Council with a report on:

- the current condition of the tram (including the structural integrity if relocation of the tram is required off-site);
- relevant site information such as impacts of the exposed coastal location and likely future asset deterioration if appropriate maintenance is not undertaken;
- recommend remedial works including mitigation of potential weather damage, refurbishment and restoration;
- approximate costs and prioritisation of recommended works; and
- recommendations for modifications to meet DDA access requirements to and within the tram (including provision of DDA access & required remodelling).

The Condition Assessment and Concept Report, drawings and attachments are provided in Attachment 2.

*Refer Attachment 2*

## **REPORT**

### Community Consultation

A variety of tools and methods were used to undertake community engagement on the two concepts for the former Buffalo Site. A total of 179 survey responses were received (hard copy and online). In addition, 8 emails submissions were received.

Of those 105 surveyed, participants preferred Option 1 and 74 participants preferred Option 2. There were 161 survey respondents that identified as residents of the City of Holdfast Bay. Feedback from this consultation was generally supportive of the project and the revitalisation of the site.

The consultation survey asked what components of each option that participants liked and disliked. The common themes identified included:

- support for the development of a café or kiosk with a strong desire for a deck over the water;
- the need to recognise the history of the area including, Kurna significance, Buffalo replica, landmark or sculpture and the importance of considering and maintaining a historical or cultural feature;

- that the site be quality open space with native vegetation, additional natural shade and trees, seating and places to relax ; and
- providing spaces and amenities to support community events and performances.

Additional comments worth noting included concerns relating to ongoing maintenance costs and that they should be kept to a minimum.

The key point of difference in the two concepts was the inclusion or exclusion of the tram. The survey also asked the community for feedback on retaining or removing the tram.

Further analysis in the qualitative information from the feedback showed that there was a strong attachment to the tram despite the preference for the concept option that omitted the tram from the design. In addition it was generally acknowledged that the tram is too exposed to the elements. When considering where the tram could be located, it was acknowledged that the tram in its existing location is not ideal, and that it should be integrated into the site without blocking views across the Patawalonga.

The concepts were also tabled at a meeting with Kurna Nation on the 17<sup>th</sup> May 2021. Representatives from this meeting provided formal feedback during the consultation period indicating that the tram does not fit within the context of the site and that relocation of the tram should be considered.

Administration met with the Department of Environment and Water (DEW) regarding the project and the concept designs. Feedback included that the proposed platform over the Patawalonga Lake will need to be designed in accordance with the fluctuation in water levels of the lake, with preference towards a floating pontoon solution.

*Refer Attachment 1*

#### Condition Assessment - H-Class Tram 361

Following feedback received from the community on the tram, a condition assessment was undertaken to provide further recommendations towards retaining or relocating the tram. Whilst there were recommendations of spending \$120,000 on repairs and restoration, this did not include ongoing repairs and maintenance, removal or relocation. A full report on the findings has been provided in Attachment 2.

*Refer Attachment 2*

Options to remove, relocate or utilise the tram will continue to be investigated concurrently with this project. Recommendations for the future of the tram will be tabled at Council at a later date.

### Final Concept

In consideration of the consultation and investigations undertaken regarding the revitalisation of the former Buffalo site, it is proposed that a final concept will be developed based on Option 1, consultation feedback and in line with the following design directions:

<b>H-Class Tram 361</b>	Exclude the tram from the final concept design
<b>Disability Discrimination Act (DDA) compliance</b>	Engage a specialist to assist in the review of the design to ensure this objective is met. As part of the funding agreement from State Government, Council is required adhere to design objectives including 'Objective 1 – Improve accessibility and safety'.
<b>Access to water</b>	Whilst the preferred concept provides an opportunity to interact with water, safety should also be considered in the design. Activation of the area with leisure activities will be investigated as a separate matter at a later date. Currently regulations stipulate that personal watercraft activities are not permitted south of the Michael Herbert Bridge
<b>Cultural heritage</b>	Include features that demonstrate recognition of the history of the area including, Kaurna significance and the Buffalo replica
<b>Activation</b>	Ensuring the design will attract events and art opportunities. Investigate opportunities for temporary lighting displays.
<b>Environment</b>	Ensure design includes quality open space with native vegetation, additional natural shade and trees, seating and places to relax. Norfolk Pines are to be retained where possible and displayed in final concept design.
<b>Amenities, toilets and kiosk</b>	Ensure that the public toilets are integrated into the kiosk facility, maintaining line of sight with the existing playspace at Wigley Reserve.
<b>Project scale</b>	Produce final concept that demonstrates accurate size and scale of the proposed infrastructure.

### Next Steps

- Finalise a concept design based on the directions outlined in this report;
- Present a final concept and high level cost estimate via a Council workshop;
- Council report will be tabled seeking endorsement of a final concept;
- Commence detailed design process;
- Continue to investigate options for the tram relocation or disposal and present options as a separate report; and
- Seek external funding for construction.

**BUDGET**

The 2020-2021 Annual Business Plan included \$75,000 for concept development and community consultation on the two options. The 2021-2022 Annual Business Plan includes \$100,000 which is in addition to matched funding of \$100,000 from State Government's Open Space grant program. Total project budget summary is as follows:

City of Holdfast Bay	\$175,000 (2020-21/2021-22)
Open Space Grant Program	\$100,000 (2021-22)
<b>Total</b>	<b>\$275,000</b>

**LIFE CYCLE COSTS**

Not Applicable.

# Attachment 1



# PLACEMAKING

ENGAGEMENT SUMMARY REPORT

## THE OLD BUFFALO SITE –

## PHASE TWO

20 MAY– 11 JUNE 2021

Report Completed for the Team Leader Sport & Recreation Planning  
Written by the Digital Engagement Partner.  
June 2021

## INTRODUCTION

In May 2021, we engaged with the local community and key stakeholders share their view on two different concepts for the former Buffalo space, based on the feedback we received from them in November 2019.

Feedback received from phase one of engagement in 2019 demonstrated that respondents would like to see this space repurposed for the benefit of children, young families, adults and visitors to the area

The key themes identified during this phase of engagement were then used to inform the creation of draft concept designs for the site for the second phase of wider community engagement – inviting the community to provide feedback on two concept design proposed.

This report provides the engagement methodology and engagement outcomes.

All submissions have been collated and are available in the appendix of this report.

## BRIEF DESCRIPTION OF ENGAGEMENT METHODOLOGY

This community engagement ran from 20 May to 11 June 2021, a total of 22 days.

The views of the community were collected via:

- Council's website - The council website provided the opportunity to complete an online survey.
- Hardcopies were available upon request and at the drop-in sessions.
- Emails.

And promoted through:

- A registered user update - via email to a 15,000 database.
- Corflutes were put up on site.
- CoHB Twitter account every week for the duration of the engagement.
- CHB Instagram
- Two Facebook posts were put on the CHB page reaching over 6.2K reach
- Newsfeed on the City of Holdfast Bay corporate and engagement sites.
- The homepage of the CHB site and the YourHoldfast Community engagement homepage.

## ENGAGEMENT FORMAT

The community were asked to select their preferred option, based on their initial answer, this would determine the questions to follow.

### 1. Please choose your preferred option (one or two)

- 1.1** Please tell us the features or like/dislike about your chosen concept design
- 1.2.** The tram is not included in this concept (key number 18), do you think the tram should be included?
- 1.3.** Are there any features in option two that you would like to see in option 1

- 2.1.** Please tell us the features or like/dislike about your chosen concept design
- 2.2** The tram has been moved within the site in this concept (key number 17), what is your preference?
- 2.3** Are there any features in option one that you would like to see in option two?

3. The Bike lane bypass (key number 10) has been diverted off Adelphi Terrace  
Do you like, dislike or are indifferent to this?

3.1. If you dislike, please explain why and suggestions for improvement.

4. Thinking about the people who would visit this site, what type or style of food and beverage outlet do you think would best suit this area?

4.1 What type of food and drink do you think should be offered?

## DATA ANALYSIS

All data has been independently reviewed by the Digital Engagement Partner. For the purpose of this report the data combines the results from the online and hardcopy responses where possible.

## HOW THE FEEDBACK WAS RECEIVED

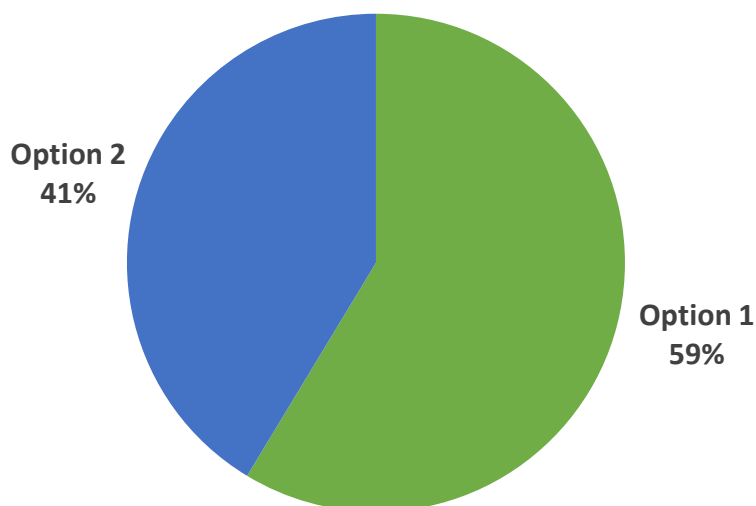
- Eight email submissions.
- 35 submissions via hardcopy survey.
- 144 submissions via Your Holdfast online survey.
  - The project page was visited 2.21K times over the full course of the project.
  - Traffic to the site came from the engagement newsletter, directly, Google, the CHB site and Facebook
  - 118 people viewed the FAQs.

## OUTCOMES

One hundred and seventy nine (179) formal submissions were received online and hardcopy during the engagement period. Below are results of these submissions.

### 1. Please choose your preferred option:

- 105 participants chose Option 1 (59%)
- 74 participants chose Option 2 (41%)





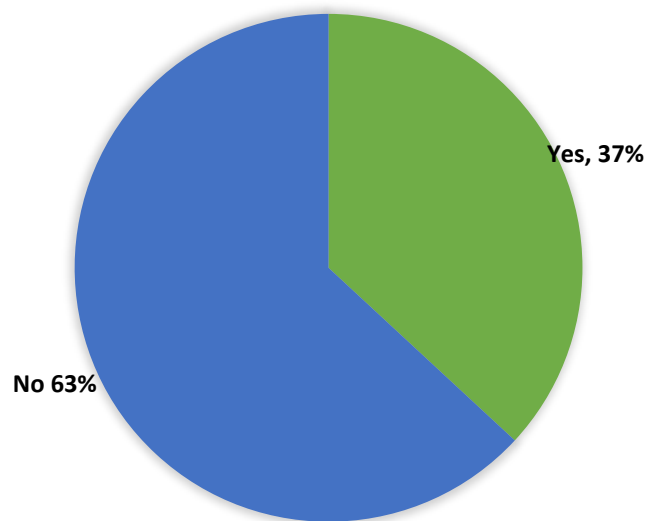
## OPTION ONE PREFERENCE:

**1.1. Of the 105 participants that chose Option 1, they were then asked to select what features they liked/disked and were indifferent to.**

	Dislike	Indifferent	Like
A. The location of the cycling/running track	6	28	71
B. The kiosk and public toilet layout, to establish new toilet facilities as part of the larger kiosk	3	7	95
C. Event Space over the water	1	14	90
D. The promenade	0	15	90
E. Viewing Platform	2	11	92
F. The Shoreline	0	15	90

- The majority of people liked the features in Option 1.
- Six people disliked the location of the cycling/running track.
- Two participants (2.2%) disliked the viewing platform.

**1.2 The tram is not included in this concept (key number 18), do you think the tram should be included?**



- 65 did not think the tram should be included (63%).
- 38 replied yes, they thought the tram should be included (37%).
- Two participants did not respond.

*See Appendix 1 for written results from participants who said 'yes, it should be included'.*

### **1.3 Are there any features in Option 2 that you would like to see incorporated into Option 1?**

A significant proportion of responses indicated that they would like to see Option 1, with less hard-stand area and more picnic areas, with the inclusion of more planting and reeds that were proposed in Option 2. In addition, there were a few responses with the desire to retain the tram and integrate it into the design as shown in Option 2. A minority indicated that the running track, amphitheatre and retention of the existing toilets in Option 2 would be preferred.

*See Appendix 2 for full list of comments regarding any features in Option 2 that respondents would like to see incorporated into Option 1.*

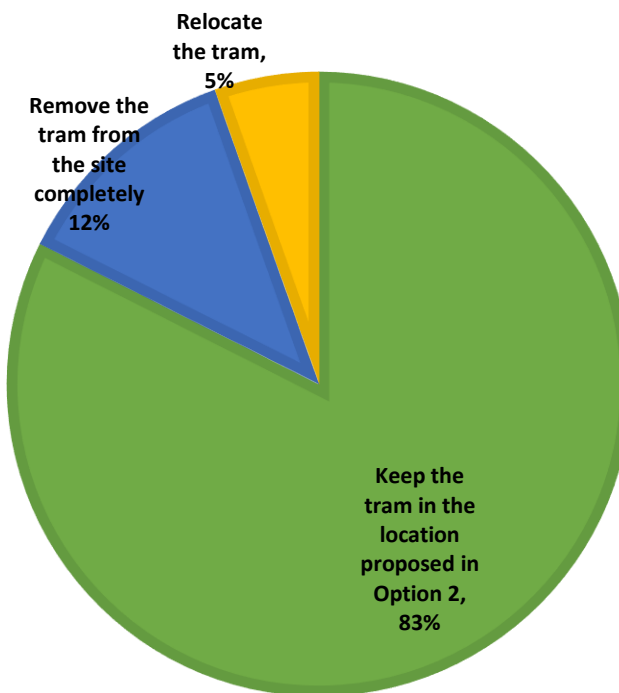
## OPTION TWO PREFERENCE

2.1 Of the 74 that selected Option 2, here are the features they liked, disliked or were indifferent about;

	Dislike	Indifferent	Like
A. The location of the cycling/running track	7	23	44
B. Event Space over the water	8	9	57
C. The promenade	4	13	57
D. The planting and reeds	8	12	54
E. The picnic area	6	9	59
F. The Shoreline	3	8	63

Comparatively those that chose Option 2 over Option 1 disliked or were indifferent to more of the features that those that chose Option 1.

2.2. The tram has been moved within the site in this concept, what is your preference



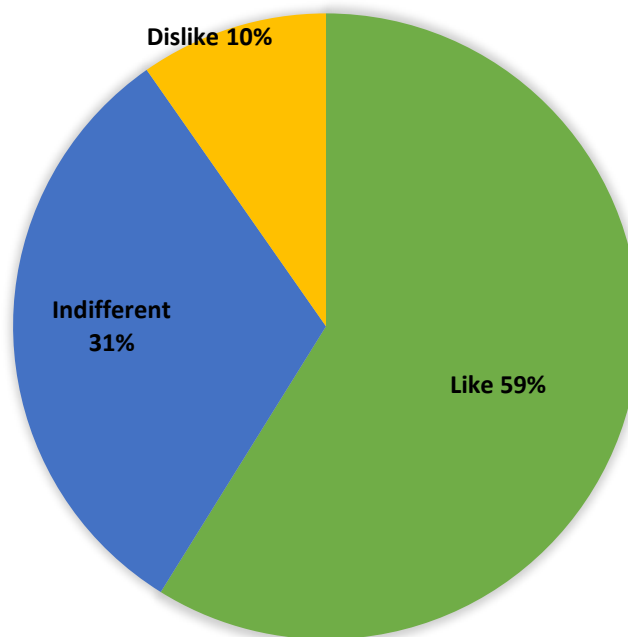
- Four participants wanted to relocate the tram (5%). Suggestions were to relocate the tram to:
  - Moseley Square;
  - Nearby, maybe not as prominent;
  - More aligned to the road - in its present location it forms a visual blockage; Take some car parks - parking cars should be discouraged from this area - safer.
- Nine participants wanted to remove the tram completely (12%).
- 61 participants wanted to keep the tram in the proposed location in Option 2 (83%).

### 2.3. Are there any features in Option 1 that you would like to see incorporated in Option 2?

Generally participants commented that they preferred the layout and design of the kiosk and viewing platform in Option 1. Participants also commented that they would like to see more shade and shelter, picnic spaces and bike racks.

*See Appendix 3 for any features in Option 1 that participants would like to see incorporated in Option 2.*

**3. In both designs the Bike lane bypass (key number 10) has been diverted off Adelphi Terrace, participants we asked what they thought of this**

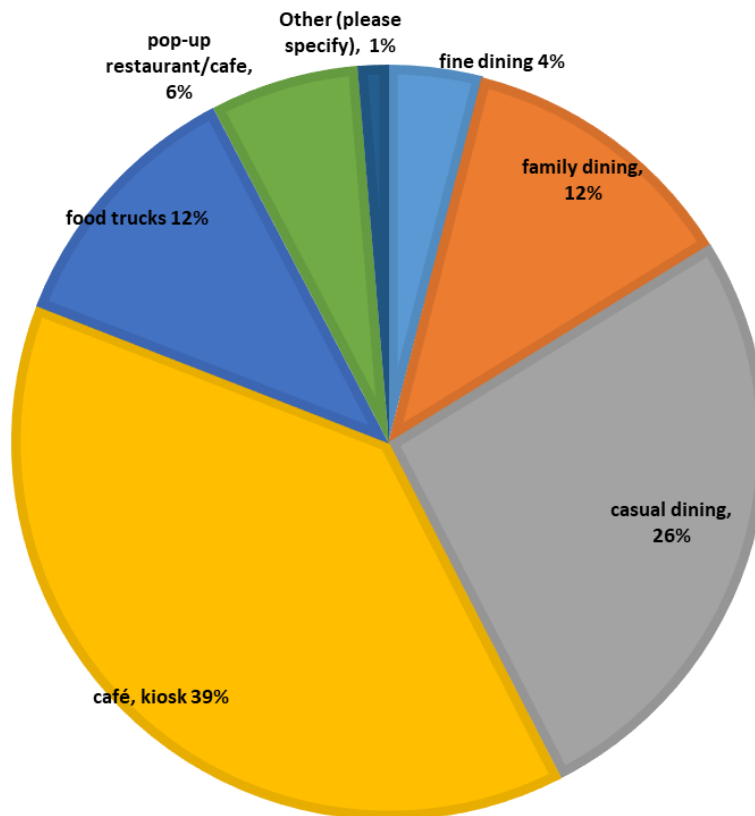


- 103 participants liked the proposed idea (59%).
- 55 participants were indifferent to the concept (31%).
- 17 participants did not like the concept (10%).
- 4 participants did not respond.

**3.1** Ten participants who disliked this concept commented with a negative sentiment; that it was dangerous for pedestrians and children. A common response indicated that cyclists will continue along Adelphi Terrace which may be a safety issue with the proposed 45 degree parking, slowing traffic down as cars manoeuvre in and out of parking spaces.

*See Appendix 4 for 'Suggestions to improve the bike lane bypass'.*

**4. Thinking about the people who would visit this site, what type or style of food and beverage outlet do you think would best suit this area?**



- 145 would like to see a café kiosk area (39%).
- 116 participants would like a café/kiosk (39%).
- 99 participants would like a casual dining option (26%).
- Other suggestions (2%) included: BBQ Facilities, mix of fine and casual dining; Needs to be something like the Broadway on the esplanade; Need to keep people in the area which should be an enclosed area, Open-air bar similar to Salt House in Cairns, perfect location!!!

**4.1 What type of food and drink do you think should be offered?**

Comments showed an overwhelming support for casual affordable dining options. Below are the four most common themes;

- 46 comments specified the venue offer **coffee/tea and cake**.
- 23 supported alcoholic beverages / licensed venue whilst eight specified that the offering be **non-alcoholic**.
- 20 comments specified the need to have **healthy** options.
- 11 requested a (decent) **fish and chips** offering is needed.

*See Appendix 5 for 'Comments regarding the type of food and drink participants think should be offered.'*

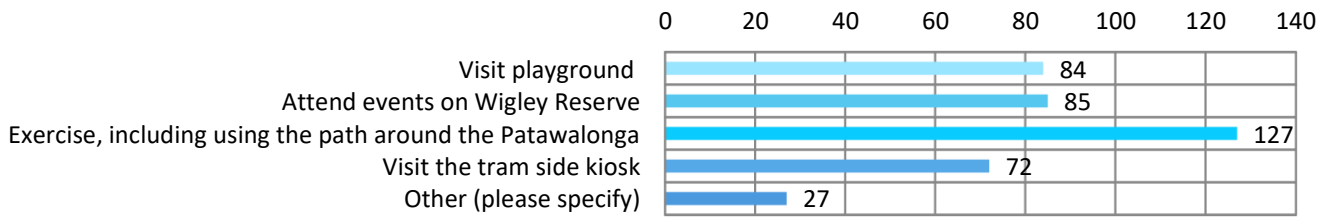
## ABOUT THE PARTICIPANT

### Do you currently visit Wigley Reserve or the Patawalonga?

- 169 replied yes (94 %).
- 10 replied no (6%).

### If yes, for what purpose? (Select as many as relevant)

- The main purpose for visiting was exercise.
- Other: picnic lunch, cycling, walking/walking the dog, kayaking, cycling, car shows, enjoying nature/dolphins.

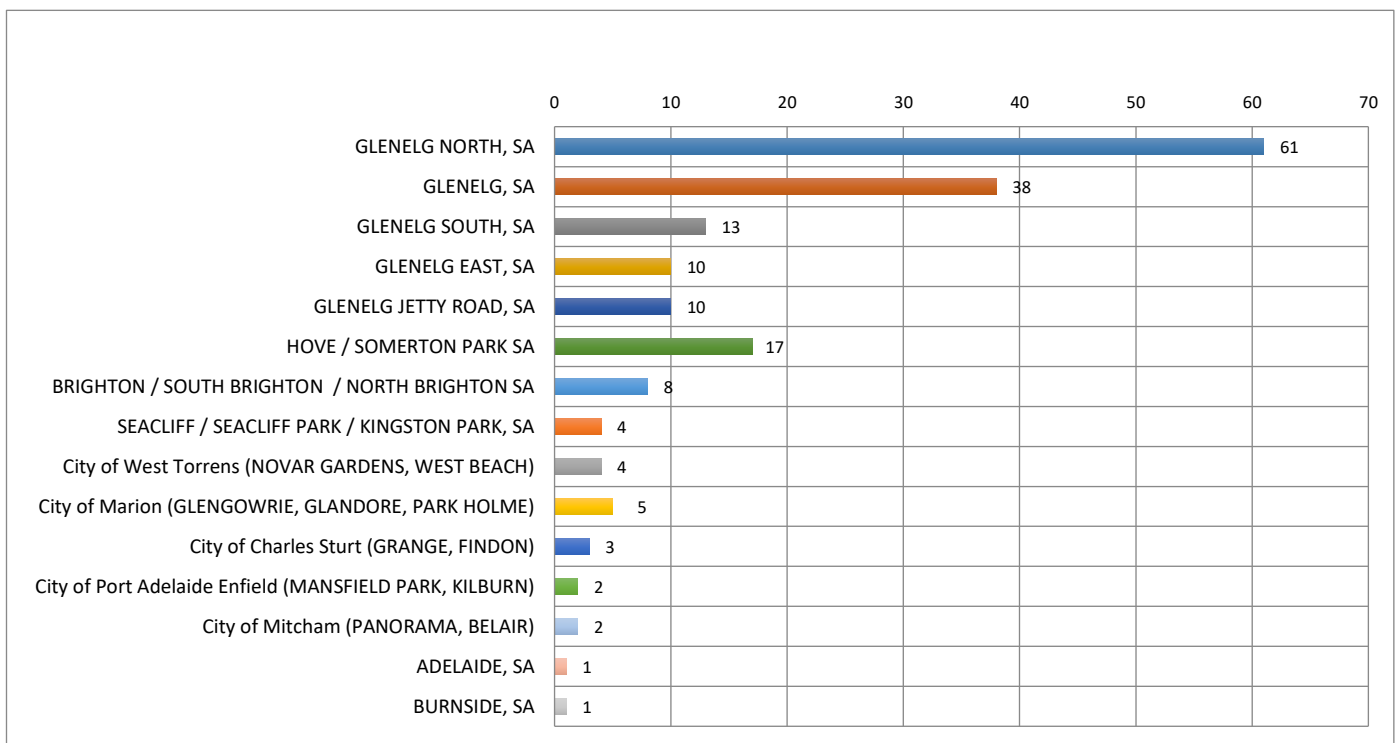


## Age

- 6% (9) were between the ages of 19-30
- 29% (41) were between the ages of 31-45.
- 30% (43) were 46-60.
- 35% (51) were between the ages of 60+.

## Suburb

Participants were asked to identify what suburb they reside in. Results are shown below.



## SUMMARY OF FEEDBACK and COMMENTS

This engagement received high volume of local residents from around the area. This level participation indicates that this is an area/project the community feel strongly very about.

Feedback received was very positive both for the opportunity to comment and for the project itself.

Four common themes were identified in the feedback from the engagement:

- **Support for the development of a café, kiosk, bar or restaurant** (36 comments) with a further 12 comments requesting a deck over the water.
- **The need to recognise the history of the area** including, Kaurua significance, Buffalo replica, landmark or sculpture and the importance of considering and maintaining a historical or cultural feature (21 comments).
- That **the site be returned to quality open space with native vegetation**, additional natural shade and trees, seating and places to relax (19 comments).
- **Providing spaces and amenities to support community events** and performances (nine comments).

Additional comments worth noting included concerns relating to cost of the project (1) and that ongoing maintenance costs should be kept to a minimum (2). In addition concerns for water safety and fencing was also raised (2).

*See Appendix 6 for 'General Comments'*

## APPENDIX

### Appendix 1: Where should the tram go? *(All comments are written verbatim)*

1. Eat the kiosk
2. on the edge of the grass around 7 and 13
3. Behind the dune seating
4. 8
5. Near kiosk
6. Current location or near to.
7. Near the Wigley Reserve playspace
8. a prominent sculpture depicting historical significance and recognition of first nation people
9. The tram cost \$150,000 to put where it is and should just stay there
10. The area between 9 and 10 or near 14 alongside the walkway
11. Need to see options - shame for it not to be there
12. as part of cafe/kiosk
13. Close to current position
14. In the general vicinity that is is at present
15. Near carpark
16. Possibly the grass patch near key 20.
17. Near key# 13 ... it's really a locator and a great bit of history to share - kids love it too
18. Behind number 5 on this concept plan as part of the kiosk seating or to be hired as a room for children's birthdays etc.
19. at the beach house for kids parties
20. Not fussed but could be near 13. It is part of the history for Glenelg so should be retained somewhere in the precinct. We need to have more attractions for tourists to go to.
21. Possibly just further north on open grassland? or closer to Adelphi terrace like where it is now, wherever there is space
22. South of no. 13
23. Leave it where it is, enhancing the features around it.
24. As part of kiosk or close to it's current location
25. near where it currently is, maybe near location 7 or 13
26. Near 20, parallel to Adelphi Trce. Or near kiosk to utilise seating.
27. 18
28. Close to current location as possible
29. Under the canopy (because its current canopy is not attractive and the tram is fairly exposed to the elements). Tram can be a windbreak for outdoor diners as a cold wind often blows through. Keep tram open for internal access.



Appendix 2: Full list of comments regarding any features in Option 2 that respondents would like to see incorporated into Option 1. *(All comments are written verbatim)*

1. A cafe/restaurant instead of Kiosk
2. Ensure "NO FISHING" off this lower area & more bins
3. Perhaps some of the reeds to the location key number 20
4. I don't like the water access in option 2 as water quality may be a health and safety issue
5. I like the stepped amphitheatre
6. As long as there is a cafe, kiosk and the facility has a lifespan longer than the town hall playground
7. the tram
8. preservation of tram
9. i think the more greenery the better...and lets not forget we need shade for these areas, albeit natural or structural
10. I would like to see the inclusion of the reeds around the water landscaping.
11. Benches to sit on in sunshine when not visiting kiosk for coffee. Running cycling track wide enough for walkers too. Leave existing toilets plus new ones at kiosk. Tram has had rats so leave tram if vermin can be eradicated permanently. Not interested in event space for noisy shows, music etc. Enough at Glenelg already. Need it to be a peaceful park like area please.
12. The tram
13. How about a spaced area maybe with sloped grass seating to have small bands or buskers to play and people can view in relaxed comfort. This area could also be used for movie nights?
14. Not really, I love option 1 for its natural shapes and tones. The inclusion of aboriginal art is also very important and any more involvement of aboriginal art or culture would be so culturally beneficial! Either way both beautiful designs and I'm excited for it to go ahead.
15. The running track design of option 2 is better in my opinion
16. Picnic area ... plenty of seating and tables ... not nearly enough in playground area and facing wrong way ... so suggest 2 way seats -  
And please retain the tram!
17. There needs to be some on site carparking. I accept it may be too late but it should be seriously considered.  
As a minimum even if its to help drop off the elderly or drop things off that are heavy ie Food/esky/play equipment.  
The best thing about the park currently is you can sit in the car (for free) and eat lunch/watch kids play/watch the water.  
Its great to have all these new facilities but if no where to park easily to get to it, what is the point?  
There is not enough car parks there (as is) esp. when events are on.  
Thxs  
[REDACTED]
18. I like the way the ramp to water's edge seems better suited to strollers, wheelchairs etc. I like the dunes stepped lawns facing the water.
19. Water features
20. No. Option 1 is far superior

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21. Maybe just maximise or push out the area leading to the water. Option 2 seems like its a bit bigger/spacious here so push it out a bit more?

22. The grass terraces. I think they are called the dune lounge

23. modern grassed areas, nature play areas with water play and sand play

24. Would like to see some fencing on the raised stairs/event space for child safety

25. The layout of the kiosk and seating in Option 2 is preferred

26. The large stepped grass area is an excellent idea (ignoring the poor guy who has to mow it)

27. Not really. I think the most appealing aspect of option 2 is the terraced lawn, however I think the smaller "dune lounge" portion of option 1 is a better approach (I suspect the very large terraced area would not get as much use as the smaller "lounging area")

28. As part of the kiosk

29. Reeds are nice [currently ugly rocks are visible]

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Appendix 3: Full list of comments regarding any features in Option 1 that respondents would like to see incorporated into Option 2. *(All comments are written verbatim)*

1. Healthy fish cafe with boats to hire
2. There definitely needs to be a restaurant/bar and kiosk, should really be at waters edge to take in the view!!!! Very disappointing if not!!!!
3. More shade and picnic space
4. shade area extended
5. A toilet space and a bike rack.
6. The stepped frontage to the north of of the old Buffalo site looked effective and could add to the design of option 2.
7. A bit of a boardwalk would be nice.
8. The larger canopy for extra shade
9. In the Picnic Area have more shade. Or move the picnic area as 06 the dune lounge can be used as an amphitheater with section 20 open space used for the entertainment e.g. open air cinema, Sunday music etc. If the intention of the dune lounge is to for watching entertainment, then don't plant trees in the Picnic area.
10. No I don't like either . Too much concrete skateboards haven!
11. Lawn and garden layout
12. The flow around the kiosk area looks better.
13. The main thing I like is the water edge is fenced! What on earth are the council thinking in option 1? There are so many young children in the area - mine included - & with the park / grass area there - accident waiting to happen. Every parent's nightmare. Definitely option 2 only because it's fenced around waters edge. Plus I like the clear undercover area as let's face it - cafe could still be used in poor weather. Provides shelter. More useable all year round.
14. A water feature fountain or a small play area for kids, seating along path, there's plenty of cafes shops we don't need another one but the tram coffee is awesome. Let people eat elsewhere
15. Bike lane bypass.
16. Neither of the designs make use of the water and views! I would like to see a restaurant/bar overlooking the water with a kiosk attached and facing the playground (parents would love access to a kiosk. The restaurant/bar would answer a real need with more apartment living in the area. Simple food in a stunning environment. I like the shape of the kiosk in option 2.  
I think both options fail to answer community needs.
17. The canopy seems much larger - is it weatherproof
18. We liked the low walking line to the water, but are worried about water safety for our children. Option 2 looks better as it is fenced and also incorporates the historic tram
19. The natural material and general aesthetics of Option 1.
20. I think the aesthetics of Option 1 better suit the lake environment of the Patawalonga, e.g. use of wood and natural materials for the kiosk.

Appendix 4: Suggestions to improve the bike lane bypass. *(All comments are written verbatim)*

1. might be fair enough for casual cyclists, but Adelphi Tce is a commonly used road for road cyclists (myself included) and it would be more hazardous to have fast moving cyclists in an area thats more proximate to pedestrians and dogs. These cyclists will just continue to ride along Adelphi Tce
2. Leave the bikes on the road
3. Keep speeding cyclists bikes off Pat area as dangerous for us older walkers already and children, with current bikes along the popular walking trail. We like to walk on water edge. Avoid parking ticket machines on Adelphi Tce too.
4. bikes are dangerous for pedestrians
5. To close to people walking and admiring the waterfront. The bike track should be along or closer to the Highway. Less chance of accidents with pedestrians and especially little children
6. To close to people walking and admiring the waterfront. The bike track should be along or closer to the Highway. Less chance of accidents with pedestrians and especially little children.
7. New position has it going past where people / kids are playing, eating ... speed of bikes and disrespect by riders to others would make this a dangerous option . If it needs moving make a path along the edge of the park, roadside.
8. Keep bikes away from the main area
9. The bikes going through in between the cafe and the water front will prove a hazard to walkers and people enjoying the space.
10. I have seen too many near misses with bikes being ridden too quickly - young children and elderly walkers can't get out of way fast enough - all too often bike riders do not have or do not ring their bells.
11. Speeding cyclists near pedestrians

Appendix 5: Comments regarding the type of food and drink participants think should be offered. *(All comments are written verbatim)*

1. cheap and affordable
2. Something similar to the Boatshed Cafe at Hallet cove with options for seated dining a great range of quality food options plus a kiosk outlet where people can buy simple food items like chips, toasties milkshakes, coffee etc.
3. cafe/restaurant style. Not fast foods!
4. a diversity of casual dining
5. Cafe style, coffee, sandwiches, etc
6. A good mix of snack food and some meals. Could maybe serve breakfast?
7. Cafe style items with the option for something nicer if needed
8. Quick and good value meals for families at playground and people out walking. Coffee/drinks/ice creams/quick light meals such as pastries, sandwiches, etc and a range of goods to grab quickly for very young children eg sultanas, healthy chips, fruit etc
9. The Bay is in need of a "healthy" fish cafe -- casual, with wine available
10. Coffee, cafe meals
11. The current kiosk style shop works well
12. Cafe food such as sandwiches/rolls, pastries, hot dogs
13. Tea coffee cake
14. Food for families with kids - quick!
15. Cafe style non-alcoholic.
16. simple, casual, snack,, quick lunch, family/child friendly
17. Cafe food, similar to the one at Broadway
18. Breakfast, lunch, dinner, alcohol and kiosk
19. Cafe style food with outside tables and chairs to enjoy the view.
20. Family friendly dining. Salt House in Cairns a good example
21. take away that can be enjoyed anywhere in the reserve
22. Burgers, sandwiches, cafe style, to pizza cafe.
23. Healthy take away & dine in options
24. Hot and cold drinks (non alcoholic), food that is tasty/healthy that can be eaten either at a table or taken away
25. casual dining/kiosk style - facility alcohol free
26. quality local produce, casual cafe
27. Seafood, burgers, healthy options. Wine, beer and coffee
28. Cafe style aka Nightcliff Foreshore Cafe in Darwin <https://www.foreshorecafe.com.au/>
29. Healthy, fresh/local ingredients
30. Casual cafe style for breakfast lunch and dinner
31. Good quality, reasonably priced.
32. kiosk or beachside cafe food and coffee
33. Coffee Tea danish's cakes hot chips pies paaties sandwiches
34. coffee, juices etc, would be a great destination for a casual drink, casual dining, cafe style
35. fish and chips
36. Modern Australia - with take away option

37. healthy options and also to go juices/snacks
38. cafe style / outdoor dining / good quality local seafood outlet (dine in and/ or take away
39. Bush tuckers
40. Coffee cake sandwiches cafe style food breakfast lunch options
41. casual cafe, ice creams, coffee
42. i think it needs to be a casual option, coffee ofcourse, take away foods (as long as you introduce more bins for rubbish) , ice creams for kids in summer
43. Options for cafe dining with kiosk and take away facilities. Licenced with the ability for patrons to have a drink without having to dine in.
44. Light meals
45. I think the food trucks are a great idea as it can then be swapped around and give business the opportunity to share the space. Also incorporating healthy options.
46. Pies, pasties, sandwiches, cakes etc plus soft drinks, coffee and tea.
47. not commercial fast food but good wholesome family casual food
48. It would be great to have a day time and night time option. Daytime for families, evening casual dining. The view is great but playground and sport mean fine dining is not sought after here.,
49. Coffee. Cool drinks. Light snacks. Icecream.
50. coffee, cakes, cafe-style meals
51. Tacos
52. My ideal is coffee and cake while viewing the Pat.
53. Cafe type food. Children friendly.
54. Coffee
55. Coffee, light meals
56. Simple snacks, coffee, wine, engage current transport people to continue
57. Cafe food, snacks, coffee
58. Not too fancy
59. Fish and chips and other takeout
60. Plant based fresh healthy
61. Tea, coffee, water, juice etc... sandwiches, cafe type food.
62. Cafe style food and drink with a liquor licence after 12.00 pm.
63. Breakfast, Brunch and Lunch
64. Light Snacks, and kids menus
65. Gluten free
66. None. Note the incredible food offerings already in the adjacent parts of the Glenelg precinct
67. Healthy options and snack, coffee
68. Hot and Cold beverages, Ice-Cream, Hot Dogs American style from a trolley. Sauerkraut, Mustard etc. Fish and chips
69. Affordable family meals and GOOD COFFEE!!
70. Things for kids at the playground
71. Breakfast and lunch sit down and take away healthy food
72. Kiosk/Cafe
73. something for everyone
74. I feel food trucks can cater to everyone, I imagine it being mainly used for family picnics and days out with the kids.
75. fast food like hot chips, hot dogs..etc. Alcohol
76. Gourmet Quality Food

77. Predominantly sea food ... really well done fish and chips ... good too use non throwaway plates cutlery etc. Also foods w native ingredients, feature SA producers, cheese, meats, platters, fruits... not franchises
78. No alcohol
79. Seafood, Beef and Lamb with Beer and Wine
80. Cafe style food, although different to the fare offered by the awesome Orange Spot bakery. Perhaps with a healthy eating focus, with gluten free and vegetarian options.
81. Quality yet affordable for family. Supports regional SA producers.
82. basic stuff for kids/families - but have capability to add food trucks for larger events
83. Family-style quick meals for families - Viet salad bowls with meat options - like Sonta offer, hamburgurs, salad/protein wraps, yoghurt, cakes, coffee . Quick, fresh, easy prep but high quality at a moderate price.
84. Cafe/Kiosk type food - burgers, chips, toasties, salads, seafood, ice-creams and soft drinks, coffee etc...easy, quick and cost efficient for families
85. Both healthy and also fish and chips and good coffee.
86. Italian with full wine list
87. Coffee, snacks, casual lunches and dinners that will not compete with the Watermark or nearby bakery. Food such as healthy options like salads and wraps as well as fish and chips
88. Cafe style
89. Casual. Keep people going for food at Holdfast shores or Jerry road. There's pub and bakery. Show support for local business
90. Informal menu for families
91. Family meals
92. normal cafe food not expensive for families
93. food with low to no disposable cups/cutlery or it will all end up in the river.
94. Coffee, tea, natural juices, NO SUGAR soft drinks. Fresh salads, baguettes, sandwiches
95. Large variety of quality food, options for alcohol
96. As above and could include alcohol. Needs to be able to have an enclosed area for dining so it is utilised all year round. Option 2 would be too open and be subject too the elements in winter.
97. Upmarket cafe, with all weather structures including outdoor heating.
98. Basic. No cooking, just heating.
99. Drinks, snacks, cooked food including casual/quick food but also option café style for sitting down & eating. Ice creams
100. light meals, snacks, take away
101. Simple food and wine. Salads, fish, anti pasta, wood fired pizza, pasta - Mediterranean style
102. Anything that is healthy and is not in plastic or in containers that cannot be recycled
103. The very best coffee possible. Get a good machine and top shelf barista and make it a destination coffee destination. Good quality healthy food.
104. healthy
105. Coffee, light meals, food to take and enjoy in the area rather than a seated facility
106. Hot and cold snack food, hot and cold drinks,
107. Seafood restaurant reasonably priced to encourage visitation
108. Better quality than fast food

109. kiosk food. non-alcoholic drinks only. u destroyed a restaurant there why have another?
110. cafe
111. Something similar to Broadway kiosk.
112. Coffee / kiosk with quick food options
113. coffee, snacks and light meals. Alcoholic beverages in specified sit down licensed dining area.
114. Light meals & sandwiches; hot & cold beverages;
115. Open air Bar same similar concept to the 'Salt House' Bar in Cairns Marina
116. Just coffee / beverages and snacks. Not meals.
117. QUALITY Breakfast & lunch, coffee, alcohol
118. Options for casual dining and takeaway. Fully licensed.
119. Casual dining / kiosk where you can sit in or grab some take away and sit on the lawn or by the water
120. Casual bar/pub style
121. Sandwiches, pastries, cakes, savoury and sweet snacks, hot beverages and soft drinks - NO ALCOHOL
122. Coffee and Cakes
123. Premade quick service lunches/cakes/sweets, interesting al la carte breakfast/brunch options
124. Quality cafe / takeaway style food would probably be best (including good coffee / beverages). I don't think it's really suitable for "destination dining" - the marina already struggles to maintain "upscale dining" options
125. Fresh Healthy food
126. Variety of options
127. Casual options including food and drinks for young children
128. Cafe style lunch and breakfast, coffee and alcohol
129. casual fast delicious cafe style for families
130. Bakery style food, hot & cold drinks
131. Any that also provides casual refreshment for visitors.
132. Casual food and refreshments
133. Ideally, I'd like a cafe/restaurant for dine-in, but also great takeaway options. This could be a great opportunity to have somewhere in Glenelg that serves decent fish and chips - to dine it but also takeaway so you can sit out by the Pat.
134. cheap and affordable



Appendix 6 – General comments. *(All comments are written verbatim)*

1. I think it's great what you are proposing and the end result will be an asset to the area.
2. Keep the nature and local aboriginal cultural heritage at the centre
3. This looks fantastic, great work!
4. Could you maybe ask one of the many existing food truck services in Adelaide to put down some roots at the kiosk?
5. As long as there is adequate shade, lighting at night and appropriate bin placement it will work well. Having the tram access to this point will be detrimental to the family and safe community vibe. There are already too many issues with drunkenness stemming from tram access to jetty road and it is a health and safety concern. We shouldn't have to walk to work at 9am in the morning and be exposed to disputes and displays of vomiting. The winter months are a slight reprieve for jetty road but summer time has been a disgusting issue.
6. Pleased something is happening, I thought the Buffalo could be utilised better, cafe etc
7. Needs a restaurant and bar
8. Like the planning work to date
9. Option 2 doesn't look good. Too much like Melbourne haha
10. Great development
11. Remove the signs from the heritage tram!
12. It would be nice when the leases expire to rid the Pat of the boats and make it a recreational lake like the Torrens. Paddle boats, kayaks etc. even fishing.
13. Would love a kiosk and a memory of the buffalo
14. It would be great to include public art. It is a unique opportunity to utilise a handsome part of Glenelg, some type of food/drink offering and seating is a must.
15. It is such a great opportunity to use the space for multiple use with a cafe/dining opportunity as a definite.
16. It would be great to see the area updated with more facilities for all age groups
17. The option 1 looks fantastic, brings very good vibe to the bay. I love the space for events and the added viewing platform.
18. Please maintain as many car parks as possible, its very difficult to get a park anywhere in Glenelg on weekends
19. this could be a very simple re development of an area, which already has the views/water, a great park and play ground...so keep it simple and cost effective

- 20.** I love the design, thank you for the ability to give feedback. This is such a beautiful and underutilised area, I think it is important that the area is appealing to all groups, families, tourists, older residents, social and sporting groups. It is also important to have decent toilet facilities, automatic toilets are not appropriate with cafe dining or for families.
- 21.** The Glenelg foreshore and surrounds is in dire need of things to attract visitors and residents a nice environment for families, old and young, so plenty of bench seating etc
- 22.** Option 2 does blend in with the Wigley Reserve grass area, from a visual perspective and as a public facility.
- 23.** Noise is often forgotten when redevelopment is undertaken. it would be good to "calm" traffic on both sides of the area. Given the low volume of traffic could one lane be removed from Northside of Anzac Hwy; alongside Wigley Reserve - use extra lane to add extra parking and remove parking close to recreational areas. Cost would not be high and would remove an element of noise as well.
- 24.** Concerned will loose a quieter area and do not see need for crowds to be encouraged to the sites. I hope my comments reflect a need for a park like setting with adequate seating as Glenelg North has high percentage of older walkers and dogs. A drink fountain and dog tap idea.
- 25.** Both concepts look brilliant and I would be happy with any upgrade to that area.
- 26.** Fantastic to see council is doing something that looks so good. Keep up the good work.
- 27.** The tram must be retained, it is a very important part of Glenelg history. More toilets are needed around the lake.
- 28.** I don't like the lower bit near the waters edge it will get slippery and full of rubbish
- 29.** I think Option 2 looks great.
- 30.** Make sure the cafe seats get more shade in summer
- 31.** I love "evening activation" and "feature lighting" of Option 1!
- 32.** Lawn and a BBQ area with a shelter is more than sufficient for this area.
- 33.** Why wasn't I consulted first?
- 34.** Some seating down on the waters edge would be nice. Need some water taps for cyclists to fill up bottles.
- 35.** Should Make the new cafe 2 stories with seats on the roof with some shade.
- 36.** Wheelchair accessibility in all areas so no steps anywhere. Would prefer kiosk/cafe on the waters edge with a walkway in front.  
Blend in sail like playground into new area. Lots of benches and tables around grass areas. If you have a lot of concrete areas you will attract skateboards in the area most like in the evening which could be troublesome.  
Bike path to encourage cyclist to go around the Pat instead of over the lock.  
Both designs have to many concrete walls which could lead to people falling especially children  
If you have planted areas by the waters edge they will just collect rubbish  
The wheelchair accessible toilet should not be a mixed ambulant unisex. It should be for persons with a disability so more toilets are required in the plans.

I am really happy the area is to be improved but feel your plans have missed the Mark unfortunately but do like the way you have kept the area family friendly with a casual relaxed feel with a more picnic feel.

**37.** We overlook the reserve

**38.** This has the potential to be special ... playground falls just short (not enough equipment) , so let's get this right! Tram please!

**39.** Refer to above comment for water access for kayaks.

I am the [REDACTED]

Many of the residents are old and not computer literate. No letterbox drop was undertaken for this consultation - there were not aware of the walk-in sessions on Wigley Reserve, nor the planned development.

The existing carpark is currently used in evenings for groups of motorbikes that congregate, rev engines, do burnouts and monos down Adelphi Terrace. The removal of this carpark is welcomed!

The concept design options are a significant improvement on previous concept designs that included open air kiosks, with licensed bars and live music. This would have had noise impacts on residents in the area and would be an inappropriate use of ratepayers money to develop a venue in direct competition with existing businesses in the area.

**40.** The design doesn't appear to take into account the recommendations which where for dinning over the water as well as a walking track

**41.** Please streamline the pedestrian crossing at Adelphi Terrace and Anzac Highway! It's so hard to go from the park/playground to the bakery (Orange Spot) - 3 separate crossings to get across the intersection - it's hard work for young families or movement impaired, and too many people take a risk by crossing not with the signals there.

**42.** I like a bit of both. I think shaded areas, picnic areas/seating area would be good. Would like to see a kiosk or cafe.

**43.** i live across the road, this has been a long time coming, (i have two infant children) so this is perfect timing. option 2 is fantastic - well done!

**44.** Should develop into a community family-friendly meeting space like the Broadway Kiosk has become. Offer coffee, breakfast, lunch, dinner. Casual but quality. Small events/fairs/artistic offerings would activate it. A sculpture or digital night lighting would add to the offering and increase safety.

**45.** I hope the toilet will just be moved as the current one there is brilliant with the historic mural - people love to look at this mural - so hopefully can be reutilised to save money as well

**46.** Please strongly consider onsite parking.

**47.** The main reason I prefer Option 1 is the large shaded area. I would like at least some of this area suitable for all weather.

**48.** This should be used for viewing area, buskers and entertainment. Cover is good and picnic areas. Try to keep food in existing retailers.

**49.** Great design concepts. Keep up the good work.

<b>50.</b> You need more bins and shelter
<b>51.</b> should build the kiosk closer to water and running track behind, not other way around. Also there should be more seating at the waters edge on the lower bit
<b>52.</b> I love the reeds and water plants being included would love to see more of this to aid in water cleaning and nature habitats. (floating gardens etc would be one idea.)
<b>53.</b> Car Park should have charging stations for Electric Vehicles. Consider traffic restrictions for EVs only. Consider water recreational activities e.g.: water bicycles or with electric/hydrogen propulsion only.
<b>54.</b> Option 1 looks great, probably more expensive but would be worth it to have an all year round area that people can go and have a reason to stay there for a while - not just for calm sunny days. The bike lane is good but will only be used by the casual riders as the serious riders will still use Adelphi Tce.
<b>55.</b> I think the area should be non smoking
<b>56.</b> The 2 metre high retraining wall to the Turfed Terraces is a no-no . It invites graffiti and billboards and posters. Better to halve the area of the Terraces and have gently sloping bermed lawned area toward Adelphi The instead.
<b>57.</b> Its a great idea. I'm very excited about it being a quality area for people to visit and extend Glenelg a bit further North. The old buffalo site has been tired for some time now
<b>58.</b> the low wall along the Pat near the playground is low and needs to be made higher and i dont like the low section on the water.
<b>59.</b> Make the most of the views. Place the kiosk / restaurant as close to the water as possible
<b>60.</b> Please provide seating under shaded areas - particularly suitable for seniors
<b>61.</b> Please get rid of the car shows that set up in wiggly reserve. They take away space that could be used for kicking the footy and encourage car horns to drive like maniacs around surrounding streets. Let them have it in a car park which is designed for cars and leave the open space for people to play and enjoy. The plans look great. Lets get it done so we all can enjoy the space.
<b>62.</b> Love the large access to water views, large event area and open feel of this plan
<b>63.</b> Not sure if this is your intention, but I strongly believe that there should be NO access to the water from this area - for swimming, paddling, kayaking etc - for people of any age To much of a risk with so many boats, yachts in water - dangerous, particularly for children Also, there is a security issue - it would allow easy access to the pontoons that the boats, yachts etc are moored at - which normally only allow for key-lock entry to the walkways.
<b>64.</b> The development should discourage rough sleepers from congregating at night.
<b>65.</b> BAN THE HIDEOUS BEACH BAR IN A DRY ZONE
<b>66.</b> The points I like about option 1 are: evening lighting, integration with the playground, wheelchair access, the close contact with the water/footpath along edge of the water, openness of the shade area, more discrete location of the public toilet. Option 2 dislikes include: closed in shade area, public toilet is an eye saw and is located in a very visible location

- 67.** Cycle/running track should have slow speed sign for cyclists.  
What safety measures will there be for 17, viewing platform.  
Will the existing BBQ facilities be compatible with the more modern new features and architecture.
- 68.** Our most important preference is for the council to get on with it.  
Whatever the decision will be better than a rotting replica restaurant or the stinking pile of sand that is currently in place.  
Make a decision and get it prioritised.
- 69.** rubbish to be suitably managed. appropriate security measures where relevant.
- 70.** The space and its development is lacking any historical references to the relevance/importance of the Buffalo as a key vessel. Historical signage or even a small area of museum style information should be included; a model replica of the vessel could also be incorporated into displays.
- 71.** The tram MUST be retained.  
Removal of 'the 'viewing platform' (17) would improve Option 1.  
The existing 9 or 10 mature Norfolk Island pines are precious. Any plans to remove any of them should surely have been detailed in both proposed site plans, as I'm sure it would have a bearing on the votes of many locals!
- 72.** Glenelg needs to take a look at what's happening at Henley Square. Quality restaurants, bars & cafes. This draws in the crowds
- 73.** Live music at the bar
- 74.** [REDACTED] [REDACTED]. Please ensure sound attenuation is incorporated into the design where possible as sound carries across the water. There are dolphins that enter the Pat practically every day especially in the Spring, Summer and Autumn seasons - they are a source of great excitement and amusement for young and old alike so please ensure there is signage providing visitors with information regarding their presence and activities.  
Good lighting at night that is considerate of local residents together with security cameras and signage is important for the safety and security of visitors and amenities.  
Fishing or swimming should not be permitted from this site due to proximity to marine craft and the poor water quality following rainfall and the No Alcohol Dry Zone should be extended with appropriate signage.  
Cyclists should be advised that the immediate area is a Slow Zone similar to the Jetty Road Foreshore with Share and Care signage.  
Plenty of seating and shade/cover for some of it would provide year round accessibility and amenity. The current BBQ's are very popular with families and it would be nice if they could be retained somewhere.  
Thank you.
- 75.** Maximum shade is a key reason why I selected this option, plus a more organic feel than a glass roof
- 76.** As a mother with young children it looks like a lovely area for families. For safety reasons I believe it is important to have a barrier close to the water. It would be good if fishing/crabbing could be prohibited in this area due to the danger of discarded hooks, bait and other fishing debris.  
As one of the many people who enjoy observing the dolphins that frequent the area I believe having some sort of artwork or sculpture and signage about the dolphins and how they could be protected would be very beneficial. Thank you

**77.** Consider: 1. more proper seating facing water, 2. artistic Windbreaks using mixture of wood, glass, bushes, metal - incorporating images of whole buffalo fleet (named) or indigenous canoe, or photos of early Pat and Bridge. 3. eBike/scooter parking bay. 4. Artistic safety lighting at floor level for indigenous 'floating island' & maybe some underwater lighting. 5. Water feature - river flowing aside one of the 4 different sets of steps. 6. PLEASE allow kayaks back into the area by removing the sign on King St Bridge 'No watersports south of this sign'. If it is to separate Big Boats from kayaks, consider a row of artistic buoys 4-5 meters from the bank creating a channel for us kayakers to enjoy this area. 7. Consider a more artistic roof over the nearby restored diving chamber. Thank you for allowing feedback and ... good-luck :-]

**78.** Thank you for the opportunity to provide feedback on the concept plans. We appreciate the effort and resources that are being dedicated to finding the best solution for the Buffalo site.

Regarding Option 1:

The design of these water-level areas is very harmonious and appealing. However, they could also become accidental or deliberate entry points into/onto the water due to the absence of railings.

Given the high level of activity in and around this part of the Patawalonga, there are many safety reasons for having for a barrier or protective buffer here between land (general public, children, events, fishing) and water (boats, dolphins/wildlife, stormwater, water gates).

For the waterfront areas, we think a clear indication of permitted activities is needed (e.g. with respect to fishing, jumping/diving, water access, watercraft and dolphins/wildlife). The sunken areas would also need additional security measures, as they will be hidden from the road and general traffic.

If a sculpture or public art is planned for the area, it would be wonderful to see dolphin-related artwork to reflect their unique presence in the lake.

# Attachment 2



# **CONDITION ASSESSMENT AND CONCEPT REPORT**

## **H-CLASS TRAM 361 ADELPHI TERRACE, WIGLEY RESERVE, GLENELG, SA**

**for**

**CITY OF HOLDFAST BAY**

Project No: 21377  
August 2021



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## SCOPE OF REPORT

Magryn & Associates were engaged by City of Holdfast Bay (Council) to assess and report on the following in relation to the existing H-class tram at Wigley Reserve (Adelphi Terrace) in Glenelg:

- The current condition of the tram (including the structural integrity and if relocation of the tram is required off-site)
- Relevant site information such as impacts of the exposed coastal location and likely future asset deterioration if appropriate maintenance is not undertaken
- Recommend remedial works including mitigation of potential weather damage, refurbishment and restoration
- Approximate costs and prioritisation of recommended works
- Concept plans and recommendations for modifications to meet DDA access requirements to and within the tram
- Recommendations for modifications to meet safety requirements
- Required ongoing maintenance



Figure 1

## GENERAL

The historic H-class tram 361 is approximately 90 years old, and travelled from Glenelg to Adelaide before it was retired in 2006. It was located in the St Kilda Tramway Museum before being relocated to Wigley Reserve in Glenelg in 2013. Whilst being situated in Wigley Reserve, the tram doors were closed to the public until early 2021 when it was opened for patrons of the Tram Side Kiosk. There is a steel roof structure over the tram, which appears to have been constructed within the last decade.

The tram is non-operational, and is supported on a concrete slab. It consists of:

- Steel framed undercarriage with timber floor panels and rubber matting.
- Glass windows to the sides and front.
- Timber side wall panels and window frames.
- Curved steel panels at the ends of the tram.
- Curved steel roof.
- Two bifold doors at each end of the tram.
- A row of seats both sides of the tram, with a central walkway.

This report shall be read in conjunction with Magryn drawings 21377-1-2.

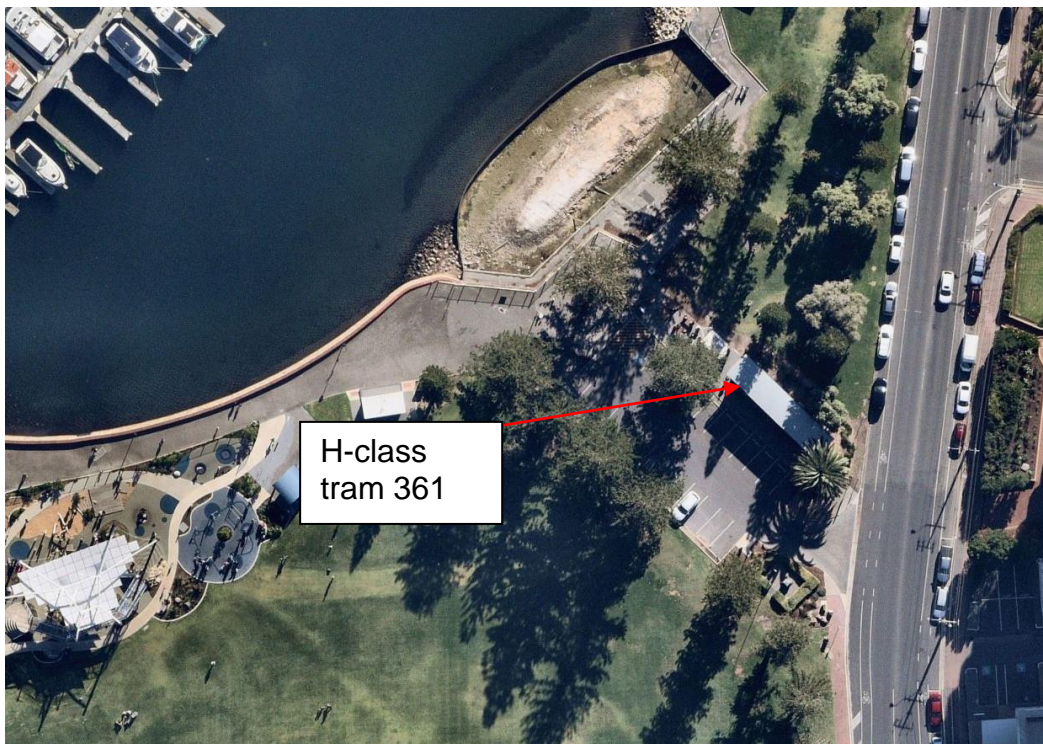


Figure 2- Aerial view of the site, from Nearmap.

## SITE INSPECTION AND CONDITION ASSESSMENT

The tram was inspected internally and externally on the 4<sup>th</sup> of August 2021. The inspection was visual only, and no fittings or fixtures were removed for the inspection. Refer to the appendix of this report for photographic records of the defects.

The following damage and points of interest were noted externally:

- Approximately 900mm from external ground level to the tram entry floor level. The step is approximately 450mm from ground level. This is not compliant with current standards for access. (figure 3)
- Moderate corrosion to the hinge assembly for the step. (figure 4)
- Moderate to severe laminated corrosion to the steel plate at each end of the tram. (figure 5)
- The timber floor appears in sound condition, with no signs of rot or structural damage. (figure 7)
- The rubber seals for the bifold doors are damaged, which allows wind and rain to enter the interior of the tram. (figure 6)
- Moderate to severe corrosion to the undercarriage steel chassis members, which are steel I-beams and equal angles. These critical elements form the structural frame for the tram. (figure 7-9)
- Moderate surface corrosion to the undercarriage componentry generally. (figure 7-9)
- Moderate corrosion to the wheels and bogie assembly. (figure 11)
- Corrosion to the screw fixings for the timber around the windows. Appears to be some minor splitting and timber rot present around the fixings in some cases. (figure 10)
- Broken light at the eastern end of the tram. (figure 12)
- The roof of the tram appeared in reasonable condition, with minimal signs of paint failure or corrosion. (figure 13)
- Rotting to the framing adjacent the door frame. (figure 14)
- Detached roof edge fascia at the end of the tram. (figure 15)
- Corrosion to the rear-view mirror frames.
- Although beyond the scope of this report, it was noted that the paint system for the steel canopy structure above the tram has failed, and corrosion has developed in some locations. (figure 16)

The severity of corrosion to the steel elements was estimated visually only. In order to accurately assess the amount of steel thickness lost, the steel must be washed and the corrosion cleaned to bright steel with a power wire brush. Refer to the recommended works section below for further details.

The following was noted internally in the tram:

- Faded yellow paint at the entry step. (figure 19)
- Faded/ splitting seat upholstery (more severe in some areas). (figure 18)
- Generally weathering and paint peeling of the control panels at each end of the tram. (figure 20)
- Paint peeling to the timber ceiling at the entry each end of the tram. (figure 21)
- Lifting of the rubber floor mats in some locations, which may result in a trip hazard.

## DISCUSSION

### Steelwork degradation

As noted above, several external steel components are showing signs of moderate to severe corrosion.

The steelwork has deteriorated due partly to inadequate preventative maintenance and also due to many years of exposure to the elements. The tram has been located at Wigley Reserve since 2006, hence the steelwork has been subjected to high coastal exposure for the last 15 years.

The atmospheric corrosivity category for Wigley Reserve is high (C4, as per AS/NZS 2312), as it is within 1km from the coast. The corrosion rate for steel in this category is 50 to 80 microns (0.05 to 0.08mm) per year. At this corrosion rate, the steelwork may corrode up to 2mm in a 25-year period.

The high build epoxy corrosion protection system outlined in the recommended works section below is anticipated to achieve 25+ years of durability, before further maintenance is required (as per paint system EHB6 in table 6.3 of AS/NZS 2312.1- *Guide to the protection of structural steel against atmospheric corrosion by the use of protective coatings*).

Corrosion to the structural steel framed undercarriage may not be an urgent structural or safety concern at this stage (subject to further investigation and assessment following cleaning of steelwork as outlined in the recommended works section below), and the rate of corrosion may be reduced slightly if the undercarriage is enclosed as discussed below. The costs associated with applying corrosion protection to the steelwork in the undercarriage would be extremely high, due to the quantity of corroded steelwork and limited access. If the steelwork is not treated with corrosion protection, it is possible that the structural steel components may be serviceable and structurally adequate for a long period (up to 10 years, subject to periodic structural maintenance inspections as outlined below). After this period, corrosion protection treatment will need to be carried out as outlined in the recommended works section below.

Corrosion to the door hinge assemblies may eventually inhibit or prevent the door from opening effectively. Hence, this should be rectified.

Corrosion to the steel screw fixings for the external timber window framing is not an urgent structural problem. However, as the screws corrode, they expand and may promote further splitting; which allows moisture to penetrate into the timber and accelerating timber rot. All corroded steel fixings should be removed and replaced with marine grade stainless steel fixings, and any gaps or splits in the timber joints should be sealed to prevent moisture penetration.

If the tram stays at Wigley Reserve, corrosion will continue to develop rapidly, particularly exposed elements such as the outside plates and fixings.



### Options for Relocation

Relocation of the tram to an alternative site with a lower corrosivity category would slow down the corrosion process, and reduce required ongoing maintenance.

The atmospheric corrosivity category for inside a building (such as a museum) is low (C2, as per AS/NZS 2312). The corrosion rate for steel in this category is 1.2 to 25 microns (0.0013 to 0.025mm) per year. At this corrosion rate, the steelwork may corrode up to 0.63mm in a 25-year period.

The atmospheric corrosivity category for an exterior environment further than 1km from the coast (in the Adelaide region) is medium (C3, as per AS/NZS 2312). The corrosion rate for steel in this category is 25 to 50 microns (0.025 to 0.05mm) per year. At this corrosion rate, the steelwork may corrode up to 1.25mm in a 25-year period.

As an alternative to relocating the tram, glass walls could be installed around the existing roof canopy structure, enclosing the entire tram inside a building. This option may require extensive design modifications to the existing steel structure (such as additional bracing), and would be expensive.

### Water leaks

As noted above, the primary source of water infiltration into the tram is through the rubber door seals, which have large gaps due to deterioration of the seals. This not only accelerates deterioration of internal components; it also makes the tram significantly less secure (in regards to vandals).

### Safety

There are several safety risks associated with the condition of the current tram. These include:

- Trip hazards internally
- Non-compliant access via the entry step
- Access to the undercarriage, particularly for children. There may be a risk of entrapment within some of the mechanical elements.

### Options to restrict access to beneath the tram

Provide a continuous screening around the perimeter of the tram, from floor level to the slab level. The disadvantage of this option is that the wheels and the chassis will not be visible, which may detract from the aesthetic and heritage appeal.

If ramps and landings are constructed to meet DDA requirements (discussed below), this would also prevent access to the undercarriage.

Alternatively to providing a screening fixed to the side of the tram, it may be more desirable to construct a fence around the perimeter of the tram (except for along the section where the ramp is constructed). This will allow the tram wheels and undercarriage to still be visible.

## RECOMMENDED WORKS

All works shall be carried out in accordance with the relevant Australian Standards and WHS requirements current at the time of works.

All products shall be installed strictly in accordance with manufacturer's specifications.

The following works are recommended to be undertaken. The works have been prioritised from high to low. The priority of the works was determined based on the inherent risk associated with the item of work.

The cost estimates should be considered as "order of magnitude" accuracy only, for budgeting purposes. They have been compiled with all due care, however Magryn & Associates Pty. Ltd. accepts no liability for the accuracy of the estimate.

## MAINTENANCE WORKS

### **High priority- recommended to be undertaken within the next one year**

#### Steelwork

Treat all exposed external steelwork showing signs of corrosion. All corrosion protection shall be applied in accordance to manufacturer's specifications. Corrosion protection applied as follows:

- Wash and power wire brush or grit blast (to class 2.5 surface to AS1627), to a bright steel finish.
- Assess the severity of the corrosion to the undercarriage structural steel (chassis), by measuring the wall thickness of the steel using an ultrasonic thickness measurer in at least three locations per member.

**Note:** The urgency of the repairs to the undercarriage structural steel (chassis) depends on the severity of the corrosion. Contact our office for further assessment after the above has been undertaken. Steelwork with minor corrosion may not require urgent maintenance. Steelwork with severe corrosion and section loss may need to be removed and replaced with a new member of equal size and grade (this has not been allowed for in the estimated cost).

- Prime all bare steel with 75 microns zinc rich primer (Jotun Barrier or equivalent).
- Coat with 250 microns high build epoxy (Jotun Jotamastic 90 or equivalent).
- Allow to completely rub down, prepare and coat with 50 microns polyurethane gloss (Jotun Hardtop AX or equivalent, colour selected by client).

The cost of these works are estimated to be **\$50,000**, assuming all undercarriage components treated.

#### Entry doors

- Remove the existing entry doors and hinge assembly.
- Inspect the timber framing adjacent the doors, and remove rotted sections of timber. Replace with new hardwood timber and paint to match existing.

- Treat the steelwork for the hinge assembly with new corrosion protection as outlined above.
- Remove the existing rubber door seals and metal strip.
- Install new rubber door seals. Use marine grade stainless steel for the connection strip and fixings.
- If required, replace the entire door and hinge assembly.

The cost of these works are estimated to be **\$5,000**, assuming all doors replaced.

### **Medium priority- recommended to be undertaken within the next two years**

#### Timber wall panels

- Remove existing corroded steel screw fixings (securing the external timbers)
- Replace with marine grade stainless steel screw fixings (countersunk)
- Fill any gaps or splits in the timber as follows:
  - o Clean and prepare gap to be dust free.
  - o Fill and seal gap with Parchem Nitoseal MS250 sealant.
- Provide externally rated timber filler over the fixings and re-paint timber to match existing

Note: If any rotted timber is found following removal of fixings, replace the rotted section with H3 treated hardwood, size to match existing, paint to match existing.

The cost of these works are estimated to be **\$5,000**, assuming that some timber wall panels will need to be replaced (due to rot).

### **Low priority- to be undertaken at any stage**

#### Internal repairs

- Remove existing paint and re-paint the ceiling, dividing wall and control panel in the entry areas at the ends of the tram.
- Replace seat upholstery
  - o Remove existing upholstery and replace with the new to match existing (or to clients selection)
- Replace flooring
  - o Remove existing rubber floor mats
  - o Replace with new 'non-slip' floor covering (to AS 1428) to clients selection

The cost of these works are estimated to be **\$14,000** (assuming all seats re-upholstered).

#### Miscellaneous

- Replace the light at the end of the tram
- Reconnect the steel roof fascia plate at the end of the tram.



- Provide lighting to the tram interior, to make the space more functional, and for aesthetics. This also provides added security during the night, by discouraging break-ins and damage.
- Remove any undercarriage components that are redundant and do not add any heritage or functional value (to be discussed with Council).

The cost of these works are estimated to be **\$6,000** (assuming all seats re-upholstered, and assuming power supply to tram already available).

### MODIFICATIONS TO MEET DDA ACCESS AND SAFETY REQUIREMENTS

If the tram is to remain open to the public, it should be modified as soon as possible to ensure it is compliant with AS 1428 (Design for Access and Mobility).

The following is required to comply with AS 1428 and to meet DDA (Disability Discrimination Act) requirements.

- Ramp access, sloped at 1:14 (1 vertical: 14 horizontal), with a minimum clear width as per AS 1428:
  - o 1.2m to allow wheelchair access
  - o 1.5m to allow a wheelchair and a pram to pass
  - o 1.8m to allow two wheelchairs to pass comfortably
- Continuous uninterrupted accessible path of travel shall be provided within the tram, to provide access to all accessible facilities.
- Circulation space to enable a wheelchair to turn around and for two wheelchairs to pass if required.
- Circulation space at the entry.

In order to achieve the above requirements as well as safety requirements, the following modifications to the tram are recommended. These modifications are shown on the attached concept plans.

- Increase the floor level in the entry, to match the main floor level. This could be achieved using timber floor battens and particleboard flooring.
- Remove the seating and dividing walls from one side of the tram, to create a pathway with approximately 1.4m of clear width.
- Remove additional seating at the ends and middle of the tram to allow for circulation space for wheelchairs to enter/exit, turn around and/or pass. The internal walls in the entry (adjacent control panel where tram operator seat is) will also need to be removed to comply with circulation requirements at the doorways (it can be retained at one end for option 1 below).
- Construct ramps and landings as shown on the attached plan layouts. Two options have been proposed. The entry/exit landings could be increased in size to create a more usable space, potentially with additional outdoor seating.

**Option 1** has a ramp and entry/exit on one side of the tram only and the internal pathway would require 'two way' travel. The pathway width does not allow wheelchair passing, hence additional seating is recommended to be removed to provide circulation space.

**Option 2** has an entry ramp on one side of the tram and an exit ramp on the other side, hence the internal pathway would only need to facilitate 'one way' travel. Hence, additional circulation space is not required and internal seating could be maximised. The internal walls at each end of the tram will need to be removed for this option.

Options for ramp and landing construction are:

- Timber framed with timber decking, and concrete footings. Screening would be required to prevent access beneath the decking. Highly durable timber such as hardwood would be required.
  - Similar to above, but with fibre reinforced polymer (or recycled plastic) framing and decking.
  - Mass concrete ramp and landings.
- Install handrails to the ramps and landings as per AS 1428. Marine grade stainless steel or fibre reinforced polymer is recommended for handrails, for durability.
  - Install tactile ground surface indicators as per AS 1428.
  - Install a continuous screening around the perimeter of the tram, from floor level to the slab level. The recommended material for the screening is aluminium, as it is corrosion resistant and requires minimal ongoing maintenance.

## ONGOING MAINTENANCE

If the structural steelwork for the undercarriage is not assessed and treated in the next 12 months, ongoing maintenance inspections are required to ensure further corrosion does not compromise the structural integrity of critical components. Required maintenance can then be identified at the time of inspection.

If the tram remains at Wigley Reserve, it is recommended that a maintenance inspection is undertaken by a structural engineer every **3 years**.

If the tram is relocated to a new location where the corrosivity category is medium (refer discussion above), it is recommended that a maintenance inspection is undertaken by a structural engineer every **5 years**.

If the tram is relocated to a new location where the corrosivity category is low (inside a building, refer discussion above), it is recommended that a maintenance inspection is undertaken by a structural engineer every **10 years**.

For Magryn & Associates Pty Ltd



Will Souter  
B. Eng.

Attachments:

- Site photos
- Concept drawing 21377-1-2
- Product technical data sheets

**APPENDIX- SITE PHOTOS**

External



Figure 3



Figure 4





Figure 5



Figure 6



Figure 7



Figure 8





Figure 9



Figure 10



Figure 11



Figure 12





Figure 13



Figure 14



Figure 15



Figure 16



Internal



Figure 17



Figure 18



Figure 19

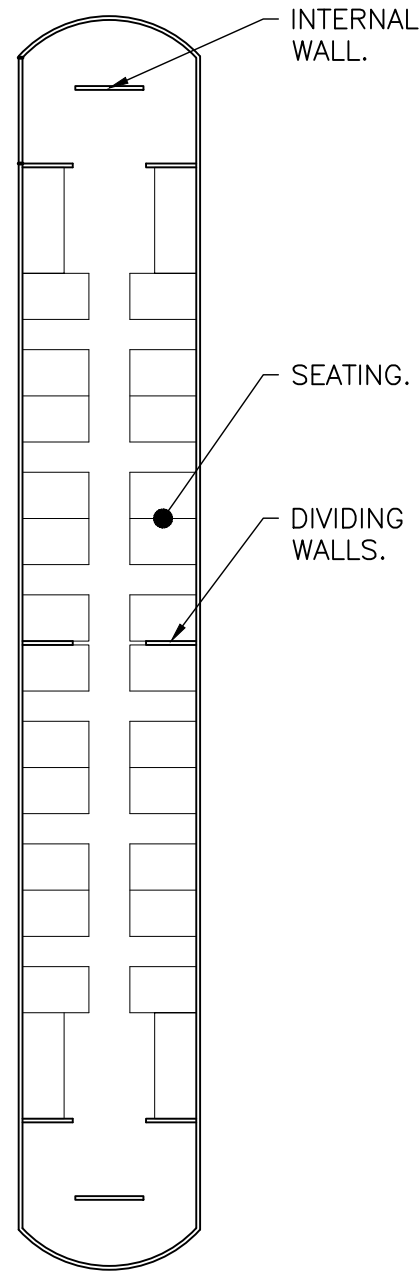


Figure 20



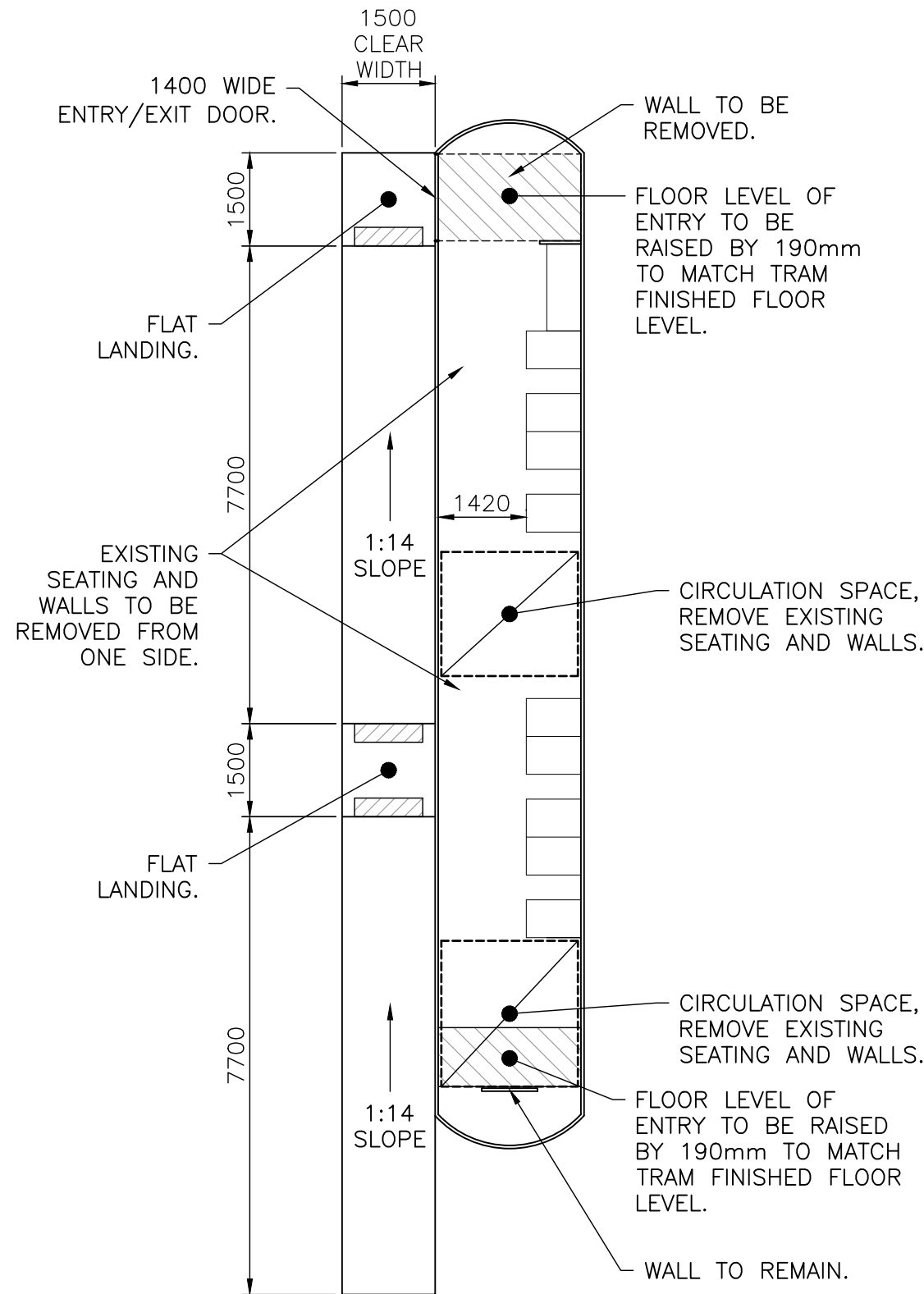


Figure 21



**EXISTING PLAN**

SCALE 1:100



**PROPOSED PLAN  
- OPTION 1**

SCALE 1:100

**LEGEND**

- TACTILE GROUND SURFACE INDICATOR IN ACCORDANCE WITH AS1428.

NOTE: THE ACCESS RAMP SHALL HAVE A HANDRAIL EITHER SIDE OF THE RAMP IN ACCORDANCE WITH AS1428.

A	PRELIMINARY ISSUE	TH 10.08.21
ISSUE	AMENDMENTS	INT./DATE



**ENGINEERING CONSULTANTS**  
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 www.magryn.com.au > CIVIL

CLIENT:  
**CITY OF HOLDFAST BAY**

PROJECT:  
**CONDITION ASSESSMENT**

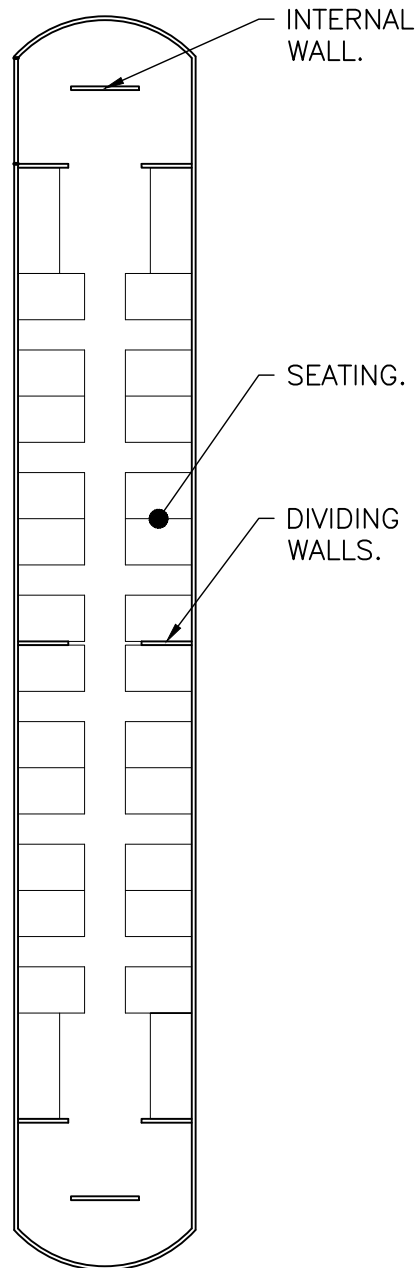
PROJECT ADDRESS:  
**H-CLASS TRAM 361,  
ALDELPHI TERRACE,  
WIGLEY RESERVE, GLENELG**

TITLE:  
**EXISTING & PROPOSED PLANS**

CONTRACTORS MUST VERIFY ALL DIMENSIONS PRIOR TO ANY OFF SITE FABRICATION.		
DESIGN: WS	SCALE: AS SHOWN	DATE: AUG. 2021
SHEET SIZE: A3	DRAWING NUMBER: 21377-1	REVISION: A

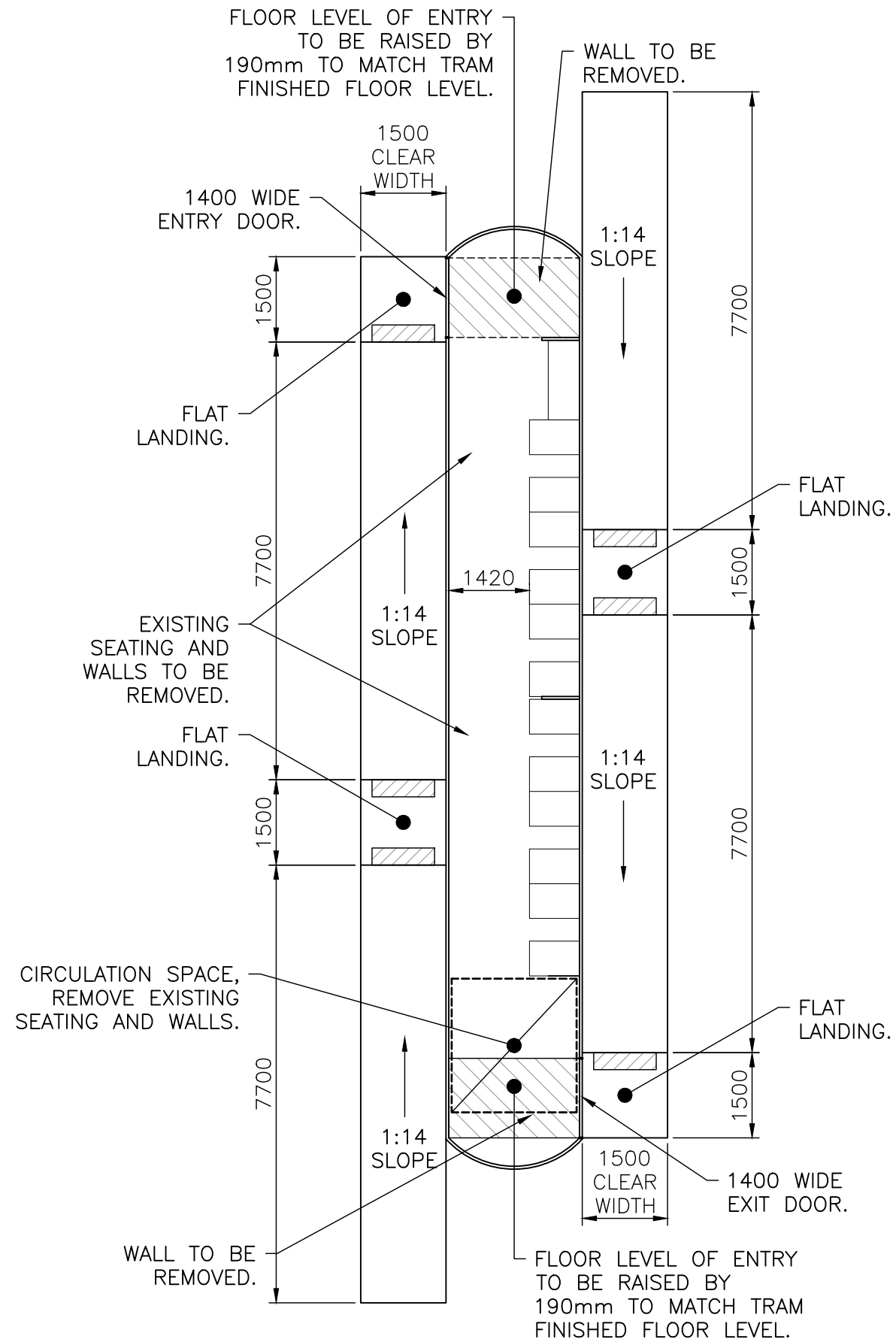
**CONCEPT ONLY**

THE ARRANGEMENT SHOWN IS FOR DISCUSSION PURPOSES ONLY.  
IT MUST NOT BE USED FOR CONSTRUCTION.



**EXISTING PLAN**

SCALE 1:100



**PROPOSED PLAN  
- OPTION 2**

SCALE 1:100

**LEGEND**

- TACTILE GROUND SURFACE INDICATOR IN ACCORDANCE WITH AS1428.

NOTE: THE ACCESS RAMP SHALL HAVE A HANDRAIL EITHER SIDE OF THE RAMP IN ACCORDANCE WITH AS1428.

A	PRELIMINARY ISSUE	TH 10.08.21
ISSUE	AMENDMENTS	INT./DATE



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CLIENT:  
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PROJECT:  
**CONDITION ASSESSMENT**

PROJECT ADDRESS:  
**H-CLASS TRAM 361,  
ALDELPHI TERRACE,  
WIGLEY RESERVE, GLENELG**

TITLE:  
**EXISTING & PROPOSED PLANS**

CONTRACTORS MUST VERIFY ALL DIMENSIONS PRIOR TO ANY OFF SITE FABRICATION.		
DESIGN: WS	SCALE: AS SHOWN	DATE: AUG. 2021
SHEET SIZE: <b>A3</b>	DRAWING NUMBER: <b>21377-2</b>	REVISION: <b>A</b>

**CONCEPT ONLY**

THE ARRANGEMENT SHOWN IS FOR DISCUSSION PURPOSES ONLY.  
IT MUST NOT BE USED FOR CONSTRUCTION.

## Jotamastic 90

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### Product description

This is a two component polyamine cured epoxy mastic coating. It is a surface tolerant, abrasion resistance, high solids, high build product. This product is tintable in a wide range of colours in Jotun's Multicolor Industry (MCI) system. Specially designed for areas where optimum surface preparation is not possible or desired. Provides long lasting protection in environments with high corrosivity. Can be used as primer, mid coat, finish coat or as single coat system in atmospheric and immersed environments. Suitable for properly prepared carbon steel, galvanised steel, stainless steel, aluminium, concrete and a range of aged coating surfaces. It can be applied at sub zero surface temperatures.

### Typical use

General:  
Primarily designed for maintenance and repair.

Marine:  
Outside hulls, exterior and interior areas.

Protective:  
Recommended for offshore environments, including splash zones, refineries, power plants, bridges, buildings, mining equipment and general structural steel.

### Approvals and certificates

Approved for PSPC for Crude Oil Tanks according to IMO Res. MSC 288(87)  
NORSOK System 1, Rev.5  
Grain, Newcastle Occupational Health

When used as part of an approved scheme, this material has the following certification:  
- Low Flame Spread in accordance with EU Directive for Marine Equipment. Approved in accordance with parts 5 and 2 of Annex 1 of IMO 2010 FTP Code, or Parts 5 and 2 of Annex 1 of IMO FTPC when in compliance with IMO 2010 FTP Code Ch. 8

Consult your Jotun representative for details.

Additional certificates and approvals may be available on request.

### Other variants available

Jotamastic 90 Aluminium  
Jotamastic 90 GF  
Refer to separate TDS for each variant.

### Colours

black, white and according to Multicolor Industry tinting system (MCI)

---



## Product data

Property	Test/Standard	Description
<b>STANDARD GRADE</b>		
Solids by volume	ISO 3233	80 ± 2 %
Gloss level (GU 60 °)	ISO 2813	semi gloss (35-70)
Flash point	ISO 3679 Method 1	35 °C
Density	calculated	1.4 kg/l
VOC-US/Hong Kong	US EPA method 24 (tested) (CARB(SCM)2007, SCAQMD rule 1113, Hong Kong)	270 g/l
VOC-EU	IED (2010/75/EU) (theoretical)	234 g/l
VOC-China	GB/T 23985-2009 (ISO 11890-1) (tested)	246 g/l
VOC-Korea	Korea Clean Air Conservation Act (tested)	273 g/l
<b>WINTER GRADE</b>		
Solids by volume	ISO 3233	80 ± 2 %
Flash point	ISO 3679 Method 1	36 °C
Density	calculated	1.4 kg/l
VOC-US/Hong Kong	US EPA method 24 (tested) (CARB(SCM)2007, SCAQMD rule 1113, Hong Kong)	220 g/l
VOC-EU	IED (2010/75/EU) (theoretical)	213 g/l
VOC-China	GB/T 23985-2009 (ISO 11890-1) (tested)	202 g/l
VOC-Korea	Korea Clean Air Conservation Act (tested)	287 g/l

The provided data is typical for factory produced products, subject to slight variation depending on colour.  
All data is valid for mixed paint.

Gloss description: According to Jotun Performance Coatings' definition.

Small colour variations may occur when changing between the two curing agents. If exposed to weathering without topcoat, the Wintergrade (WG) version will yellow at a faster rate than the same colour in Standard grade.

## Film thickness per coat

### Typical recommended specification range

#### STANDARD GRADE

Dry film thickness	100 - 300 µm
Wet film thickness	125 - 375 µm
Theoretical spreading rate	8 - 2.7 m <sup>2</sup> /l

#### WINTER GRADE

Dry film thickness	100 - 300 µm
Wet film thickness	125 - 375 µm
Theoretical spreading rate	8 - 2.7 m <sup>2</sup> /l

## Surface preparation

To secure lasting adhesion to the subsequent product all surfaces shall be clean, dry and free from any contamination.

### Surface preparation summary table

Substrate	Surface preparation	
	Minimum	Recommended
Carbon steel	St 2 (ISO 8501-1)	Sa 2 (ISO 8501-1)
Stainless steel	The surface shall be hand or machine abraded with non-metallic abrasives or bonded fibre machine or hand abrasive pads to impart a scratch pattern to the surface and to remove all polish from the surface.	Abrasive blast cleaning to achieve a surface profile using approved non-metallic abrasive media which is suitable to achieve a sharp and angular surface profile.
Aluminium	The surface shall be hand or machine abraded with non-metallic abrasives or bonded fibre machine or hand abrasive pads to impart a scratch pattern to the surface and to remove all polish from the surface.	Abrasive blast cleaning to achieve a surface profile using approved non-metallic abrasive media which is suitable to achieve a sharp and angular surface profile.
Galvanised steel	The surface shall be clean, dry and appear with a rough and dull profile.	Light brush blasting using non-metallic abrasive leaving a clean, rough and even pattern.
Shop primed steel	Clean, dry and undamaged shop primer (ISO 12944-4 6.1)	Sa 2 (ISO 8501-1)
Coated surfaces	Clean, dry and undamaged compatible coating (ISO 12944-4 6.1.4)	Clean, dry and undamaged compatible coating (ISO 12944-4 6.1.4)
Concrete	Low pressure water washing to a rough, clean, dry and laitance free surface.	Minimum 4 weeks curing. Moisture content maximum 5 %. Prepare the surface by means of enclosed blast shot or diamond grinding and other appropriate means to abrade the surrounding concrete and to remove laitance.

Optimum performance, including adhesion, corrosion protection, heat resistance and chemical resistance is achieved with recommended surface preparation.

## Application

### Application methods

The product can be applied by

- Spray: Use airless spray.
- Brush: Recommended for stripe coating and small areas. Care must be taken to achieve the specified dry film thickness.
- Roller: May be used for small areas. Not recommended for first primer coat. Care must be taken to achieve the specified dry film thickness.

### Product mixing ratio (by volume)

#### STANDARD GRADE

Jotamastic 90 Comp A	3.5 part(s)
Jotamastic 90 Standard Comp B	1 part(s)

#### WINTER GRADE

Jotamastic 90 Comp A	3.5 part(s)
Jotamastic 90 Wintergrade Comp B	1 part(s)

Independent on substrate temperature the minimum temperature of the mixed base and curing agent is 10 °C. Lower temperature may require additional thinner to reach correct application viscosity. Additional thinner gives lower sag resistance and slower curing. If addition of thinner is required, this shall be done after mixing of the two components.

### Thinner/Cleaning solvent

Thinner: Jotun Thinner No. 17

### Guiding data for airless spray

Nozzle tip (inch/1000):	19-25
Pressure at nozzle (minimum):	150 bar/2100 psi

## Drying and Curing time

Substrate temperature	-5 °C	0 °C	5 °C	10 °C	23 °C	40 °C
<b>STANDARD GRADE</b>						
Surface (touch) dry			20 h	12 h	4 h	1.5 h
Walk-on-dry			40 h	20 h	6 h	3 h
Dry to over coat, minimum			30 h	10 h	3 h	1.5 h
Dried/cured for service			28 d	14 d	7 d	2 d
<b>WINTER GRADE</b>						
Surface (touch) dry	24 h	18 h	12 h	8 h	3.5 h	
Walk-on-dry	72 h	30 h	20 h	12 h	4 h	
Dry to over coat, minimum	54 h	20 h	10 h	6 h	2 h	
Dried/cured for service	21 d	14 d	10 d	5 d	3 d	

For maximum overcoating intervals, refer to the Application Guide (AG) for this product.

Drying and curing times are determined under controlled temperatures and relative humidity below 85 %, and at average of the DFT range for the product.

Surface (touch) dry: The state of drying when slight pressure with a finger does not leave an imprint or reveal tackiness.

Walk-on-dry: Minimum time before the coating can tolerate normal foot traffic without permanent marks, imprints or other physical damage.

Dry to over coat, minimum: The recommended shortest time before the next coat can be applied.

Dried/cured for service: Minimum time before the coating can be permanently exposed to the intended environment/medium.

## Induction time and Pot life

**Paint temperature** 23 °C

### STANDARD GRADE

Pot life 2 h

### WINTER GRADE

Pot life 45 min

## Heat resistance

	Temperature	
	Continuous	Peak
Dry, atmospheric	90 °C	-
Immersed, sea water	50 °C	60 °C

Peak temperature duration max. 1 hour.

The temperatures listed relate to retention of protective properties. Aesthetic properties may suffer at these temperatures.

Note that the coating will be resistant to various immersion temperatures depending on the specific chemical and whether immersion is constant or intermittent. Heat resistance is influenced by the total coating system. If used as part of a system, ensure all coatings in the system have similar heat resistance.

## Product compatibility

Depending on the actual exposure of the coating system, various primers and topcoats can be used in combination with this product. Some examples are shown below. Contact Jotun for specific system recommendation.

Previous coat: epoxy shop primer, inorganic zinc silicate shop primer, zinc epoxy, epoxy, epoxy mastic, inorganic zinc silicate

Subsequent coat: polyurethane, polysiloxane, epoxy, acrylic, vinyl epoxy

## Packaging (typical)

	Volume (litres)	Size of containers (litres)
Jotamastic 90 Comp A	3.55/15.6	5/20
Jotamastic 90 Standard Comp B	1/4.4	1/5
Jotamastic 90 Wintergrade Comp B	1/4.4	1/5

The volume stated is for factory made colours. Note that local variants in pack size and filled volumes can vary due to local regulations.

## Storage

The product must be stored in accordance with national regulations. Keep the containers in a dry, cool, well ventilated space and away from sources of heat and ignition. Containers must be kept tightly closed. Handle with care.

### Shelf life at 23 °C

Jotamastic 90 Comp A	48 month(s)
Jotamastic 90 Standard Comp B	24 month(s)
Jotamastic 90 Wintergrade Comp B	24 month(s)

In some markets commercial shelf life can be dictated shorter by local legislation. The above is minimum shelf life, thereafter the paint quality is subject to re-inspection.

## Caution

This product is for professional use only. The applicators and operators shall be trained, experienced and have the capability and equipment to mix/stir and apply the coatings correctly and according to Jotun's technical documentation. Applicators and operators shall use appropriate personal protection equipment when using this product. This guideline is given based on the current knowledge of the product. Any suggested deviation to suit the site conditions shall be forwarded to the responsible Jotun representative for approval before commencing the work.

## Health and safety

Please observe the precautionary notices displayed on the container. Use under well ventilated conditions. Do not inhale spray mist. Avoid skin contact. Spillage on the skin should immediately be removed with suitable cleanser, soap and water. Eyes should be well flushed with water and medical attention sought immediately.

## Colour variation

When applicable, products primarily meant for use as primers or antifouling may have slight colour variations from batch to batch. Such products may fade and chalk when exposed to sunlight and weathering.

## Disclaimer

The information in this document is given to the best of Jotun's knowledge, based on laboratory testing and practical experience. Jotun's products are considered as semi-finished goods and as such, products are often used under conditions beyond Jotun's control. Jotun cannot guarantee anything but the quality of the product itself. Minor product variations may be implemented in order to comply with local requirements. Jotun reserves the right to change the given data without further notice.

Users should always consult Jotun for specific guidance on the general suitability of this product for their needs and specific application practices.

If there is any inconsistency between different language issues of this document, the English (United Kingdom) version will prevail.

## Barrier

### Product description

This is a two component polyamide cured zinc rich epoxy coating. It is a very high zinc dust containing product. It conforms to the compositional requirements of SSPC paint 20, level 2. It provides very good corrosion protection as part of a complete coating system. To be used as primer in atmospheric environments. Suitable for carbon steel, repair of inorganic zinc silicate coating and damaged galvanised steel substrates. This product complies with ASTM D520 type II zinc dust.

### Typical use

Protective:

Suitable for structural steel and piping exposed in corrosivity categories up to CX (ISO 12944-2). Recommended for offshore environments, refineries, power plants, bridges, buildings, mining equipment and general structural steel. Specially designed as a primer for coating systems where extended durability is required.

### Approvals and certificates

Pre-qualification testing in accordance with NORSOK M-501, Rev. 5, System 1, suitable for exterior exposure in offshore environment, below 120 °C.

When used as part of an approved scheme, this material has the following certification:

- Low Flame Spread in accordance with EU Directive for Marine Equipment. Approved in accordance with parts 5 and 2 of Annex 1 of IMO 2010 FTP Code, or Parts 5 and 2 of Annex 1 of IMO FTPC when in compliance with IMO 2010 FTP Code Ch. 8

Consult your Jotun representative for details.

Additional certificates and approvals may be available on request.

### Colours

grey

### Product data

Property	Test/Standard	Description
Solids by volume	ISO 3233	53 ± 2 %
Gloss level (GU 60 °)	ISO 2813	matt (0-35)
Flash point	ISO 3679 Method 1	27 °C
Density	calculated	2.5 kg/l
VOC-US/Hong Kong	US EPA method 24 (tested) (CARB(SCM)2007, SCAQMD rule 1113, Hong Kong)	456 g/l
VOC-EU	IED (2010/75/EU) (theoretical)	475 g/l
VOC-China	GB/T 23985-2009 (tested)	420 g/l
VOC-Korea	Korea Clean Air Conservation Act (tested)	494 g/l

The provided data is typical for factory produced products, subject to slight variation depending on colour.

All data is valid for mixed paint.

Gloss description: According to Jotun Performance Coatings' definition.

## Film thickness per coat

### Typical recommended specification range

Dry film thickness	25 - 125	µm
Wet film thickness	45 - 235	µm
Theoretical spreading rate	21.2 - 4.2	m <sup>2</sup> /l

## Surface preparation

To secure lasting adhesion to the subsequent product all surfaces shall be clean, dry and free from any contamination.

### Surface preparation summary table

Substrate	Surface preparation	
	Minimum	Recommended
Carbon steel	St 3 (ISO 8501-1)	Sa 2½ (ISO 8501-1)
Shop primed steel	Clean, dry and undamaged approved shop primer (ISO 12944-4 6.1.4)	Abrasive swept or alternatively blasted to Sa 2 (ISO 8501-1) of at least 70 % of the surface.

Optimum performance, including adhesion, corrosion protection, heat resistance and chemical resistance is achieved with recommended surface preparation.

## Application

### Application methods

The product can be applied by

- Spray: Use airless spray.
- Brush: Recommended for stripe coating and small areas. Care must be taken to achieve the specified dry film thickness.

### Product mixing ratio (by volume)

Barrier Comp A	3 part(s)
Barrier/Barrier 77 Comp B	1 part(s)

### Thinner/Cleaning solvent

Thinner: Jotun Thinner No. 17

### Guiding data for airless spray

Nozzle tip (inch/1000): 15-21  
Pressure at nozzle (minimum): 150 bar/2100 psi

## Drying and Curing time

Substrate temperature	5 °C	10 °C	23 °C	40 °C
Surface (touch) dry	50 min	20 min	10 min	4 min
Walk-on-dry	3 h	2 h	1.5 h	40 min
Dry to over coat, minimum	3 h	2 h	1.5 h	40 min
Dried/cured for service	10 d	7 d	5 d	2 d

For maximum overcoating intervals, refer to the Application Guide (AG) for this product.

Drying and curing times are determined under controlled temperatures and relative humidity below 85 %, and at average of the DFT range for the product.

Surface (touch) dry: The state of drying when slight pressure with a finger does not leave an imprint or reveal tackiness.

Walk-on-dry: Minimum time before the coating can tolerate normal foot traffic without permanent marks, imprints or other physical damage.

Dry to over coat, minimum: The recommended shortest time before the next coat can be applied.

Dried/cured for service: Minimum time before the coating can be permanently exposed to the intended environment/medium.

## Induction time and Pot life

Paint temperature	5 °C	23 °C
Induction time		30 min
Pot life	36 h	24 h

## Heat resistance

	Temperature	
	Continuous	Peak
Dry, atmospheric	120 °C	140 °C

Peak temperature duration max. 1 hour.



The temperatures listed relate to retention of protective properties. Aesthetic properties may suffer at these temperatures.

## Product compatibility

Depending on the actual exposure of the coating system, various primers and topcoats can be used in combination with this product. Some examples are shown below. Contact Jotun for specific system recommendation.

Previous coat: inorganic zinc shop primer  
Subsequent coat: polyurethane, epoxy, epoxy mastic

## Packaging (typical)

	<b>Volume (litres)</b>	<b>Size of containers (litres)</b>
Barrier Comp A	3/6.75	5/10
Barrier/Barrier 77 Comp B	1/2.25	1/3

The volume stated is for factory made colours. Note that local variants in pack size and filled volumes can vary due to local regulations.

## Storage

The product must be stored in accordance with national regulations. Keep the containers in a dry, cool, well ventilated space and away from sources of heat and ignition. Containers must be kept tightly closed. Handle with care.

### Shelf life at 23 °C

Barrier Comp A	24 month(s)
Barrier/Barrier 77 Comp B	24 month(s)

In some markets commercial shelf life can be dictated shorter by local legislation. The above is minimum shelf life, thereafter the paint quality is subject to re-inspection.

## Caution

This product is for professional use only. The applicators and operators shall be trained, experienced and have the capability and equipment to mix/stir and apply the coatings correctly and according to Jotun's technical documentation. Applicators and operators shall use appropriate personal protection equipment when using this product. This guideline is given based on the current knowledge of the product. Any suggested deviation to suit the site conditions shall be forwarded to the responsible Jotun representative for approval before commencing the work.

## Health and safety

Please observe the precautionary notices displayed on the container. Use under well ventilated conditions. Do not inhale spray mist. Avoid skin contact. Spillage on the skin should immediately be removed with suitable cleanser, soap and water. Eyes should be well flushed with water and medical attention sought immediately.

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## Colour variation

When applicable, products primarily meant for use as primers or antifoulings may have slight colour variations from batch to batch. Such products may fade and chalk when exposed to sunlight and weathering.

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## Disclaimer

The information in this document is given to the best of Jotun's knowledge, based on laboratory testing and practical experience. Jotun's products are considered as semi-finished goods and as such, products are often used under conditions beyond Jotun's control. Jotun cannot guarantee anything but the quality of the product itself. Minor product variations may be implemented in order to comply with local requirements. Jotun reserves the right to change the given data without further notice.

Users should always consult Jotun for specific guidance on the general suitability of this product for their needs and specific application practices.

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## Hardtop AX

### Product description

This is a two component chemically curing aliphatic acrylic polyurethane coating. It has a high gloss finish with very good gloss retention. It has good chemical resistance. It is a high solids product. This product contains no solvents on the Hazardous Air Pollutants (HAPs) list. Minor amounts of such solvents may come in through tinting of some colours. To be used as topcoat in atmospheric environments.

### Typical use

Marine:  
Recommended for topside, deck and superstructure.

Protective:  
Recommended for offshore environments, refineries, power plants, bridges and buildings. Suitable for a wide range of industrial structures. Used as a topcoat in pre-qualified NORSOK systems.

### Approvals and certificates

This product contributes to the Green Buildings Standard credits. Please see section Green Building Standards.

APAS approved to specification 2911

When used as part of an approved scheme, this material has the following certification:  
- Low Flame Spread in accordance with EU Directive for Marine Equipment. Approved in accordance with parts 5 and 2 of Annex 1 of IMO 2010 FTP Code, or Parts 5 and 2 of Annex 1 of IMO FTPC when in compliance with IMO 2010 FTP Code Ch. 8

Consult your Jotun representative for details.  
Additional certificates and approvals may be available on request.

### Colours

selected colours over Multicolour tinting system (MCI)

### Product data

Property	Test/Standard	Description
Solids by volume	ISO 3233	63 ± 2 %
Gloss level (GU 60 °)	ISO 2813	gloss (70-85)
Flash point	ISO 3679 Method 1	28 °C
Density	calculated	1.4 kg/l
VOC-US/Hong Kong	US EPA method 24 (tested) (CARB(SCM)2007, SCAQMD rule 1113, Hong Kong)	325 g/l
VOC-EU	IED (2010/75/EU) (theoretical)	330 g/l
VOC-China	GB/T 23985-2009 (tested)	287 g/l
VOC-Korea	Korea Clean Air Conservation Act (tested)	355 g/l

The provided data is typical for factory produced products, subject to slight variation depending on colour.  
All data is valid for mixed paint.  
Gloss description: According to Jotun Performance Coatings' definition.

The VOC values refer to white colour.

## Film thickness per coat

### Typical recommended specification range

Dry film thickness	50 - 100	µm
Wet film thickness	80 - 160	µm
Theoretical spreading rate	13 - 6.3	m <sup>2</sup> /l

Bright colours may need film thickness in the high end of the recommended specification range to achieve opacity.

## Surface preparation

To secure lasting adhesion to the subsequent product all surfaces shall be clean, dry and free from any contamination.

### Surface preparation summary table

Substrate	Surface preparation	
	Minimum	Recommended
Coated surfaces	Clean, dry and undamaged compatible coating (ISO 12944-4 6.1.4)	Clean, dry and undamaged compatible coating (ISO 12944-4 6.1.4)

## Application

### Application methods

The product can be applied by

Spray:	Use air spray or airless spray.
Brush:	Recommended for stripe coating and small areas, care must be taken to achieve the specified dry film thickness.
Roller:	May be used. However when using roller application care must be taken to apply sufficient material in order to achieve the specified dry film thickness.

### Product mixing ratio (by volume)

Hardtop AX Comp A	4 part(s)
Hardtop AX Comp B	1 part(s)

### Thinner/Cleaning solvent

Thinner: Jotun Thinner No. 26 / Jotun Thinner No. 10

Jotun Thinner No. 10 can be used where aromatic solvents are accepted.

Thinning is not normally required. Consult the local representative for advice during application in extreme conditions. Do not thin more than allowed by local environmental legislation.

### Guiding data for airless spray

Nozzle tip (inch/1000): 13-19  
Pressure at nozzle (minimum): 150 bar/2100 psi

### Guiding data for air spray

Nozzle tip: Gravity gun: 1.6-1.8 (mm) / Pressure pot: 1.4-1.6 (mm)  
Pressure at nozzle (minimum): Gravity gun: 3.2 bar / Pressure pot: 3.2 bar  
Pressure at pressure pot: 1.6 bar

## Drying and Curing time

Substrate temperature	0 °C	5 °C	10 °C	23 °C	40 °C
Surface (touch) dry	4 h	3 h	2 h	1 h	1 h
Walk-on-dry	40 h	24 h	16 h	8 h	4 h
Dry to over coat, minimum	24 h	18 h	10 h	5 h	3 h
Dried/cured for service	20 d	14 d	10 d	5 d	3 d

For maximum overcoating intervals, refer to the Application Guide (AG) for this product.

Drying and curing times are determined under controlled temperatures and relative humidity below 85 %, and at average of the DFT range for the product.

Surface (touch) dry: The state of drying when slight pressure with a finger does not leave an imprint or reveal tackiness.

Walk-on-dry: Minimum time before the coating can tolerate normal foot traffic without permanent marks, imprints or other physical damage.

Dry to over coat, minimum: The recommended shortest time before the next coat can be applied.

Dried/cured for service: Minimum time before the coating can be permanently exposed to the intended environment/medium.

## Induction time and Pot life

Paint temperature	23 °C
Pot life	2 h

## Heat resistance

	Temperature	
	Continuous	Peak
Dry, atmospheric	120 °C	140 °C

Resistant to spills of most oils, aliphatic petroleum products and non aggressive chemicals.

Peak temperature duration max. 1 hour.

The temperatures listed relate to retention of protective properties. Aesthetic properties may suffer at these temperatures.

## Product compatibility

Depending on the actual exposure of the coating system, various primers and topcoats can be used in combination with this product. Some examples are shown below. Contact Jotun for specific system recommendation.

Previous coat: epoxy, zinc epoxy, epoxy mastic, polyurethane  
Subsequent coat: polyurethane

## Packaging (typical)

	Volume (litres)	Size of containers (litres)
Hardtop AX Comp A	4 / 16	5 / 20
Hardtop AX Comp B	1 / 4	1 / 5

The volume stated is for factory made colours. Note that local variants in pack size and filled volumes can vary due to local regulations.

## Storage

The product must be stored in accordance with national regulations. Keep the containers in a dry, cool, well ventilated space and away from sources of heat and ignition. Containers must be kept tightly closed. Handle with care.

### Shelf life at 23 °C

Hardtop AX Comp A	48 month(s)
Hardtop AX Comp B	48 month(s)

In some markets commercial shelf life can be dictated shorter by local legislation. The above is minimum shelf life, thereafter the paint quality is subject to re-inspection.

## Green Building Standards

This product contributes to Green Building Standard credits by meeting the following specific requirements:

BREEAM® NOR (2016)

- Hea 02: VOC content for Two-pack performance Coatings SB (500 g/l) (EU Directive 2004/42/CE) and emission demands (ISO 16000-series).
- Mat 01: The product Safety Data Sheet confirms that the product does not contain any substances on the Norwegian A20 list.

BREEAM® NOR (2012)

- Hea 9: VOC content for Two-pack performance Coatings SB (500 g/l) (EU Directive 2004/42/CE) and emission demands (ISO 16000-series).
- Mat 1.5: This product Safety Data Sheet confirms that the product does not contain any substances on the Norwegian A20 list.

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## Caution

This product is for professional use only. The applicators and operators shall be trained, experienced and have the capability and equipment to mix/stir and apply the coatings correctly and according to Jotun's technical documentation. Applicators and operators shall use appropriate personal protection equipment when using this product. This guideline is given based on the current knowledge of the product. Any suggested deviation to suit the site conditions shall be forwarded to the responsible Jotun representative for approval before commencing the work.

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## Health and safety

Please observe the precautionary notices displayed on the container. Use under well ventilated conditions. Do not inhale spray mist. Avoid skin contact. Spillage on the skin should immediately be removed with suitable cleanser, soap and water. Eyes should be well flushed with water and medical attention sought immediately.

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## Colour variation

When applicable, products primarily meant for use as primers or antifouling may have slight colour variations from batch to batch. Such products may fade and chalk when exposed to sunlight and weathering.

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## Disclaimer

The information in this document is given to the best of Jotun's knowledge, based on laboratory testing and practical experience. Jotun's products are considered as semi-finished goods and as such, products are often used under conditions beyond Jotun's control. Jotun cannot guarantee anything but the quality of the product itself. Minor product variations may be implemented in order to comply with local requirements. Jotun reserves the right to change the given data without further notice.

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# Fosroc® Nitoseal® MS250



constructive solutions

(Replaces Duraflex)

## Ultra UV resistant elastomeric joint sealant

### Uses

Seal moving or static joints in high performance applications in building facades and general construction such as;

- Precast or insitu concrete
- Curtain walls and lightweight cladding
- Tilt-up slabs
- Brick and blockwork
- Most building materials

### Advantages

- Easy to extrude – even at low temperatures
- 50% joint movement capability
- Outstanding weathering and UV resistance to maintain colour and integrity
- Excellent primerless adhesion to concrete, timber, masonry, aluminium, metal and ceramics
- Will not stain masonry surfaces
- Blister free cure in high humidity or on SSD (Saturated Surface Dry) surfaces
- Low odour and very low VOC 15g/L
- Contains no isocyanate

### Description

Nitoseal MS250 is a high performance elastomeric joint sealant based on Silyl Modified Polymers. Nitoseal MS250 offers the weathering and adhesion performance of a silicone sealant together with the toughness and the stain-free properties of a polyurethane sealant.

### Technical Support

Parchem offers a comprehensive range of high performance, high quality construction products. In addition, Parchem offers a technical support package to specifiers, end-users and contractors, as well as on-site technical assistance.

### Design Criteria

Nitoseal MS250 may be applied in joints with a minimum width of 5 mm. The sealant Width to Depth ratio should be 1:1 for joints up to 10mm wide, kept at a minimum of 10mm for joint widths between 10mm and 20mm, and 2:1 for joint widths greater than 20mm. Install backing rod in joint to control sealant depth.

### Maintenance

There are no special requirements, however, any damage found during routine inspections should be cut out and replaced.

## Properties

Data quoted are typical for this product but do not constitute a specification.

<b>Form:</b>	Smooth, non-slump paste
<b>Colours:</b>	Concrete Grey
<b>Skin time:</b>	65 mins @ 23°C and 50% RH
<b>Tooling Time:</b>	35 mins @ 23°C and 50% RH
<b>Cure time at 25°C:</b>	>2mm / 24h @ 50% RH
<b>Typical hardness (shore A):</b>	34
<b>Joint Movement Capability:</b>	Total 50% (+/- 25%)
<b>Elongation at break:</b>	520%
<b>Modulus @ 100%:</b>	0.75 MPa
<b>Continuous service temperature range:</b>	-15 to 70°C
<b>Specific Gravity:</b>	1.45
<b>VOC content:</b>	15g/L

## Specification Clause

Where so indicated on the drawings joints are to be sealed using Fosroc Nitoseal MS250, silyl modified polymer sealant as supplied by Parchem.

The sealant must be capable of +/- 25% joint movement, have an elongation at break equal or greater than 520%, Shore A hardness in the range of 30 - 36 and an elastic modulus at 100% elongation of 0.65 - 0.85 MPa. Joints must be prepared and primed where required in accordance with the current technical data sheet.

## Application Instructions

### Preparation

Joint surfaces must be clean, dry (SSD) and free from frost. Remove all dirt, laitance, loose materials and foreign matter. Remove all rust, scale and protective lacquers from metal surfaces. Non-porous surfaces should be degreased using Fosroc Solvent 10. In all joints a bond breaker must be used to prevent sealant contact with the back of the joint, to allow optimum sealant performance. In shallow joints self-adhesive polyethylene tape can be used. Deep joints should incorporate a backing strip such as Expandafoam Backing Rod to support the sealant while also acting as a bond breaker.

### Priming requirements

Excellent adhesion can be gained on concrete, timber, metals, ceramics, brickwork and most coating surfaces without the use of primers. On some surfaces (such as FC sheet) however, adhesion may be improved by the use of a primer such as Primer 10 - refer to your local Parchem office for advice.



# Fosroc®

## Nitoseal® MS250

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### Gun Loading

Nitoseal MS250 is applied using a suitable sausage gun. Insert the sausage into the gun, cut a slit at the top of the sausage, replace the end cap and nozzle and apply the sealant.

### Application

Extrude the sealant firmly into joint to ensure complete contact with joint faces. Tool the sealant into the joint.

Nitoseal MS250 is easily tooled to a smooth finish without the use of soapy water / tooling aids. If a tooling aid is to be used it must only be applied after the Nitoseal MS250 has been initially tooled into the joint to stop any contamination of the joint faces.

### Cleaning

Clean tools immediately after use with an alcohol based solvent.

### Limitations

Do not apply to bituminous surfaces nor allow bitumen to contact Nitoseal MS250.

Nitoseal MS250 is not suitable for application under water or continually immersed conditions. Do not apply to wet surfaces (free water present).

### Paintability

Nitoseal MS250 is paintable with water based paints typically after a thick skin has been allowed to develop. Painting can actually be performed as soon as the sealant has skinned but there is a risk of damaging the sealant. For best results painting should be done no later than 7 days after sealant application. The flexibility of coatings being applied over Nitoseal MS250 should also be taken into consideration to ensure the coating can accommodate the expected movement in the joint.

### Solvent based paints

Do not paint over Nitoseal MS250 with solvent based paints (eg. enamels).

### Supply

Nitoseal MS250 is supplied in 600 ml foil sausages.

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#### Material Code

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Nitoseal MS250 Concrete Grey: FC920171-600ML

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### Coverage

One 600 ml sausage will supply 6 metres of 10mm x 10mm sealant bead.

### Storage

Shelf life 12 months. Store in a cool dry place.

### Important notice

A Safety Data Sheet (SDS) and Technical Data Sheet (TDS) are available from the Parchem website or upon request from the nearest Parchem sales office. Read the SDS and TDS carefully prior to use as application or performance data may change from time to time. In emergency, contact any Poisons Information Centre (phone 13 11 26 within Australia) or a doctor for advice.

### Product disclaimer

This Technical Data Sheet (TDS) summarises our best knowledge of the product, including how to use and apply the product based on the information available at the time. You should read this TDS carefully and consider the information in the context of how the product will be used, including in conjunction with any other product and the type of surfaces to, and the manner in which, the product will be applied. Our responsibility for products sold is subject to our standard terms and conditions of sale. Parchem does not accept any liability either directly or indirectly for any losses suffered in connection with the use or application of the product whether or not in accordance with any advice, specification, recommendation or information given by it.



constructive solutions

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Item No: **15.6**

Subject: **2020-21 ANNUAL REVIEW OF INVESTMENTS**

Date: 28 September 2021

Written By: Manager Financial Services, Alwyndor- Finance Manager

General Manager: Strategy & Corporate, Ms P Jackson

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## **SUMMARY**

Section 140 of the *Local Government Act 1999* (the Act) requires Council to review the performance of its investments on an annual basis. This report explains the process for investing funds, amount of funds invested during 2020-21, average interest rate earned and investment performance against budget for Council's municipal activities and Alwyndor Aged Care.

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## **RECOMMENDATION**

**That Council receive and note this report comprising a performance review of 2020-21 investments, as required under Section 140 of the *Local Government Act 1999*.**

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## **COMMUNITY PLAN**

Culture: financially accountable

## **COUNCIL POLICY**

Treasury Management Policy

## **STATUTORY PROVISIONS**

*Local Government Act 1999*, Sections 139 and 140

## **BACKGROUND**

The Act requires Councils to review the performance of its investments annually. Council invests its funds in accordance with its Treasury Management Policy ensuring funds are preserved and invested within legislative requirements and sound prudential requirements.

Section 139 of the Act details the investment powers of a Council. It requires a Council to exercise care, diligence and skill in placing and managing investments, while avoiding speculative or hazardous investments. It also stipulates matters to be taken into account when placing investments including the nature of risk, likely income return, effect of inflation, the costs of making the investment and any anticipated community benefit.

Council's 2020-21 Treasury Management Policy required all surplus funds to be invested with secure financial institutions with the Local Government Finance Authority (LGFA) being the preferred institution.

During 2020-21 internal borrowing and investments occurred between Councils municipal operations and Alwyndor. This arrangement was mutually beneficial with competitive borrowing interest rates at least 0.3% below the LGFA cash advance borrowing rate and 0.3% above the LGFA short-term investment rate for Alwyndor.

## **REPORT**

This report deals with cash investments resulting from the investing of day-to-day surplus funds (operating funds) and specific purpose cash backed reserves.

### **Investment Policy Framework**

For 2020-21 Council's investment policy stated that the LGFA is the preferred financial institution for cash investments. It is guaranteed by the State and is managed and administered by a Board of Trustees, working for the benefit of Councils and other Local Government Bodies within South Australia.

The LGFA offers an annual bonus payment which enables it to share its financial success with member Councils. It is calculated in relation to the average deposit and loan levels held by the LGFA during the financial year.

Other approved investment types during 2020-21 could include SA or Commonwealth Government Bonds and interest bearing deposits or bank bills with a credit rating from Standard & Poor's of not less than A1 for investments up to 12 months and not less than AA- for longer investments.

### **2020-21 Investment Placement**

All investments were held with either the State backed LGFA or NAB. All institutions provided Council with secure and competitive interest. The LGFA is also Council's preferred borrower and provides very low borrowing rates that have been unable to be matched by the major banks.

All of Council municipal cash investments were placed with the LGFA. When new investment opportunities arose quotes were obtained from the LGFA and approved banks. The LGFA was given the opportunity to match or exceed the best quote received which it has in all cases for new investments. For existing investments other non-quantifiable factors are taken into account including transaction processing efficiency and the level of service provision.

Alwyndor investments were made with LGFA, NAB and Council through a short term \$2.5m internal loan between Alwyndor and the City of Holdfast Bay – Municipal account. Investments were placed after interest rates were compared. During the financial year 88% of Alwyndor investments were placed with the LGFA, 8% with the City of Holdfast Bay and 4% with NAB.

### **LGFA Bonus Payments**

The Board of Trustees of the LGFA annually determines that a bonus payment be made from surplus funds to Councils and prescribed authorities who used the LGFA services. The allocation and amounts are calculated in relation to individual Council deposit and debenture loan levels maintained with the LGFA over the financial year. The bonus payments equate to approximately 0.35% pa additional interest earned on average deposits.

Council received a \$30,096.52 bonus payment for Municipal funds and \$51,581.52 for Alwyndor funds in 2020-21.

### **Cash Backed Reserve Fund Investments**

Councils Treasury Management Policy states that cash-backed reserves will not be maintained unless required by legislation or agreed to with third parties. The reserves that are legally required and have been maintained include developer contributions and the Alwyndor Aged Care reserve.

Reserve funds at Alwyndor are invested in accordance with prudential requirements that include holding \$2m at call and investing the balance for periods up to twelve months.

### **2020-21 Overall Budget Result**

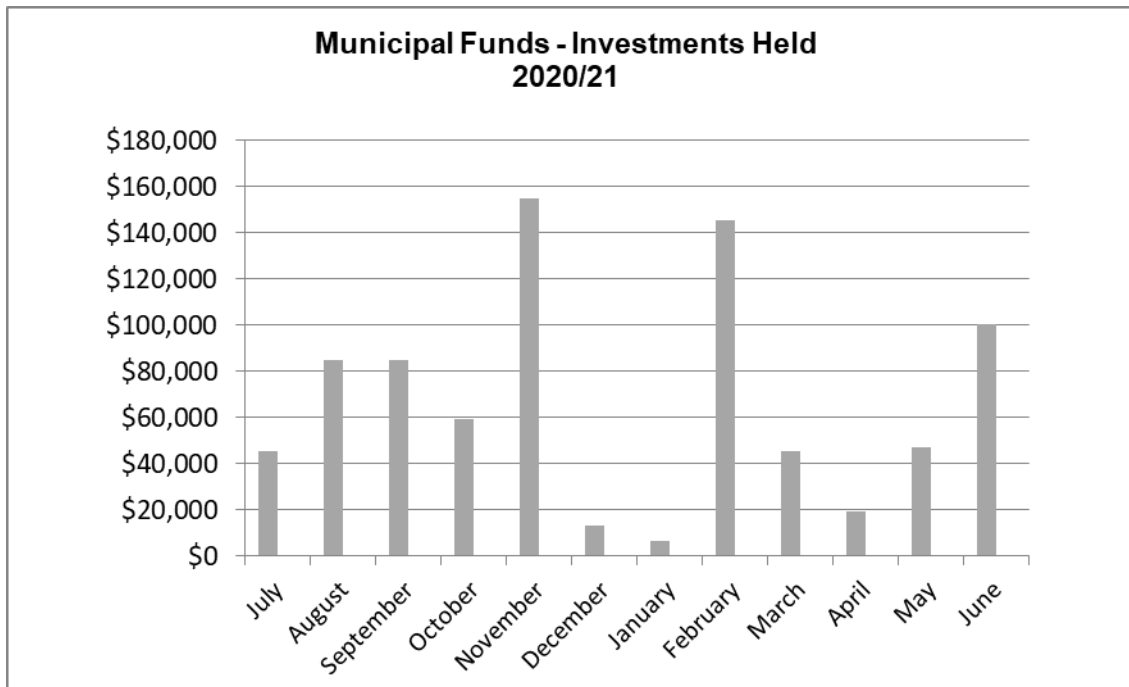
The original total forecast for investment income was \$260,429 comprising \$178,029 from Alwyndor and \$82,400 for Municipal operations. The Municipal budget forecasts were decreased to \$30,000 while Alwyndor was decreased to \$170,250 due to reduced interest rates and the impact on cash flow due to the timing of recurrent operational and major capital expenditure. The actual result was \$206,157 comprising \$175,747 from Alwyndor and \$30,410 from Municipal operations. Alwyndor's result exceeded the forecast due to an extension of the internal term deposit made to the City of Holdfast Bay where the rate is negotiated to benefit both parties.

### **Municipal Funds**

#### **Levels of Investment**

The level of municipal invested funds held as at 30 June 2021 was \$100,000 compared with \$70,000 as at 30 June 2020.

In determining the period of time for investment, consideration is taken of cash flow obligations as well as prevailing interest rate market forces. The following chart highlights the level of investments held for Municipal funds peaking during the rates due date instalment months.



### **Municipal Funds Investment Performance**

#### 2020-21 Interest rate movements

During 2020-21 official interest rates were again reduced by the Reserve Bank of Australia to a new record low cash rate of 0.10%. This reduction was made in response to the economic downturn due to COVID-19 and to help drive business investment and housing demand.

#### Interest received during 2020-21

During 2020-21 available cash was utilised to meet regular operational cash flow requirements and capital expenditure. The Treasury Management Policy for municipal funds states that available funds are to be first used to repay debt and to avoid raising new debt. This was done during 2020-21 with the utilisation of short term borrowings and new fixed term borrowings at year-end. The result was that there was minimal surplus funds for investing during the year.

#### 2020-21 budget comparison

The original municipal budget for investment income was \$82,400. The budget was revised down during the year to \$30,000 due to the applying all available funds to debt minimisation and the impact of historically low interest rates. The actual interest received was \$30,410.

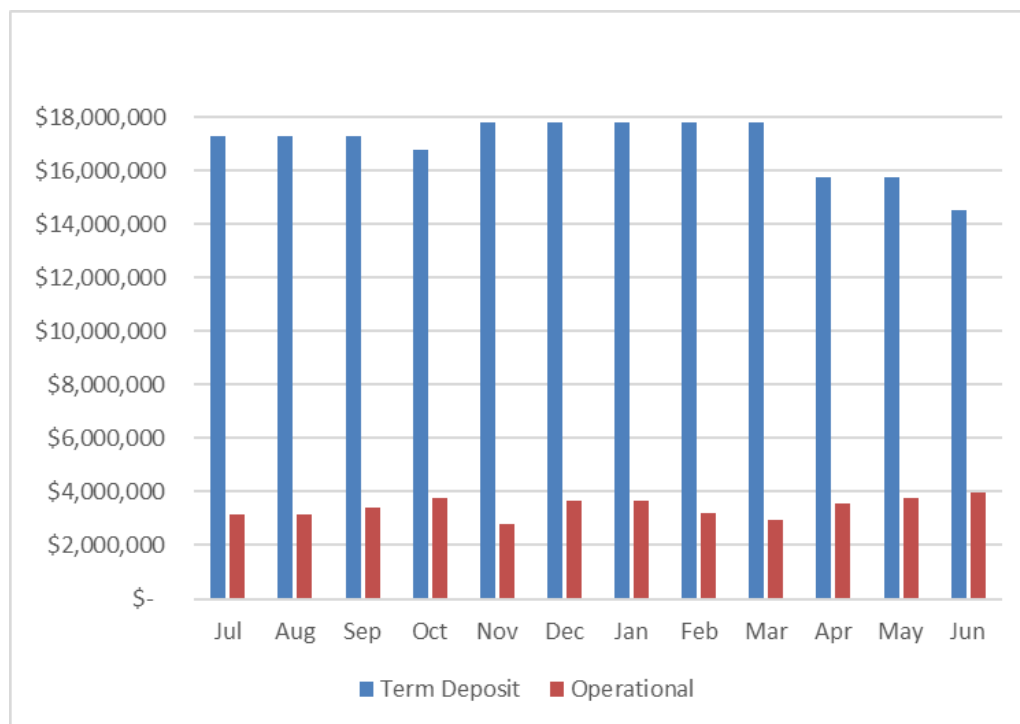
### **Alwyndor Funds**

As at 1 July 2020 a total of \$20.369m of Alwyndor cash funds were invested. As at 30 June 2021 the level of Alwyndor invested funds decreased to \$18.489m. The movement in the level of investments is due to the decrease in Aged Care Facility Deposits.

The operational Alwyndor account is the day-by-day cash account. All receipts and payments are processed through a bank account and any surplus funds arising are invested in accordance with the current policy.

In determining the period of time for investment, consideration is taken of cash flow obligations as well as prevailing interest rate market forces. No investment is placed for a period greater than 12 months. The following chart highlights the level and nature of investments held for Alwyndor funds.

**Alwyndor Funds – Investments held 2020-21**



### ***Alwyndor Investment Performance***

#### **Weighted Average interest rate earned**

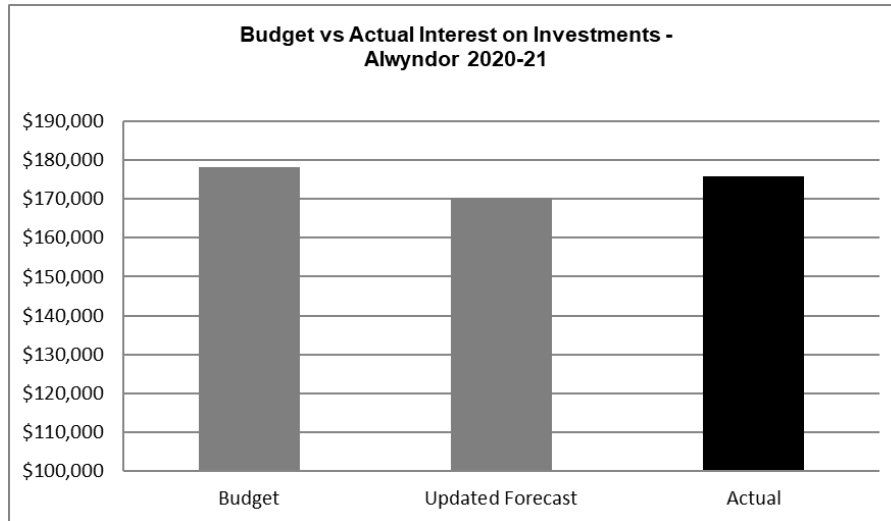
The following table compares the overall weighted average interest rate (including LGFA bonus) earned on Alwyndor investments for 2020-21.

<b>Funds</b>	<b>RBA Cash rate</b>	<b>Term Deposits – Reserve Funds</b>	<b>At Call</b>
Alwyndor	0.15%	1%	0.70%

Alwyndor invests reserve funds for periods of 60 days to eight months.

Alwyndor interest received during 2020-21

The original budget for interest on investments for Alwyndor funds totaled \$178,029 and was revised to \$170,250 during the year. The total actual amount earned was \$175,747 which was an increase to the revised forecast.



**BUDGET**

The 2021-22 budget has been set after taking into consideration the Treasury Management Policy, interest rate environment, level of reserve requirements and surplus operational funds. The original municipal budget has been set at \$35,800. For Alwyndor the budget has been set at \$165,389.

Alwyndor investments are being reviewed with the intention to expand into investments with a higher yield. The rate for 2021-22 is assumed at 1.8% based on commencement in January 2022. Future years are set at 2.5% which was set as a reasonably conservative assumption. A revised Treasury Management policy has been reviewed by the Alwyndor Management Committee and Audit Committee and Council approved the revised policy approach in July 2021. This will allow Alwyndor to invest using an approved Investment Strategy which will enable a more competitive approach consistent with the Aged Care sector.

**LIFE CYCLE COSTS**

This report deals with 2020-21 investment performance it does not have any full life cycle cost implications.

Item No: **15.7**

Subject: **APPLICATION TO BE JOINED TO APPEAL**

Date: 28 September 2021

Written By: Manager Development Services

General Manager: Strategy & Corporate, Ms P Jackson

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## **SUMMARY**

Following the decision by the State Commission Assessment Panel (SCAP) to refuse consent to a development application involving a 13 storey apartment building located at 21-25 South Esplanade, Glenelg, the developer has lodged an appeal against that decision in the Environment, Resources and Development (ERD) Court. Having submitted a representation at the time of the assessment, this report recommends that Council formally apply to be joined to the appeal as a means to reserve its rights to remain involved in the discussion on any compromise proposals that might be put forward by the developer to the SCAP as a means to resolve the appeal. This report seeks a resolution from Council to make an application to the ERD Court for Council to be joined to the appeal for the reasons expressed in its previous resolution on the matter.

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## **RECOMMENDATION**

### **That Council:**

- 1. authorise the preparation and lodgment of an interlocutory application with the Environment, Resources and Development Court pursuant to section 17(1) of the Environment, Resources and Development Court Act 1993 for the City of Holdfast Bay to be joined as a party to an appeal in relation to ERD-21-000117 for for the demolition of existing structures including local heritage places and construction of a 13 storey residential flat building with associated basement car parking and porte cochere on the land at 21-25 South Esplanade, Glenelg in Development Application Number 110/M019/21 lodged with the State Commission Assessment Panel ('SCAP').**
- 2. seeks to be joined as a party to the proceedings outlined in Part 1 of this resolution, pursuant to section 17(1) of the Environment, Resources and Development Court Act 1993 on the basis that:**
  - a. the Proposed Development is adjacent to the Council Land;**
  - b. the Council Land is available for enjoyment of the general public;**
  - c. the Council considers that the Council Land will be negatively impacted should the Proposed Development be approved; and**



- d. **in addition to the reasons for refusal given by SCAP, if permitted to join the proceedings the Council will be submitting that the Application should be refused, and calling expert evidence in support, on the following grounds:**
    - i. **the height, size and scale of the Proposed Development is excessive, and is contrary to the provisions of the Development Plan (see, for example, the Desired Character Statements for the Urban Glenelg Policy Area 15 ('Policy Area 15'); Precinct 4 Five Storey Precinct ('Precinct 4') of Policy Area 15; and Principle of Development Control ('PDC') 19 of Policy Area 15, all in the Residential High Density Zone ('the Zone')) and general character of the locality (and particularly Pier Street);**
    - ii. **the Proposed Development has a negative visual impact on the amenity of residential properties located to the east and south of the site;**
    - iii. **the scale of the Proposed Development negatively impacts on the outlook from, and quality of, the public realm, contrary to the provisions of the Development Plan (see, for example, the Desired Character statement for Policy Area 15);**
    - iv. **the Proposed Development does not provide sufficient on-site visitor car parking (see, for example, PDC 15 of the Zone), such that greater pressure will be placed on the already at-capacity local road network, such as Pier Street, to cater for the overflow;**
    - v. **there is limited capacity for Pier Street to cater for the volume of traffic envisaged as part of the Proposed Development;**
    - vi. **the higher than anticipated density of the Proposed Development is such that the capacity of State utilities, including waste water services, may exacerbate existing localised pressures;**
    - vii. **a Council kerbside collection service cannot be offered to the Proposed Development on the basis that it is logistically impractical to collect the number of bins envisaged from the local street network, and as such, a formal commitment is required to ensure that waste collection is managed on-site by private agreement; and**
    - viii. **the Proposed Development has insufficient visual connectivity at the interface between private and public spaces.**
  3. **if joined in relation to ERD-21-000117, the City of Holdfast Bay intends to give evidence; call expert evidence; make submissions to the Court; participate in the conference; provide an accompanying affidavit by an officer of the Council in support of the interlocutory application.**
  4. **receive a further report seeking permission to proceed with the legal process based on a costed strategy should Council be successful in being joined to the appeal.**
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**COMMUNITY PLAN**

Placemaking: Creating vibrant and safe places  
Culture: Supporting excellent, efficient operations

**COUNCIL POLICY**

N/A

**STATUTORY PROVISIONS**

*Planning, Development & Infrastructure Act 2016*  
*Development Act 1993*  
*Local Government Act 1999*

**BACKGROUND**

At its Meeting held on 9 February 2021, Council resolved to make a representation to the State Commission Assessment Panel (SCAP) following an invitation to provide comment as an adjoining landowner for a development application involving a 13 storey apartment building located at 21-25 South Esplanade, Glenelg (C090221/2221). The development application was subsequently refused approval by the SCAP at its meeting held on 30 June 2021. An appeal against that decision was subsequently lodged by the developer with the Environment, Resources and Development (ERD) Court, causing Council Administration to instruct its solicitor to lodge an emergency Interlocutory Application with the ERD Court as an interim measure to reserve Council's rights to participate in any conciliation.

**REPORT**

Following the decision by the SCAP to refuse consent to the 13-storey development at 21-25 South Esplanade, Glenelg, only the developer was entitled to appeal the decision. In this regard, Council and the other adjoining landowners were excluded from the process and would have to act quickly in the event that it wished to apply to be joined to the developer's appeal. This required an emergency application to the ERD Court to ensure that timing did not deny Council the opportunity to be formally involved. This action ensured that Council was formally named as a party in the hearing of arguments before the ERD Court on the merits of its application to be joined (hearing occurred on 25 September 2021, being after the preparation of this report).

Although Council Administration had previously instructed its solicitor to lodge an emergency Interlocutory Application with the ERD Court as an interim measure to reserve Council's rights to participate in any conciliation, it is prudent to have Council resolve that way also to ensure that the ERD Court is satisfied that the elected membership supports the application to be joined to the appeal. In its application to be joined, Council raises the same reasons outlined in its previous submission to the SCAP, when Council was invited to comment during the assessment stage.

**BUDGET**

The cost of lodging the Interlocutory Application has been approximately \$1,500. Should Council be successful in being joined to the appeal, a further report will be brought to Council seeking permission to proceed with the legal process based on a costed strategy.

**LIFE CYCLE COSTS**

This report does not have any full life-cycle cost implications.