



# Council Agenda

# AGENDA

## NOTICE OF MEETING

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

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

**Tuesday 11 June 2013 at 7.00pm**

Justin Lynch  
CHIEF EXECUTIVE OFFICER



## Ordinary Council Meeting Agenda

### 1. OPENING

*His Worship 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. 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.*

### 4. APOLOGIES

4.1 Apologies Received - Nil

4.2 Absent - Nil

### 5. ITEMS PRESENTED TO COUNCIL

5.1 Framed Prints

Council has received framed prints from the Bay Sheffield and the City to Bay Fun Run in appreciation of our support.

5.2 IPWEA – 2013 Excellence Awards

Council has received a 2013 Excellence Award from IPWEA SA Division for Holding Back the Flood project in conjunction with the City of Marion and Tonkin Consulting.

### 6. 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.*

### 7. CONFIRMATION OF MINUTES

#### Motion

**That the minutes of the Ordinary Meeting of Council held on 28 May 2013 be taken as read and confirmed.**

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

**Carried/Lost**

**8. QUESTIONS BY MEMBERS****8.1 Without Notice****8.2 With Notice**

8.2.1 Question with Notice – Vaccinations (Report No: 206/13)

8.2.2 Question with Notice – Brighton Caravan Park (Report No: 211/13)

**9. MEMBER'S ACTIVITY REPORTS - Nil****10. PUBLIC PRESENTATIONS****10.1 Petitions - Nil****10.2 Presentations****10.2.1 Representation Review**

*Following the conclusion of the public consultation on the Representation Review an opportunity needs to be provided to community members who commented on the proposal to be heard by the Council. Each representation will be allowed five minutes to address the Council.*

**10.3 Deputations - Nil****11. MOTIONS ON NOTICE**

11.1 Motion on Notice - Unsolicited Proposals– Councillor Fisk (Report No: 210/13)

**12. ADJOURNED MATTERS - Nil****13. REPORTS OF MANAGEMENT COMMITTEES, SUBSIDIARIES AND THE DEVELOPMENT ASSESSMENT PANEL – Nil****14. REPORTS BY OFFICERS**

14.1 Items in Brief (Report No: 190/13)

14.2 Mint on Moseley – Application for Variation of Trial Liquor Licence (Report No: 187/13)

14.3 Pure Boutique Coffee Bar – Application for Restaurant Licence (Report No: 196/13)

14.4 Glenelg Beach Hostel - Application for Variation of Liquor Licence (Report No: 176/13)

14.5 2013-14 Annual Business Plan (Report No: 198/13)

14.6 2013-14 Budget Adoption (Report No: 194/13)

14.7 Brighton Caravan Park – New Management Agreement (Report No: 197/13)

14.8 Community Transport Needs Analysis (Report No: 185/13)

14.9 Dog Park Feasibility Study (Report No: 186/13)

**15. RESOLUTIONS SUBJECT TO FORMAL MOTIONS - Nil****16. URGENT BUSINESS – Subject to the Leave of the Meeting****17. CONFIDENTIAL ITEMS****17.1 Correspondence from Senator Xenophon (Report No: 208/13)****Motion**

1. That under provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer, General Managers and administrative staff in attendance in order to consider in confidence this item.
2. That the Chief Executive Officer is satisfied that it is necessary that the public be excluded to enable the Council to discuss and to consider the matter at the meeting on the following grounds:
  - h. legal advice, and
  - 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.

Moved Councillor \_\_\_\_\_, Seconded Councillor \_\_\_\_\_ **Carried/Lost**

**Correspondence from Senator Xenophon (Report No: 208/13)****ORDER TO RETAIN DOCUMENTS IN CONFIDENCE****Motion**

1. That an order be made under the provisions of Section 91(7) and (9) of the Local Government Act 1999 that the documents relating to Report No: 208/13 including:
  - Minutes
  - Report
  - Attachmentrelating to discussion of the subject matter of that document, having been dealt with on a confidential basis under Section 90 of the Act, should be kept confidential on the grounds of information contained in 90(3)(h and i).
2. This resolution will be reviewed within 12 months by the Council.

Moved Councillor \_\_\_\_\_, Seconded Councillor \_\_\_\_\_ **Carried/Lost**

**18. CLOSURE**

**JUSTIN LYNCH  
CHIEF EXECUTIVE OFFICER**

Item No: **8.2.1**

Subject: **QUESTIONS WITH NOTICE – VACCINATIONS – COUNCILLOR LOOKER**

Date: 11 June 2013

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## **QUESTION**

Councillor Looker asked the following question:

***“Can administration confirm local statistics and what steps can be taken to further promote this vital public health issue?”***

## **Background**

Recent news reports identified the City of Holdfast Bay as below the national average percentage for vaccinations. Anti vaccination groups have been spreading misleading information and in some parts of the country this has had a negative impact, increasing infection rates, child mortality and endangering the wider community.

## **ANSWER – Environmental Health Officer**

The National Statistics were recently released and Holdfast Bay was slightly lower than nationally as reported. There is compelling research which shows that the wealthier and the poorer areas have lower vaccination rates Australia wide. The wealthier and poorer areas in South Australia and Nationally were also slightly lower - Holdfast were not the lowest. The reason for each demographic are very different. See the hyperlink below <http://www.smh.com.au/comment/when-first-world-problems-get-in-the-way-of-common-sense-20130410-2hlt1.html>

In response to this information, Holdfast’s health department evaluated the statistics Australia wide and identified similar affluent areas also had lower vaccination rates. The reason for this sudden increase could be due to the acceleration in the use of social media which has provided a more compelling platform for anti-vaccination groups. Holdfast’s strategy to overcome this is to engage our social media team and the media to promote the benefits and to continue to advertise the high standard of service offered. Finally, we don’t believe the decline is due to the service provided at Holdfast as we service many from the Marion Region and the feedback from clients is always positive. We have also received comments from these clients that they come to Holdfast because they are not happy with the service at Marion.

Item No: **8.2.2**

Subject: **QUESTIONS WITH NOTICE – BRIGHTON CARAVAN PARK –  
COUNCILLOR BOUCHEE**

Date: 11 June 2013

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## **QUESTION**

Councillor Bouchee asked the following question:

- 1. *If the verbal offer ( i.e. the award of the tender ) was made prior to 7.00 pm on Tuesday 28 May, who instructed Cr Huckstepp that he was required to maintain confidentiality and for what period?***
- 2. *Who advised the tender committee on the contractual obligations of Council in making a verbal offer when the finalisation of the contractual arrangements were incomplete?***
- 3. *When did Council make the verbal offer to Free-Spirit?***
- 4. *Did they accept verbally? If so, at what time?***
- 5. *Did Council send the award advice by email? Or was the verbal treated as sufficient?***
- 6. *Were the press releases by Council and Free spirit agreed by email?***
- 7. *If so when was the content agreed? The time of the Council advice to the Guardian was 2.06 pm on Wednesday 29 May.***
- 8. *When did "finalising the contractual arrangements" begin?***
- 9. *When are they expected to finish?***
- 10. *When will the Free spirit tender information be made available to Council and the community, covering projected income and expenditure, refurbishment capabilities, and the redevelopment and upgrade of the caravan park?***
- 11. *Was due process followed throughout the tender negotiations in accordance with Council's Procurement (Contracts & Tendering) Policy.***

**ANSWER – Manager Organisational Sustainability**

1. The verbal offer was made to FreeSpirit Resort and Holiday Park Management was made at approximately 5.00pm on Monday 27 May 2013, immediately after a meeting with the CEO. Councillor Huckstepp as a member of the Tender Evaluation Panel has a duty to maintain confidentiality regarding all of the tender submissions he reviewed even after the announcement of the successful proponents was announced. This requirement for confidentiality is enduring.
2. There was no such advice given. The Tender Evaluation Panel's role concluded once the tender process identified the preferred supplier.
3. FreeSpirit Resort and Holiday Park Management was informed that their proposal was accepted, subject to conditions, at approximately 5.00pm on Monday 27 May 2013.
4. Not applicable.
5. A letter was sent to confirm the verbal notice on Tuesday 28 May 2013. Letters to unsuccessful proponents were sent the same day.
6. Council's Corporate Communications and Media Coordinator worked with FreeSpirit Resort and Holiday Park Management on Tuesday 28 May 2013 and Wednesday 29 May 2013 prior to the media release at 2.06pm on Wednesday 29 May 2013.
7. FreeSpirit Resort and Holiday Park Management sent information to the Corporate Communications and Media Coordinator for inclusion in the Council's media release and were sent a draft for their information, on Tuesday 28 May 2013 and Wednesday 29 May 2013.
8. They have not been finalised, formal negotiations commenced Tuesday 4 June 2013.
9. We anticipate that they will be finished in the next fortnight.
10. The tender information will be retained as commercial in confidence and will not be available to the public for inspection. Elected Members may view the information but they will be required to complete the necessary non-disclosure agreements which are used as part of the tender evaluation process.
11. Yes.



Item No: **11.1**

Subject: **MOTION ON NOTICE – UNSOLICITED PROPOSALS – COUNCILLOR FISK**

Date: 11 June 2013

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## **PROPOSED MOTION**

Councillor Fisk proposed the following motion:

**That the City of Holdfast Bay ask an independent accounting consultancy to prepare a report, for Council's consideration, recommending a robust and auditable process for the consideration of any unsolicited proposals seeking to use or, otherwise occupy, a Council asset to ensure that the outcome of the proposal maximises return to the community and that any such process will fully comply with the requirements of State Statute including the Local Government Act 1999 and the Independent Commission Against Corruption Act 2012.**

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## **BACKGROUND**

As a preliminary guide a three step process, shown below, is suggested and based on the process adopted in New South Wales, which has more than 20 years' experience with oversight by an ICAC, but has, even so, had some significant tribulations in getting to a process that now seems robust.

### **Unsolicited Proposals Process**

**Stage 1** – Initial submission and strategic assessment: a comprehensive initial assessment of the proposal to identify the potential benefit to Council of further consideration and development with the proponent. The outcome is advice to the proponent of progression to Stage 2, or that the Council does not wish to proceed.

**Stage 2** – Detailed proposal: requires the proponent and Council to work cooperatively in the development and assessment of a detailed proposal. The outcome is advice to the proponent of progression to Stage 3, or that the Council does not wish to proceed.

**Stage 3** – Negotiation of final binding offer: involves the finalisation of all outstanding issues with a view to entering into a binding agreement, if the Council decides to accept the final offer.

## **SUPPORTING INFORMATION**

I believe that we as Councillors need to keep ourselves abreast of development in other Councils, other areas of our State and in other States and jurisdictions with similar statutes to ensure that our processes are continually updated and refreshed to be as robust as is practicable.

Many governments, including the South Australian Government, have adopted clear processes for the consideration and potential acceptance or, rejection, of unsolicited proposals. These processes are designed to ensure that there is equity of treatment of potential proponents and that an unfair advantage does not accrue to an early mover with one proposal at the expense of a later proponent with a proposal that may offer better outcomes to the community.

This is particularly where there is a scarce resource at stake and potentially high opportunity costs if a quick and ill-considered early proposal precludes a better proposal at a later date. That is, the opportunity costs of an ill-considered proposal are high. This particularly applies where Council land and/or, other assets, are the subject of the unsolicited proposal.

This Council has itself experienced the effects of a truncated process in the Holdfast Shores development, in that while the development has considerable merit who is to know that it was the best outcome for the city (because that was not tested) and that a better development could not have been produced for the estimated \$20 million + of assets that the Council contributed to the development in the form of land.

This is obviously now the case with the lock and its gates which are clearly suboptimal.

With the shortly to be implemented ICAC legislation, the City of Holdfast Bay needs to have in place robust auditable and transparent processes that ensure that any consideration of any unsolicited proposal will lead to the best possible outcome for the city when Council assets are likely to be involved. The only way to ensure that a proposal will produce the best possible outcome is to ensure that the processes are robust and auditable, independent of any political influence and therefore at arms-length from the Council where practicable, and likely to withstand any future scrutiny. Wherever possible these processes should reflect a market mechanism which tests proposals in a blind and objective manner. In many cases the objective test is best achieved by actually going to the market to seek competitive bids for a proposition (see the example below).

One recent public domain example is the following copy of a press release: (note market testing and the first dot-point that requires the proponent to undertake the requisite development of the site and that its use be as agreed for at least 15 years).

Wednesday 29 May 2013

### **SALE OF QUEEN MARY BUILDING MOVES TO STAGE 3**

NSW Premier Barry O'Farrell today announced an unsolicited proposal from Sydney University to acquire the vacant Queen Mary Building on the Royal Prince Alfred Hospital Campus had moved to Stage 3 consideration.

Under the proposal, the QMB will be purchased by the university for \$27 million excluding GST, and be developed for affordable student accommodation.

“The Queen Mary Building has been sitting vacant since 2002 – under this proposal the University will develop the property and put it back into use for student accommodation,” Mr O’Farrell said.

“Should the deal be finalised, the NSW Government will reinvest the proceeds in the Missenden Mental Health Unit development at RPA, while it also allows us to meet our objective of increasing the supply of affordable student accommodation near our world-class inner-city universities.

“The university proposes to deliver about 750 beds at QMB – a significant boost for the State’s multi-billion dollar tertiary education market.

“The agreed price exceeds the NSW Government’s reserve so taxpayers will get a return on a building which should never have been allowed to sit vacant for so long.”

On 4 December 2012 the NSW Government announced that Sydney University, UTS and University of Notre Dame Australia had been invited to tender for the QMB, to develop the building for affordable student accommodation. The University of Sydney was the only invited University to indicate its interest in pursuing the opportunity.

On 21 December 2012 the University of Sydney was advised that the Government had approved the progress of the University’s proposal to Stage 2 of the Unsolicited Proposals process.

The University was invited to develop a detailed proposal for the purchase of the property having regard to the Government’s specific conditions, including:

- the development and use of the building for affordable student housing for a minimum period of 15 years
- a demonstrated affordable rent and pastoral care model
- the purchase offer meeting or exceeding the Government’s price reserve.

The proposal will now progress to Stage 3 of the Unsolicited Proposal process, which will involve the NSW Government entering into a binding contract with the University to purchase the building at the nominated price.

The contract and related arrangements will ensure that the property is developed and used for student accommodation and that it is provided at an affordable rental rate for a minimum period of 15 years.

### **Unsolicited Proposals Process**

**Stage 1** – Initial submission and strategic assessment: a comprehensive initial assessment of the proposal to identify the potential benefit to government of further consideration and development with the proponent. The outcome is advice to the proponent of progression to Stage 2, or that the government does not wish to proceed.

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**Stage 3** – Negotiation of final binding offer: involves the finalisation of all outstanding issues with a view to entering into a binding agreement, if the government decides to accept the final offer.

Full details can be found at: <http://www.nsw.gov.au/unsolicitedproposals>

Item No: **14.1**  
Subject: **ITEMS IN BRIEF**  
Date: 11 June 2013  
Written By: PA Corporate Services  
General Manager: Corporate Services, Mr I Walker

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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 report be noted and items of interest discussed.**

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### **COMMUNITY PLAN**

A Place that Provides Value for Money

### **COUNCIL POLICY**

Not applicable.

### **STATUTORY PROVISIONS**

Not applicable.

### **BACKGROUND**

Not applicable.

### **REPORT**

#### **14.1.1 Rat Prevention and Control**

The rat problem in Holdfast Bay is sporadic and is based on the weather, environment and food sources. Specific areas in Holdfast Bay can be affected more so by a number of factors such as fruit trees, nearby construction and excessive vegetation.

The issue of rats not eating the rat bait – as mentioned at the Council meeting on 14 May 2013 - could be due to a plentiful supply of food (eg from fruit trees) for the rats. The position of the bait station can also influence the rats' eating behavior. Rats are attracted to sheltered areas and are less likely to eat bait that is left out in the open.

Environmental Health Officers, in conjunction with pest control specialists, have put together a flyer for the public with additional information – see attached. Officers can also inspect isolated problems areas to provide advice.

*Refer Attachment 1*

#### 14.1.2 **Drug Action Team**

The City of Holdfast Bay is a committee member to the local Drug Action Team (DAT) whose other members are comprised of South Australian Police (Sturt LSA), Marion City Council, the Red Cross, Drug and Alcohol Services South Australia, 'Save A Mate', and representatives from other various South Australian support services.

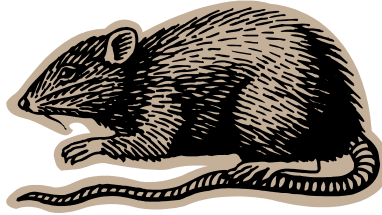
Every year the Department of Health and Ageing run 'Drug Action Week' nationally to raise awareness about alcohol and other drug related issues in Australia. For drug action week 2013 (June 16 – 22) our local DAT will be taking part in a joint jurisdiction activity at both Glenelg Bayside Village (Wednesday 19 June 2013) and the Hallett Cove Shopping Centre (Thursday 20 June 2013).

DAT representatives will be hosting a stall offering information about relevant services for any person interested. In addition, DAT will also be operating a driving simulator for people to utilise while wearing 'Fatal Visions (Beer) Goggles'. The purpose of this activity is to simulate the difficulty and impairment of driving while under the influence, thus educating the public on the associated dangers.

Council's Liquor Licensing and Community Safety Officer will be assisting at the stall on Wednesday 19 June 2013 between the hours 9:00am and 12:00noon as a representative of Council.



## RAT PREVENTION AND CONTROL



### IT'S ALL ABOUT RATS:-

Rats are accomplished climbers and can scale walls, pipes, cables and trees. They can jump one metre vertically, 1.2 metres horizontally and can fall 15 metres without hurting themselves. Rats are good swimmers and can tread water for up to three days. Rats can wriggle through a hole one-quarter of its size, gnaw through lead and aluminium sheeting and produce up to 15,000 descendants in a year.

Rats are nocturnal, with their peak activity at dusk or before dawn. Rats will live in the ground where there is available space and are also known to live entirely inside buildings. Rats will seek food outside, but many times will come inside at night to forage for food and return to their burrows. Rats prefer foods with a high protein or carbohydrate content, but will eat almost any type of food.

Needing a water source to survive, rats obtain water from toilets, sinks, rain puddles, condensation from utility pipes and fountains.

### DETECTING THE PRESENCE OF RATS:-

- Rat droppings, - thin, black and 1 cm in length.
- Gnawing - rats gnaw to control the growth of their teeth. Typical materials subject to gnawing are wood, soft metals, soap, food containers and electrical wiring.
- Teeth marks in eaten food, especially fruits, vegetables and packet food.
- Debris, like almond & snail shells with the side eaten out, left in sheds, under properties and other secluded spots.
- Rat runs - rats have poor vision and oily coats. Over time, marks along walls or fences are formed and a path becomes worn into dust or grass. By following the rat run the rat may be traced to its shelter.
- Burrows, around buildings.
- Squeaking, gnawing or movement noises in walls, cupboards and ceilings and under floors, especially at night.



### **HOW TO DISCOURAGE RATS FROM YOUR PROPERTY:-**

Rats can be discouraged from your property by denying them food and shelter. Ways to deny rats (and also pests such as cockroaches) food and shelter include:

- Keep property clean and tidy. Remove materials that may provide shelter for rats such as overgrown vegetation, general litter and any unwanted items. Do not allow waste to build up over time.
- Stack timber/firewood at least 30cm off the ground. Do not store on the ground or against sheds and fences.
- Waste storage areas should be kept clean at all times and any food spills should be wiped up immediately.
- Rubbish bins and compost containers should be well maintained.
- Ensure gardens are well maintained. Keep grass short. Regularly remove or limit garden waste or other disused materials in storage sheds or around your premises.
- Prune branches away from buildings to prevent access to the roof. Seal up holes in brickwork or roofing materials using hard filler (ie. concrete) or alternatively use metal materials such as wire mesh or steel wool.

### **HOW TO GET RID OF RATS:-**

Rats are suspicious of changes in the environment or new foods, for this reason it may take a couple of days for traps or poison baits to take.

Rodenticides are poison baits and should be used in areas where domestic animals and children can't reach. There are tamper-proof bait stations that hold the baits in place and deny access to children and pets.

Rat baits are available at hardware stores and supermarkets. If purchasing baits from hardware stores and supermarkets, choose baits in a block form. Baits should be placed in areas where rats frequently visit, away from open areas and should be inaccessible to children and pets.

A bait station can be made from a piece of PVC pipe, 400 to 800mm long. Secure the pipe where the rats are active. Leave for a day or two without bait, then place bait inside. It is recommended that the baits are secured by wire to ensure the rats have to gnaw them rather than drag them out. Check bait daily and replenish as required.

Remember, rats will not take the bait if there is a normal food source available. Cleanliness is the major key to prevent and control rat populations.

Trapping and poisoning will kill rats. However it is only a temporary measure. Rats will return if conditions are favourable to their needs.



**For further information and advice, please contact:-**

**Environmental Health Services on 8229 9973 or [mail@holdfast.sa.gov.au](mailto:mail@holdfast.sa.gov.au)**



Item No: **14.2**

Subject: **MINT ON MOSELEY - APPLICATION FOR VARIATION OF TRIAL LIQUOR LICENCE**

Date: 11 June 2013

Written By: Liquor Licensing and Community Safety Officer

General Manager: City Assets, Mr S Hodge

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### **SUMMARY**

The licensee of Mint on Moseley (Mint on Moseley Square Pty Ltd) is seeking to amend the conditions of existing liquor licence number 50600460. Prior to applying to the Office of the Liquor and Gambling Commissioner (OLGC) the licensee is seeking Council's consent and advice in relation to the matter.

The sought variations are minor amendments to conditions that are either repeated or ambiguous. The licensee is also seeking to amend conditions to permit live entertainment in the form of a DJ for private functions only.

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### **RECOMMENDATION**

- 1. That Council advises the Office of the Liquor and Gambling Commissioner that it supports the variation to existing Liquor Licence 50600460, as outlined in this report, subject to the following:**
  - 2. The proposal be subject to a standard trial period of twelve (12) months from the date of the licence grant, which at the end of this period an assessment and review will be made;**
  - 3. The City of Holdfast Bay, the Commissioner of Police and the licensee are granted liberty to apply to the Liquor and Gambling Commissioner to review the interim licence and associated conditions prior to the conclusion of the twelve (12) month trial period.**
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### **COMMUNITY PLAN**

A Place that is Safe and Secure

### **COUNCIL POLICY**

Liquor Licensing Policy (2011)

## STATUTORY PROVISIONS

Liquor Licensing Act 1997

## BACKGROUND

### *Previous Reports*

Mint on Moseley has previously lodged applications with both Council and the Office of Liquor and Gambling Commissioner. However, no applications have been received since late 2007, thus no reports have been submitted for Council viewing since 2007.

## REPORT

The licensee of Mint on Moseley (Mint on Moseley Square Pty Ltd) is seeking to amend some conditions of existing liquor licence number 50600460. The sought variations are minor amendments to conditions that are either repeated or ambiguous.

*Refer Attachment 1*

The licensee is also seeking to amend conditions in relation to permitting live entertainment in the form of a DJ for private functions only.

After an assessment of the licence and the potential risks involved with the proposal, the amendments are deemed to have minimal adverse impact for the community. It is recommended that the following amendments be supported:

The following licence conditions being amended:

- Licence condition 2 be removed (repeated condition);
- Licence condition 5 be removed (unnecessary to the function of a Restaurant Licence);
- Licence condition 8 be amended to state:
  - *“Live Entertainment shall be restricted to Jazz, Reggae and/or Acoustic artists or bands, or similar”;*
- Licence condition 9 be amended to remove the words *disc jockey*;
- Licence condition 12 be amended to remove the words *disc jockey*;
- Licence condition 14 be amended to remove the words *‘and the Stamford Grand’*

That the following further conditions be added:

- A disc Jockey (DJ) may be engaged for private functions.

It should also be noted that as no amendments to the hours of operation or extended trading authorisations are sought the proposal does not contradict the intention or aims of the City of Holdfast Bay’s Liquor Licensing Policy.

**BUDGET**

An annual budget allocation is provided to the Development Assessment Unit to deal with matters concerning Liquor Licence proposals. This budget involves engaging the use of legal advisers, if and when required.

**LIFE CYCLE COSTS**

At this stage, there are no additional costs to Council associated with that contained within this report. Costs may occur at a later stage should Council wish to challenge any liquor licensing related matters in the Commission which may require the assistance of legal advisors.



# Restaurant Licence

## 50600460

Liquor Licensing Act 1997

**PREMISES NAME:** MINT ON MOSELEY

**PREMISES ADDRESS:** 8-10 Jetty Road, Glenelg 5045

**LICENSEE:** Ten Jetty Road Pty Ltd

**LICENSED PREMISES:** Outlined in red on the approved plan

**AUTHORISATION:** To sell and supply liquor in accordance with Section 34(1)(a) (b) & (c) of the Liquor Licensing Act 1997 and any other conditions of this licence

**EXTENDED TRADING AUTHORISATION:** Outlined in pink on the plan and shown as Areas 1 to 4  
For consumption ON the licensed premises  
*Refer condition 4 on Page 2*

**ENTERTAINMENT CONSENT:** Outlined in blue on the plan and shown as Areas 1, 2 & 4 (excluding Area 3)

**CAPACITIES:**

Area 1	40 persons
Area 2	16 persons
Area 3	25 persons
Area 4	15 persons

**DISBURSEMENT OF FUNDS:** Refer Attachment A

**CONDITIONS:** Refer Pages 2 & 3

**IMPORTANT:** The licensee is obliged to maintain all essential safety provisions as required by Regulation 76 of the Regulations made under the Development Act 1993.

Date of issue: 3 OCTOBER 2007

LIQUOR AND GAMBLING COMMISSIONER

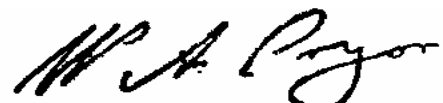
**CONDITIONS:**

1. The Licence authorises the consumption of liquor on the licensed premise at any time with or ancillary to a meal provided by the licensee.
2. The Licence authorises the licensee to sell liquor at any time for consumption on the licensed premises with or ancillary to a meal provided by the licensee.
3. The business conducted at the licensed premises must consist primarily and predominantly of the regular supply of meals and ancillary liquor to the public.
4. The Licence authorises the licensee to sell liquor for consumption on the licensed premises during the following hours:

Monday	5am to 1am the following day
Tuesday	5am to 1am the following day
Wednesday	5am to 1am the following day
Thursday	5am to 2am the following day
Friday	5am to 2.30am the following day
Saturday	5am to 2.30am the following day
Sunday (Dec-Mar)	8am to 2am the following day
(April-Nov)	8am to 1am the following day
Any day immediately preceding a Public Holiday	5am to 2.30am the following day

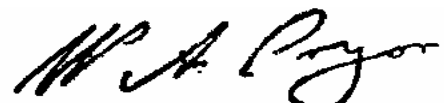
Extended trading authorisation is not to apply between midnight to 5am on Good Friday, the day after Good Friday and the day after Christmas Day.

5. The Licence does not authorise the sale of liquor for consumption off the licensed premises.
6. There shall be no live entertainment inside the premises after midnight on any day.
7. There shall be no live entertainment at any time on the balcony or any outdoor area. The entertainment consent shall apply to the whole of the licensed premises except the balcony area (Area 3).
8. Live entertainment shall be limited to Jazz/Reggae artist or band, or similar.
9. There shall be no disc jockey, heavy metal or grunge bands permitted at any time.
10. There shall be no amplification other than by an "in-house" sound system operated by the licensee and no loud speaker shall be placed closer than 4 metres from any entrance to or exit from the premises and at all times any such loudspeaker is to be directed away from the entrance to or exit from the premises and into the premises proper.



**CONDITIONS CONT':**

11. There shall be no dance floor installed on the licensed premises or any loudspeaker placed on or in the fascia, balcony, outdoor area or footpath of the premises.
12. The Licensee will not trade as, or advertise or promote its business in any way involving the use of the words, "DJ", "disc jockey", "discotheque", "disco", "nightclub", "dance club", "recovery", "tavern", "inn", "hotel" or "bar".
13. Any entertainment provided shall not:
  - a) result in queuing in the front of the premises by persons waiting to gain entry
  - b) incur a door charge whereby monies are collected from persons as they enter the premises;
  - c) be other than ancillary to the provision of meals.
14. The licensee will not seek to vary any conditions of the Licence without prior written notice to the City of Holdfast Bay and the Stamford Grand.
15. The Licensed premises, with the exception of pre-booked functions, will at all times be used and set up for dining.



**ATTACHMENT A**

(This page need not be displayed)

**DISBURSEMENT OF FUNDS:**

While the licence is held by TEN JETTY ROAD PTY LTD, AS MANAGER OF "MINT ON MOSELEY" JOINT VENTURE proceeds of the business conducted under the licence shall not be disbursed pursuant to the MAS FAMILY TRUST except to ADAM JAMES PLUSH, MARCUS GRANT PLUSH & SHANNAN LOUISE PLUSH without the prior approval of the licensing authority.



Image: January 2012



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Item No: **14.3**

Subject: **PURE BOUTIQUE COFFEE BAR - APPLICATION FOR RESTAURANT LICENCE**

Date: 11 June 2013

Written By: Liquor Licensing and Community Safety Officer

General Manager: City Assets, Mr S Hodge

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### **SUMMARY**

A new business is opening at 32-36 Jetty Road Glenelg. The premise has been leased and development assessment is currently underway for the establishment of a Café called Pure Boutique Coffee Bar'. The lessees (Pure Espresso Pty Ltd) have also applied to the Office of the Liquor and Gambling Commissioner for a 'Restaurant Liquor Licence' to operate from the premises.

As an ancillary aspect of the Restaurant Licence, the applicants have applied for a section 34(1)(c) exemption which will allow the premises to supply liquor to a patron seated at a table without the provision of a meal. They have also applied for an extended trading authorisation which will permit the restaurant to operate at specific times/days of the year that are otherwise not permitted; and also seeking approval for an entertainment consent to operate from the premises.

Full details of the applications are outlined below.

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### **RECOMMENDATION**

**That Council advise the Office of the Liquor and Gambling Commissioner that it supports the approval of a Restaurant Licence to sell and/or supply liquor in accordance with section 34(1)(a),(b)&(c), and provide Entertainment in accordance with section 105 of the Liquor Licensing Act 1997 subject to the following conditions:**

#### **Restaurant Liquor Licence – Section 34:**

- 1. That the sought section 34(1)(c) exemption be restricted to the hours of operation indicated within Development Approval 110/00248/13:**
  - a. Monday to Thursday between the hours of 7:00am and 10:00pm**
  - b. Friday and Saturday between the hours of 7:00am and midnight**
  - c. Sunday between the hours of 8:00am and 10:00pm**
  
- 2. That the restaurant's capacity be restricted to a maximum capacity of 59 patrons for the internal areas;**

3. That any Outdoor Dining area (approved under section 69 of the Act) be limited to a maximum capacity of 12 patrons;

#### **Entertainment – Section 105**

4. All live entertainment be restricted to Acoustic Music/Acoustic Live Entertainment: being defined as: “the composition of music played with acoustic instruments (an acoustic guitar, an acoustic bass, vocals, piano etc);
5. There shall be no amplification other than by an “in-house” sound system operated by the licensee;
6. No entertainment is to be provided in the outdoor area;
7. No loudspeakers are to be placed on the fascia of the premises, or adjacent to the outdoor area or footpath;
8. There shall be no disc jockey (DJ) permitted at any time;
9. Measures must be taken by the licensee to ensure that the noise emanating from the licensed premises is not excessive and that the noise from the premises (including live or recorded entertainment, singing, patron noise or similar) when assessed at the nearest noise sensitive location shall be less than 8dB(A) above the level of the background noise in any octave band of the sound spectrum;

#### **General**

10. The proposal be subject to a standard trial period of twelve (12) months from the date of the licence grant, which at the end of this period an assessment and review will be made;
11. The City of Holdfast Bay, the Commissioner of Police and the licensee are granted liberty to apply to the Liquor and Gambling Commissioner to review the interim licence and associated conditions prior to the conclusion of the twelve (12) month trial period.

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#### **COMMUNITY PLAN**

A Place that is Safe and Secure

#### **COUNCIL POLICY**

Liquor Licensing Policy (2011)

#### **STATUTORY PROVISIONS**

Liquor Licensing Act 1997  
Liquor Licensing (General) Regulations 1997  
Development Act 1993

## BACKGROUND

### *Previous Relevant Reports*

No previous reports have been submitted to Council regarding Pure Boutique Coffee Bar, Pure Espresso Pty Ltd or matters relating to liquor licensing.

## REPORT

An application for the premise located at 32-36 Jetty Road Glenelg is currently undergoing development assessment [No.:110/00248/13]. The proposed business, a Restaurant called 'Pure Boutique Coffee Bar' (Pure Espresso Pty Ltd), has also applied to the Office of the Liquor and Gambling Commissioner for a 'Restaurant Liquor Licence' to operate from the premises.

As an ancillary aspect of the Restaurant Liquor Licence, the applicants have also sought: a section 34(1)(c) exemption which will allow the premises to supply liquor to a patron seated at a table without the provision of a meal; an extended trading authorisation which will permit the restaurant to operate at specific times/days of the year that are otherwise not permitted; and an entertainment consent to operate from the premises.

### *Restaurant Licence*

As per section 34 of the *Liquor Licensing Act* a restaurant licence allows the licensee to serve liquor at any time on any day provided it is accompanied by the provision of a meal supplied by the licensee. These hours are subject and restricted to development approval.

### *Section 34(1)(c) Exemption*

The applicant has also applied for a section 34(1)(c) exemption which will allow them to provide liquor to a patrons seated at a table without the service of food. In accordance with the hours of operation outlined in the development assessment application it is recommended that to following be imposed for the s34(1)(c):

Monday	between the hours of	7:00am	and	10:00pm
Tuesday	between the hours of	7:00am	and	10:00pm
Wednesday	between the hours of	7:00am	and	10:00pm
Thursday	between the hours of	7:00am	and	10:00pm
Friday	between the hours of	7:00am	and	12:00midnight
Saturday	between the hours of	7:00am	and	12:00midnight
Sunday	between the hours of	8:00am	and	10:00pm

It should be noted that these hours sought are less than the *standard* hours granted by the OLG and do not contradict the intention or aims of Council's Liquor Licensing Policy (as per section 2.12.1).

***Extended Trading Authorisation (ETA)***

The applicant has also applied for an ETA which will permit the restaurant to operate at specific times/days of the year that are otherwise not permitted under regular trade. It is recommended that the request emulate the hours outlined in the development assessment application:

Sunday Christmas Eve	8:00am	and	10:00pm
Sunday preceding a public holiday	8:00am	and	10:00pm

***Entertainment Consent***

In a correspondence received from the applicant dated 30 April 2013, the Entertainment Consent is sought to provide live piano and occasional DJ performances. It is recommended that in conjunction with the nature of the Restaurant [Licence], the hours applied for and the close proximity to residential properties, the Entertainment Consent is endorsed subject to the following conditions being imposed upon the liquor licence:

- All live entertainment be restricted to Acoustic Music/Acoustic Live Entertainment: being defined as: “the composition of music played with acoustic instruments (an acoustic guitar, an acoustic bass, vocals, piano etc)”;
- There shall be no amplification other than by an “in-house” sound system operated by the licensee;
- No entertainment is to be provided in the outdoor area;
- No loudspeakers are to be placed on the fascia of the premises, or adjacent to the outdoor area or footpath.
- There shall be no disc jockey (DJ) permitted at any time;
- It should be noted that in accordance with s105 of the *Act*, the licensee will be permitted to play recorded music through their in-house PA system.

**BUDGET**

An annual budget allocation is provided to the Development Assessment Unit to deal with matters concerning Liquor Licence proposals. This budget involves engaging the use of legal advisers, if and when required.

**LIFE CYCLE COSTS**

At this stage, there are no additional costs to Council associated with that contained within this report. Costs may occur at a later stage should Council wish to challenge any liquor licensing related matters in the Commission which may require the assistance of legal advisors.

# City of Holdfast Bay

## Pure Boutique Coffee Bar Restaurant Liquor Licence Application

Map Scale: 1:633.7  
Created by user  
Monday, 27 May 2013

Imagery - January 2012



### About this Document

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Item No: **14.4**

Subject: **GLENELG BEACH HOSTEL - APPLICATION FOR VARIATION OF LIQUOR LICENCE**

Date: 11 June 2013

Written By: Liquor Licensing and Community Safety Officer

General Manager: City Assets, Mr S Hodge

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### **SUMMARY**

A variation application has been lodged with the Office of the Liquor and Gambling Commissioner by the licensee of the Glenelg Beach Hostel (Telmsbrook Pty Ltd).

The sought variation is a minor amendment to the hours of operation for the service/supply of liquor on Sunday nights. The licensee is seeking to extend the hours of trade until 12:00 midnight.

---

### **RECOMMENDATION**

**That Council advises the Office of the Liquor and Gambling Commissioner that it supports the variation to existing Liquor Licence 51202176 subject to the following conditions:**

- 1. That in addition to the standard statutory advertising requirements, the licensee directly advises the residents of the adjacent premises via letter box drop;**
  - 2. The proposal be subject to a standard trial period of twelve (12) months from the date of the licence grant, which at the end of this period an assessment and review will be made;**
  - 3. The City of Holdfast Bay, the Commissioner of Police and the licensee are granted liberty to apply to the Liquor and Gambling Commissioner to review the interim licence and associated conditions prior to the conclusion of the twelve (12) month trial period.**
- 

### **COMMUNITY PLAN**

A Place that is Safe and Secure

### **COUNCIL POLICY**

Liquor Licensing Policy (2011)

### **STATUTORY PROVISIONS**

Liquor Licensing Act 1997

## BACKGROUND

### *Previous Reports*

The Glenelg Beach Hostel has lodged several applications with both Council and the Office of Liquor and Gambling Commissioner over the years. However, no applications have been received since late 2009, thus no reports have been submitted for Council viewing since 2009.

## REPORT

An application has been lodged with the Office of the Liquor and Gambling Commissioner by the licensee of the Glenelg Beach Hostel (Telmsbrook Pty Ltd).

The application seeks to amend the hours of operation/trade on Sunday nights ONLY. Currently, the Glenelg Beach Hostel has the authority to trade until 11:00pm on Sunday nights. This application seeks to extend their trading rights by one (1) hour until 12:00 midnight.

By supporting this application the Glenelg Beach Hostel will be permitted to serve/supply liquor, in accordance with their licence conditions, on the following days and times:

Monday to Thursday	between the hours of	5:00am	and	1:00am	the following day
Friday and Saturday	between the hours of	5:00am	and	2:00am	the following day
Sunday	between the hours of	11:00am	and	12:00	midnight

It should be noted that the proposed variation is considered to be a minor amendment that poses minimal risk to the surrounding residents and businesses.

It should also be noted that the proposal does not contradict the intention or aims of the City of Holdfast Bay's Liquor Licensing Policy. As per section 2.12.1 of council's policy, it is recommended that the provision of liquor on licensed premises located **within** 100 metres of any residential premises should be restricted to:

iii) Sunday between 11.00am and 12 midnight the same day.

## BUDGET

An annual budget allocation is provided to the Development Assessment Unit to deal with matters concerning Liquor Licence proposals. This budget involves engaging the use of legal advisers, if and when required.

## LIFE CYCLE COSTS

At this stage, there are no additional costs to Council associated with that contained within this report. Costs may occur at a later stage should Council wish to challenge any liquor licensing related matters in the Commission which may require the assistance of legal advisors.





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Item No: **14.5**  
Subject: **2013-14 ANNUAL BUSINESS PLAN**  
Date: 11 June 2013  
Written By: Corporate Planning Officer  
General Manager: Corporate Services, Mr I Walker

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### **SUMMARY**

The 2013-14 Annual Business Plan is presented for consideration and adoption by Council.

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### **RECOMMENDATION**

**That Council adopt the 2013-14 Annual Business Plan including the amendments detailed in this report.**

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### **COMMUNITY PLAN**

A Place that is Well Planned

### **COUNCIL POLICY**

Not Applicable

### **STATUTORY PROVISIONS**

Section 123 of the Local Government Act 1999

### **BACKGROUND**

Council is required to have an Annual Business Plan which must:

- be considered in conjunction with the council's annual budget;
- be adopted by council prior to the adoption of the budget.

Section 123 further requires that an annual business plan and a budget must be adopted by a Council after 31 May for the ensuing financial year and except in a case involving extraordinary administrative difficulty, before 31 August for the financial year.

The Draft 2013-14 Annual Business Plan was endorsed for community consultation at its meeting of 23 April 2013 (Report No 138/13). The consultation period ran from 23 April to 17 May 2013. Council received verbal submissions and comments from members of the community at its meeting of 14 May 2013. All comments received during the consultation period were reported to Council at its meeting of 28 May 2013 (Report No 184/13).

## REPORT

The Annual Business Plan proposed for adoption is the same as the draft plan presented as Attachment 1 in Report No 138/13, with the following amendments:

- A reduction in the Patawalonga Marina separate rate to \$49,125 in line with Council resolution C280513/928 that it be set at 75% of the amount collected in 2012-13.
- The inclusion of a “Food to Green Waste” Program as a new project under Creating a Sustainable Environment. Council’s contribution to this \$292,000 project is to be funded through the allocation of \$63,000, and the transfer of \$83,000 currently allocated to waste disposal. A grant of \$146,000 is to be received from Zero Waste for the project. This project also includes funding for a community education program which will include the criteria outlined in Councils resolution C230413/904. The Food to Green Waste project was the subject of a report to Council on 14 May 2013 (report No 162/13).
- A reduction in the amount to be raised for the NRM Levy by \$10,000 to \$978,669, representing a 2% increase on 2012-13. The Draft 2013-14 Annual Business Plan was developed based on a 3% increase.
- An increase in capital expenditure on Major Plant and Equipment by \$145,000 for the replacement of a Community Bus to be partly offset by \$40,000 trade in value.
- An additional allocate of \$90,000 to capital projects under Building a Strong Community for the repair and upgrade of the Glenelg Rotunda.
- A resultant reduction in the operating surplus to \$309,237 for Municipal operations. (No change to Alwyndor.)
- Reflect Council’s consideration of the apportioning of rates, and rate rebates as per Council resolution C280513/939
- The removal of all reference to “Draft” and the invitation for community consultation.
- Correct minor typographical and accounting matters.
- Allow final graphic design

The 2013-14 Annual Business Plan with amendments identified in this report forecasts a consolidated operating surplus of \$920,868 and a residential rate revenue increase of 3.7%.

### **BUDGET**

This report informs the 2013-14 budget to be adopted under separate report (Report Number 194/13). The development of the 2013-14 Annual Business Plan is accounted for in the 2012-13 Budget.

### **LIFE CYCLE COSTS**

This report does not have any direct full lifecycle cost implications.

Item No: **14.6**

Subject: **2013-14 BUDGET ADOPTION**

Date: 11 June 2013

Written By: Manager Finance

General Manager: Corporate Services, Mr I Walker

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### **SUMMARY**

The 2013/14 Budget is presented for adoption following adoption of the Annual Business Plan.

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### **RECOMMENDATION**

**That in respect of the financial year ended 30 June 2014:**

- 1. That the fees and charges incorporated in the Annual Business Plan and contained as Attachment 1 be adopted and that the relevant policies be updated accordingly.**
- 2. That the 2013/14 Budget which consists of:**
  - (a) the Budgeted Income Statement; and**
  - (b) the Budgeted Balance Sheet; and**
  - (c) the Budgeted Statement of Changes in Equity; and**
  - (d) the Budgeted Statement of Cash Flow; and**
  - (e) the Budgeted Uniform Presentation of Finances**
  - (f) the Budgeted Financial Indicators**

**Be adopted subject to the following amendments:**

**That any budget changes arising from Council's consideration of the 2013/14 Annual Business Plan be included in the budgeted financial statements and relevant documents.**

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### **COMMUNITY PLAN**

A Place that Provides Value for Money

### **COUNCIL POLICY**

Not directly applicable

## STATUTORY PROVISIONS

*Local Government Act 1999, Section 123.*

*Local Government (Financial Management) Regulations 2011, Regulation 7.*

## BACKGROUND

This report has been prepared to enable the adoption of the 2013/14 Budget.

Council has received and considered various reports in relation to the Budget for 2013/14 including:

23 April 2013	Report No: 138/13 Draft 2013/14 Annual Business Plan
14 May 2013	Report No: 155/13 Alwyndor Aged Care Management Committee Recommendations
14 May 2013	Report No: 162/13 Food to Greens Program
28 May 2013	Report No: 170/13 2013/14 Property Valuations, Rate Parameter Setting

In addition, the following separate reports pertaining to the proposed budget are included in this agenda:

- Draft Annual Business Plan Consultation Outcomes
- Audit Committee Recommendations.

A further report dealing with final 2013/14 rate setting and rate declaration will be submitted to the next meeting of Council on 25 June 2013.

## REPORT

The 2013/14 budgeted statements for adoption have been updated to include the following amendments:

- Food to Green Waste Program: Council Minute C140513/924 – net increase operational expenditure \$63,010.
- Boat Lock Separate Rate: Council Minute C280513/928 – reduced rate income \$16,375.
- NRM Levy: Amount confirmed at \$978,669 - decrease in levy and offsetting decrease in contribution \$9,631.
- Net reduction in other operational expenditure (\$17,841): Comprising increase in City Services \$4,104, offset by reduction in Corporate Services (\$7,937) and City Assets (\$14,008).
- Reallocation of contract cleaning to employee costs within City Assets.
- Capital renewal additions: Glenelg Rotunda Stage 2 upgrade \$90,000, replacement of Community Bus \$105,000 net.

The statements are subject to amendment in accordance with the adopted recommendations to this report. The budget documents comprise:

- The annual fees and charges incorporated in the Annual Business Plan  
*Refer Attachment 1*
- Budgeted Financial Statements, Uniform Presentation of Finances Statement, and applicable financial indicators presented in a manner consistent with the Model Financial Statements
- Budgeted Funding Statement  
*Refer Attachment 2*

The financial statements and ratios show three columns covering Municipal, Alwyndor and consolidated activities.

#### **BUDGET**

This report adopts the 2013/14 Budget.

#### **LIFE CYCLE COSTS**

This report does not have any direct full life cycle costs implications

**CITY OF HOLDFAST BAY**  
**PROJECTED FINANCIAL STATEMENTS**  
**BUDGET FUNDING STATEMENT**

	<u>Municipal</u> <u>13/14</u> <u>BUDGET</u> \$	<u>Alwyndor</u> <u>13/14</u> <u>BUDGET</u> \$	<u>Consolidated</u> <u>13/14</u> <u>BUDGET</u> \$
Rates - General	28,397,800	-	28,397,800
Rates - Jetty Road Glenelg	535,124	-	535,124
Rates - Patawalonga Marina	49,125	-	49,125
Rates - NRM Levy	978,669	-	978,669
Statutory Charges	2,393,667	-	2,393,667
User Charges	2,442,388	5,262,719	7,705,107
Operating Grants & Subsidies	2,918,072	9,759,143	12,677,215
Investment Income	203,000	485,207	688,207
Reimbursements	391,334	355,098	746,432
Other	539,374	594,906	1,134,280
<b>Operating Revenue</b>	<b>38,848,553</b>	<b>16,457,073</b>	<b>55,305,626</b>
Employee Costs - Salaries & Wages	15,068,981	9,966,518	25,035,499
Materials, contracts and other expenses	15,099,649	5,310,808	20,410,457
Finance Charges	848,652	-	848,652
Depreciation	7,381,400	568,116	7,949,516
Less full cost attribution - % admin costs capitalised	( 364,700)	-	( 364,700)
New Initiatives - Operating	505,334	-	505,334
<b>Less Operating Expenditure</b>	<b>38,539,316</b>	<b>15,845,442</b>	<b>54,384,758</b>
<b>= Operating Surplus/(Deficit)</b>	<b>309,237</b>	<b>611,631</b>	<b>920,868</b>
Depreciation	7,381,400	568,116	7,949,516
Other non-cash provisions	211,600	187,488	399,088
<b>Plus Non-Cash items in Operating Surplus/Deficit</b>	<b>7,593,000</b>	<b>755,604</b>	<b>8,348,604</b>
<b>= Funds Generated from Operating Activities</b>	<b>7,902,237</b>	<b>1,367,235</b>	<b>9,269,472</b>
Amounts received for new/upgraded assets	1,000,000	-	1,000,000
Proceeds from disposal of assets	255,420	-	255,420
<b>Plus funds sourced from Capital Activities</b>	<b>1,255,420</b>	<b>-</b>	<b>1,255,420</b>
Capital Expenditure-Asset Renewal and Replacement	( 4,743,327)	( 388,290)	( 5,131,617)
Capital Expenditure-New and Upgraded Assets	( 6,020,000)	( 2,242,716)	( 8,262,716)
Capital Expenditure-Full Cost Attribution	( 364,700)	-	( 364,700)
Capital Expenditure-New Initiatives	( 422,400)	-	( 422,400)
Capital Expenditure-Environmental Projects	( 85,000)	-	( 85,000)
<b>Less total capital expenditure</b>	<b>( 11,635,427)</b>	<b>( 2,631,006)</b>	<b>( 14,266,433)</b>
Plus: Repayments of loan principal by sporting groups	28,611	-	28,611
<b>Plus/(less) funds provided (used) by Investing Activities</b>	<b>28,611</b>	<b>-</b>	<b>28,611</b>
<b>= FUNDING REQUIREMENT</b>	<b>( 2,449,159)</b>	<b>( 1,263,771)</b>	<b>( 3,712,930)</b>
<b>Funded by:</b>			
Increase/(Decrease) in cash and cash equivalents	( 733,329)	-	( 733,329)
Increase/(Decrease) in cash and cash equivalents - Reserves	-	( 1,263,771)	( 1,263,771)
Less: Proceeds from new borrowings	( 3,550,000)	-	( 3,550,000)
Plus: Principal repayments of borrowings	1,834,170	-	1,834,170
	<b>( 2,449,159)</b>	<b>( 1,263,771)</b>	<b>( 3,712,930)</b>

**CITY OF HOLDFAST BAY**  
**PROJECTED INCOME STATEMENT**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	<b><u>Municipal</u></b> <b><u>13/14</u></b> <b><u>BUDGET</u></b> <b><u>\$</u></b>	<b><u>Alwyndor</u></b> <b><u>13/14</u></b> <b><u>BUDGET</u></b> <b><u>\$</u></b>	<b><u>Consolidated</u></b> <b><u>13/14</u></b> <b><u>BUDGET</u></b> <b><u>\$</u></b>
<b>REVENUES</b>			
Rates - General	28,397,800	-	28,397,800
Rates - Jetty Road Glenelg	535,124	-	535,124
Rates - Patawalonga Marina	49,125	-	49,125
Rates - NRM Levy	978,669	-	978,669
Statutory Charges	2,393,667	-	2,393,667
User Charges	2,442,388	5,262,719	7,705,107
Operating Grants & Subsidies	2,918,072	9,759,143	12,677,215
Investment Income	203,000	485,207	688,207
Reimbursements	391,334	355,098	746,432
Other	539,374	594,906	1,134,280
<b>TOTAL REVENUES</b>	<b>38,848,553</b>	<b>16,457,073</b>	<b>55,305,626</b>
<b>EXPENSES</b>			
Employee Costs	15,068,981	9,966,518	25,035,499
Materials, contracts and other expenses	15,099,649	5,310,808	20,410,457
Finance Charges	848,652	-	848,652
Depreciation	7,381,400	568,116	7,949,516
Less full cost attribution	( 364,700)		( 364,700)
New Initiatives - operating	505,334		505,334
<b>TOTAL EXPENSES</b>	<b>38,539,316</b>	<b>15,845,442</b>	<b>54,384,758</b>
Operating Surplus/(Deficit) - Before Capital Revenue	309,237	611,631	920,868
Amounts specifically for new or upgraded assets	1,000,000	-	1,000,000
<b>NET SURPLUS/(DEFICIT)</b>	<b>1,309,237</b>	<b>611,631</b>	<b>1,920,868</b>



**CITY OF HOLDFAST BAY  
PROJECTED BALANCE SHEET  
AS AT 30TH JUNE 2014**

	<u>Municipal</u> <u>13/14</u> <u>BUDGET</u>	<u>Alwyndor</u> <u>13/14</u> <u>BUDGET</u>	<u>Consolidated</u> <u>13/14</u> <u>BUDGET</u>
	\$	\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	2,594,989	8,807,596	11,402,585
Trade and Other Receivables	3,948,000	2,524,395	6,472,395
Inventory	16,000	-	16,000
<b>TOTAL CURRENT ASSETS</b>	<u>6,558,989</u>	<u>11,331,991</u>	<u>17,890,980</u>
<b>NON-CURRENT ASSETS</b>			
Financial Assets	1,685,311	-	1,685,311
Equity accounted investments-Council businesses	1,931,000	-	1,931,000
Land, Infrastructure, Property, Plant & Equipment	575,401,238	40,095,706	615,496,944
<b>TOTAL NON-CURRENT ASSETS</b>	<u>579,017,549</u>	<u>40,095,706</u>	<u>619,113,255</u>
<b>TOTAL ASSETS</b>	<u>585,576,538</u>	<u>51,427,697</u>	<u>637,004,235</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	3,967,000	22,838,409	26,805,409
Borrowings	1,664,830	-	1,664,830
Short-term Provisions	1,561,710	848,274	2,409,984
<b>TOTAL CURRENT LIABILITIES</b>	<u>7,193,540</u>	<u>23,686,683</u>	<u>30,880,223</u>
<b>NON-CURRENT LIABILITIES</b>			
Long-term Borrowings	14,252,236	-	14,252,236
Long-term Provisions	206,000	160,722	366,722
Other Non-current Liabilities	49,000	-	49,000
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>14,507,236</u>	<u>160,722</u>	<u>14,667,958</u>
<b>TOTAL LIABILITIES</b>	<u>21,700,776</u>	<u>23,847,405</u>	<u>45,548,181</u>
<b>NET ASSETS</b>	<u>563,875,762</u>	<u>27,580,292</u>	<u>591,456,054</u>
<b>EQUITY</b>			
Accumulated Surplus	152,238,762	19,221,449	171,460,211
Asset Revaluation Reserve	408,583,000	8,358,843	416,941,843
Other Reserves	3,054,000	-	3,054,000
<b>TOTAL EQUITY</b>	<u>563,875,762</u>	<u>27,580,292</u>	<u>591,456,054</u>

- -

**CITY OF HOLDFAST BAY**  
**PROJECTED STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	<u>Municipal</u> <u>13/14</u> <u>BUDGET</u>	<u>Alwyndor</u> <u>13/14</u> <u>BUDGET</u>	<u>Consolidated</u> <u>13/14</u> <u>BUDGET</u>
<b>ACCUMULATED SURPLUS</b>	\$	\$	\$
Balance at beginning of period	150,929,525	17,675,448	168,604,973
Net Surplus/(Deficit)	1,309,237	611,631	1,920,868
Transfers from reserves	-	934,370	934,370
Balance at end of period	<u>152,238,762</u>	<u>19,221,449</u>	<u>171,460,211</u>
<b>ASSET REVALUATION RESERVE</b>	408,583,000	8,358,843	408,583,000
<b>PLANT AND MACHINERY RESERVE</b>	321,000	-	321,000
<b>FURNITURE AND EQUIPMENT RESERVE</b>	310,000	-	310,000
<b>PROPERTY DEVELOPMENT RESERVE</b>	53,000	-	53,000
<b>GLENELG ACCESS STRATEGY/OFF ST CARPARK DEV.</b>	2,100,000	-	2,100,000
<b>BRIGHTON CARAVAN PARK</b>	134,000	-	134,000
<b>COMMITTED EXPENDITURE RESERVE</b>	136,000	-	136,000
<b>ALWYNDOR RESERVE</b>			
Balance at beginning of period	-	934,370	934,370
Transfers from reserve	-	( 934,370)	( 934,370)
Balance at end of period	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL RESERVES CLOSING BALANCE</b>	<u>411,637,000</u>	<u>8,358,843</u>	<u>411,637,000</u>
<b>TOTAL EQUITY</b>	<u>563,875,762</u>	<u>27,580,292</u>	<u>591,456,054</u>

**CITY OF HOLDFAST BAY**  
**PROJECTED BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	<u>Municipal</u> <u>13/14</u> <u>BUDGET</u> \$	<u>Alwyndor</u> <u>13/14</u> <u>BUDGET</u> \$	<u>Consolidated</u> <u>13/14</u> <u>BUDGET</u> \$
	(OUTFLOWS)	(OUTFLOWS)	(OUTFLOWS)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<u>Receipts</u>			
Operating Receipts	38,848,553	16,457,073	55,305,626
<u>Payments</u>			
Operating payments to suppliers and employees	( 29,842,244)	( 15,089,838)	( 44,932,082)
Finance Payments	( 848,652)	-	( 848,652)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>8,157,657</u>	<u>1,367,235</u>	<u>9,524,892</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<u>Receipts</u>			
Grants specifically for new or upgraded assets	1,000,000	-	1,000,000
Repayments of loans (principal) by community groups	28,611	-	28,611
<u>Payments</u>			
Expenditure on renewal/replacement of assets	( 4,743,327)	( 388,290)	( 5,131,617)
Expenditure on new/upgraded assets	( 6,892,100)	( 2,242,716)	( 9,134,816)
<b>NET CASH (USED IN) INVESTING ACTIVITIES</b>	<u>( 10,606,816)</u>	<u>( 2,631,006)</u>	<u>( 13,237,822)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<u>Receipts</u>			
Proceeds from Borrowings - External	3,550,000	-	3,550,000
<u>Payments</u>			
Repayments of Borrowings - External	( 1,834,170)	-	( 1,834,170)
<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	<u>1,715,830</u>	<u>-</u>	<u>1,715,830</u>
<b>NET INCREASE (DECREASE) IN CASH HELD CASH AND CASH EQUIVALENTS AT BEGINNING OF REPORTING PERIOD</b>	( 733,329)	( 1,263,771)	( 1,997,100)
<b>CASH AND CASH EQUIVALENTS AT END OF REPORTING PERIOD</b>	<u>3,328,318</u>	<u>10,071,367</u>	<u>13,399,685</u>
	<u>2,594,989</u>	<u>8,807,596</u>	<u>11,402,585</u>

**RECONCILIATION OF INCOME STATEMENT TO BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

<b>SURPLUS FROM INCOME STATEMENT</b>	1,309,237	611,631	1,920,868
<b>NON-CASH ITEMS IN INCOME STATEMENT</b>			
Depreciation	7,381,400	568,116	7,949,516
Increase (decrease) in provisions - nett	211,600	187,488	399,088
<b>TOTAL NON-CASH ITEMS</b>	<u>7,593,000</u>	<u>755,604</u>	<u>8,348,604</u>
<b>CASH ITEMS NOT IN INCOME STATEMENT</b>			
Capital Expenditure	( 11,635,427)	( 2,631,006)	( 14,266,433)
Loan Repayments - External	( 1,834,170)	-	( 1,834,170)
Proceeds from Borrowings - External	3,550,000	-	3,550,000
Repayments of loans (principal) by community groups	28,611	-	28,611
Proceeds from Disposal of Assets	255,420	-	255,420
<b>TOTAL CASH ITEMS</b>	<u>( 9,635,566)</u>	<u>( 2,631,006)</u>	<u>( 12,266,572)</u>
<b>NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<u>( 733,329)</u>	<u>( 1,263,771)</u>	<u>( 1,997,100)</u>

**CITY OF HOLDFAST BAY**  
**PROJECTED SUMMARY OF OPERATING AND CAPITAL INVESTMENT ACTIVITIES**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	<u>Municipal</u> <u>13/14</u> <u>BUDGET</u>	<u>Alwyndor</u> <u>13/14</u> <u>BUDGET</u>	<u>Consolidated</u> <u>13/14</u> <u>BUDGET</u>
	\$	\$	\$
Operating Revenues	38,848,553	16,457,073	55,305,626
less Operating Expenses	( 38,539,316)	( 15,845,442)	( 54,384,758)
Operating Surplus/(Deficit) before Capital Amounts	309,237	611,631	920,868
<b>Less net outlays on Existing Assets</b>			
Capital Expenditure on renewal & replacement of existing assets	4,743,327	388,290	5,131,617
Less Depreciation	( 7,381,400)	( 568,116)	( 7,949,516)
	( 2,638,073)	( 179,826)	( 2,817,899)
<b>Less outlays on New and Upgraded Assets</b>			
Capital Expenditure on new & upgraded assets	6,892,100	2,242,716	9,134,816
Less amounts received for for new & upgraded assets	( 1,000,000)	-	( 1,000,000)
	5,892,100	2,242,716	8,134,816
<b>Net lending/(borrowing) for financial year</b>	<b>( 2,944,790)</b>	<b>( 1,451,259)</b>	<b>( 4,396,049)</b>

**PROJECTED FINANCIAL INDICATORS**  
**FOR THE YEAR ENDED 30TH JUNE 2014**

	<u>Municipal</u> <u>13/14</u> <u>BUDGET</u>	<u>Alwyndor</u> <u>13/14</u> <u>BUDGET</u>	<u>Consolidated</u> <u>13/14</u> <u>BUDGET</u>
	\$	\$	\$
<b>OPERATING SURPLUS RATIO</b> (Operating surplus/(deficit) before capital amounts as % of general revenue and other rates, net of NRM Levy)	1%	4%	2%
<b>NET FINANCIAL LIABILITIES RATIO</b> (Total liabilities less financial assets as % of total operating revenue, net of NRM Levy)	36%	76%	48%
<b>INTEREST COVER RATIO</b> (Net interest expense as % of total operating revenue less NRM Levy less investment income)	2%	0%	2%
<b>ASSET SUSTAINABILITY RATIO</b> (Capital expenditure on renewal/replacement of existing assets, excluding new capital expenditure as % of depreciation expense)	64%	68%	65%



## Fees and Charges

2013-14

EVENT HIRE FEES	
Minimum fee to cover administration costs - includes GST	\$200.00
<i>Vehicle Display</i>	
- Bond	\$400.00
- Hire - includes GST	\$400.00
<i>Small recreational events - (ie 50-200 core participants)</i>	
- Bond	\$500.00
- Hire - includes GST	\$550.00
<i>Large Events</i>	
- Bond	\$1,000.00
- Hire - includes GST	\$1,700.00
<i>Commercial Events</i>	
- Bond	\$1,000.00
- Hire - includes GST	\$2,200.00
<i>Promotional Activities</i>	
4 hours - Bond	\$500.00
- Hire - includes GST	\$600.00
Full Day - Bond	\$1,000.00
- Hire - includes GST	\$1,000.00
<i>Hire of Jetty</i>	
4 hours - Bond	\$500.00
- Hire - includes GST	Subject per event
Full Day - Bond	\$1,000.00
- Hire - includes GST	Subject per event
<i>Filming</i>	
- Bond	\$300.00
- Hire - includes GST	\$450.00
<i>Annual Food Permits</i>	
	\$200.00
<i>Road Closures</i>	
Minimum	Subject per event
<i>Grass remediation levy</i>	
Minimum - subject per event	Subject per event
Event Bins	\$10.00
<i>Note: Hire and Bond fees may change without notice - costs may vary depending on event requirements</i>	

<b>ADMINISTRATIVE FEES</b>	
Assessment Record Extract	\$8.00
Photocopies – A4 Size (per side)	\$0.40
Photocopies – A3 Size (per side)	\$0.60
Voters Roll (copy of)	\$103.00
Agenda – Complete Council and Committee	\$31.00
Council Minutes and Reports	\$2.75 per set
Freedom of Information (Legislated Fee to be advised 1 July 2013)*	\$29.50 + labour
Policy Manual	\$39.20
Council By-Laws	\$39.20
Strategic/Corporate Plan	\$39.20
Budget	\$53.00
Annual Financial Statements	\$13.80
Quarterly Financial Reviews	\$13.80
Delegation Manual	\$39.20
Parking Register	\$65.00
Reprint Prior Year Rates Notice (per notice)	\$5.50
*MPs only charged for FOI access if costs exceed \$1000	
<b>OUTDOOR DINING</b>	
Location (per m2 per annum)	
South Esplanade (Broadway Kiosk)	\$294.00
Moseley Square North side	\$106.00
Moseley Square South side	\$294.00
Jetty Road, Glenelg (east of Jetty Hotel to Brighton Road)	\$193.00
Jetty Road, Brighton	\$91.00
Colley Terrace	\$91.00
Grand Hotel	\$200.00
Other locations	\$68.00
Foreshore (Glenelg)	\$91.00
<b>GOODS ON FOOTPATH</b>	
Location (per m2 per annum)	minimum \$175
Jetty Road, Glenelg (east of Jetty Hotel to Brighton Road)	\$100.00
Jetty Road, Brighton	\$50.00
Foreshore (Glenelg)	\$86.00
Other locations	\$44.00
<b>SUPPORTED RESIDENTIAL FACILITIES</b>	
(Subject to gazetted schedule)	
Fees - Application	\$75.00
- Licence	\$350.00



## Fees and Charges

2013-14

<p><b>DEVELOPMENT AREA</b></p> <p>Advertising \$484.00</p> <p>DPA's (copies of) average fee *</p> <p>EIS (copies of) *</p> <p>Plan Search Fee \$52.00</p> <p>Photocopying (per page) - Admin photocopying fees Refer Admin Fees</p> <p>* Fees to be determined on individual item basis.</p> <p>Development Application fees are set under the Development Act and are not subject to Council discretion.</p>	
<p><b>STREET TRADING PERMITS (GST Exempt)</b></p> <p>Per event \$144.00</p>	
<p><b>ROAD AND PROPERTY RELATED CHARGES</b></p> <p><b>Invert / Crossover Construction</b> Owner / Builder (application fee only) \$55.00</p> <p><b>Stormwater Construction</b> Owner / Builder (application fee only) \$55.00</p> <p><b>Underground Electrical</b> Application fee \$55.00</p> <p><b>Street Tree</b> Minimum Removal Cost \$230.00 Removal cost (per metre over 2 metres in height) \$69.00 Street Tree Replacement \$174.00 Street Tree Replacement - advanced tree requested \$206.00</p>	
<p><b>Hoarding</b></p> <p>Application fee \$55.00</p> <p>Fee - (per m2 per week or part thereof) (on road) \$5.00</p> <p>Footpath Closure (per m2 per week or part thereof) \$5.00</p> <p>Road Closure with hoarding (per week or part thereof) \$250.00</p> <p>Fees for paid car park use or closure (per day) \$84.00</p> <p>Fees for free or permit parking use or closure (per day, based on marked space of 6.5 linear metre of kerb) \$47.00</p> <p>Additional fees multiplier for all purposes in Glenelg high density commercial and residential areas (see plan) 200.00%</p> <p>Additional fees multiplier for all purposes on Esplanade (coast) 200.00%</p> <p>Additional fees multiplier for all purposes during peak summer season (Nov 15 to March 15) 200.00%</p> <p><b>Bulk bin licence</b></p> <p>Application fee \$59.00</p> <p>Additional fees (per day) \$22.00</p>	

<b>PARTRIDGE HOUSE (Includes GST)</b>	
<b><u>Weddings</u></b>	
Reception Only	\$950
Ceremony Only (1.5 Hours)	\$450 House and/or \$375 Garden
Both Ceremony & Reception	\$1,100
Photography	\$80 per hour
Bond (House Hire)	\$300
<b><u>Funerals</u></b>	
2 hours	\$220
Hourly rate thereafter	\$80
Catering (includes, Tea, Coffee, Water & Biscuits)	\$4 per person
<b><u>Community Booking – Before 5pm (Monday – Friday)</u></b>	
Room 1	\$50
Room 3	\$50
Room 4	\$28
Room 8	\$50
<b><u>Community Booking – After 5pm (Monday – Thursday)</u></b>	
Room 1	\$55
Room 3	\$55
Room 4	\$33
Room 8	\$55
<b><u>Private Booking – before 5pm (Monday – Friday)</u></b>	
Room 1	\$220 (4 hours session)
Room 3	\$220 (4 hours session)
Room 8	\$50 per hour
<b><u>Private Booking – after 5pm (Monday – Thursday)</u></b>	
Room 1	\$350 (4 hours session)
Room 3	\$350 (4 hours session)
Room 8	\$85 per hour
<b><u>Private Booking – Friday after 5pm, Weekends &amp; Public Holidays</u></b>	
Room 1	\$175 per hour
Room 3	\$175 per hour
Room 8	\$110 per hour
Bond	\$150
<b>LIBRARY CHARGES (Includes GST)</b>	
Fines on all library items (\$5 maximum)	\$0.20
Photocopies	
- A4 Sheets	\$0.20
- A3 Sheets	\$0.30
Printing - Word Processing/CD ROM	
- per A4 Sheet (Black & White)	\$0.20
- per A4 Sheet (Colour)	\$1.20





## Fees and Charges

2013-14

<b>CEMETERY CHARGES</b>	
<b>NEW OR RENEWAL LEASE 25 YEARS</b>	\$1,567.00
<b>DIGGING OF GRAVE (Burials) – either new ground or a re-open of existing lease</b>	
Baby Grave 4'6" x 3'	\$580.00
Child under 10 years (child depth)	\$700.00
Single Depth/Standard Grave Size	\$1,265.00
Double Depth/Standard Grave Size	\$1,320.00
Triple Depth/Standard Grave Size	\$1,435.00
Single Depth/Large Grave Size	\$1,490.00
Double Depth/Large Grave Size	\$1,650.00
Triple Depth/Large Grave Size	\$1,805.00
Exhumations	\$1,945.00
Oversized Coffin – Additional	\$265.00
Remove and Replace Ledger	\$515.00
Remove Concrete only	\$410.00
Remove and Replace Concrete	\$900.00
Lift and Deepen	\$795.00
Vault Preparation and Sealing	\$1,340.00
Saturday Surcharge	\$515.00
Late Fee after 3pm Monday to Thursday	\$265.00
Late Fee after 3pm Friday	\$400.00
Excess Soil Removal	\$80.00
Gravesite Search (1-2 searches)	\$50.00
Gravesite Search (each additional search thereafter)	\$25.00
Late Notice (<48 hours notice)	\$200.00
<b>INTERMENT OF CREMATED REMAINS (into Grave Site)</b>	
	\$350.00
<b>COLUMBARIUM WALL CHARGES</b>	
North Brighton Wall – standard 8 line computer set plaque	\$1,250.00
King George Avenue Wall (new wall)	\$1,250.00
St Judes Wall – standard 8 line computer set plaque	\$1,250.00
\$10 per extra line	
Price includes 99 year lease	
<b>MONUMENTAL WORK APPLICATION FEES</b>	
New Monument	\$130.00
Addition to Existing	\$65.00
<b>LEASE OF MEMORIAL SEATS (10 YEARS)</b>	
Memorial seats along the foreshore	\$2,800.00
Memorial seats on Council parks and reserves	\$1,520.00



## Fees and Charges

2013-14

<b>OTHER</b>	
Damage to Council Property (including removal of posters) - \$30 minimum (\$30 per ½ or part thereof).	
Remove overgrown vegetation - \$120 minimum (\$30 per ½ hour or part thereof, minimum charge 2 hours).	
Domestic Bin Impoundment fee	\$84.00
Impoundment (other than dogs, domestic bins or cars) per item.	\$32.00
<b>OFF-STREET CAR PARKING (Hourly Rate includes GST, Permits are exempt)</b>	
Trader Parking Permit (for Cowper Street Car Park only)	month (no pro rata)
Ticket Parking Fees (per hour)	
Cowper Street (first hour free)	\$1/hour
Elizabeth Street	\$2/hour
Council Car park Permit - Elizabeth Street (per month)	\$160.00
Council Car park Permit - Cowper Street (per month)	\$85.00
Temporary Parking Controls (per day)	\$110.00
<b>ON-STREET CAR PARKING (GST Exempt)</b>	
Ticket Parking Fees (per hour) - Colley Terrace/Anzac Highway	\$2.90
Residential Parking Permits (per annum)	\$120.00
3P Parking (per annum)	\$120.00

Item No: **14.7**

Subject: **BRIGHTON CARAVAN PARK – NEW MANAGEMENT AGREEMENT**

Date: 11 June 2013

Written By: Strategic Property Officer

General Manager: Corporate Services, Mr I Walker

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### **SUMMARY**

The Management Agreement with Ricklemore Park Management Pty Ltd to manage the Brighton Caravan Park is due to expire on 30 June 2013. Following an extensive and thorough process, FreeSpirit Management Pty Ltd, has been selected as preferred tenderer to manage to Brighton Caravan Park from 1 July 2013 for a period of 5 years.

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### **RECOMMENDATION**

**That the chief Executive Officer is authorised to execute the Management Agreement, on successful completion of negotiations.**

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### **STRATEGIC PLAN**

A Place with a Quality Lifestyle  
A Place to do Business  
A Place for Every Generation

### **COUNCIL POLICY**

Procurement (Contracts and Tendering) Policy

### **STATUTORY PROVISIONS**

Local Government Act, 1999.

### **BACKGROUND**

Ricklemore Park Management Pty Ltd has managed the Brighton Caravan Park for approximately 30 years, with the last 5 years being by way of a Management Agreement that expires on 30 June 2013.

The Management Agreement with Ricklemore Park Management Pty Ltd to manage the Brighton Caravan Park expires on 30 June 2013.

On 22 January 2013 Council resolved as follows:

Motion

C220113/801

1. *That Council commence an Expression of Interest process for the refurbishment and long term management of the Brighton Caravan Park with an expectation that a new agreement will commence on 1 July 2013.*
2. *That the current manager be advised immediately that Council will be seeking Expressions of Interest to determine the on-going management of the Park.*
3. *That the new management of the Park no longer include annual rentals.*
4. *That the minutes be released following notification to the Park Manager, with recommendation to the Park Manager that he notify the annual renters as soon as practicable.*

On 12 February 2013 Council further resolved:

Motion

C120213/810

*That Council notes the proposed timetable for the Expression of Interest Process and upgrade of the Caravan Park, and that two elected members be included in the assessment panel.*

Subsequently Councillors Clancy and Huckstepp were included into the assessment panel.

Expressions of Interests commenced on 19 February 2013 and closed on 12 March 2013.

The Request for Proposal was forwarded to the shortlisted registrants on 2 April 2013, with the closing date for proposals being 23 April 2013.

Following each proponent's response being tested against the selection criteria by the assessment panel, FreeSpirit Management Pty Ltd was selected by the panel as preferred proponent.

## **REPORT**

FreeSpirit Management Pty Ltd is a Gold Coast based company, formed in 2004 to assist corporate entities that invested in holiday parks but did not have the operational expertise to run them and they currently manage or consult directly to 6 popular holiday parks in Queensland, New South Wales and Northern Territory.

The financial model proposed by FreeSpirit Management Pty Ltd has been tested against Net Present Value, Internal Rate of Return calculations and other income and expenditure calculations based on various scenarios and all have produced positive outcomes.

The contractual relationship between FreeSpirit Management Pty Ltd and Council will be by way of a 'Management Agreement'. Under such an agreement FreeSpirit will operate as 'Agents' for the Council for the operation of the Brighton Caravan Park.

All costs associated with the day to day operation, including salaries, cleaning, maintenance and promotion are Council's cost. FreeSpirit Management Pty Ltd will receive a management fee of 5% of gross income.

Arrangements for the redevelopment of the Park are included in the Management Agreement, whereby FreeSpirit Management Pty Ltd and Council agree on a master plan for development including priorities and cost. Any procurement for the redevelopment will follow the requirements of Council's Procurement Policy and all costs associated with the redevelopment are the responsibility of Council.

A working party consisting of relevant City of Holdfast Bay staff and representatives of FreeSpirit Management Pty Ltd will meet regularly to ensure to redevelopment and operation of the Park meets all objective criteria.

Regular reports on progress of the redevelopment and operation of the Park will be provided to Council.

It is expected that a final draft project plan for the redevelopment of the Brighton Caravan Park will be submitted as soon as practical after 1 July 2013.

## **BUDGET**

The proposal submitted by FreeSpirit Management Pty Ltd for the redevelopment of the Brighton Park is within Council's nominated budget of \$3,000,000.

The proposal submitted by FreeSpirit Management Pty Ltd for the management of the Brighton Caravan Park indicates a proposed income higher than that currently being received with an expectation of a positive return after years 3-4. Attachment 1 compares the expected income under the new agreement against the expected income if the current management agreement were to continue.

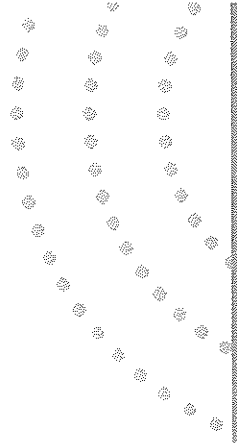
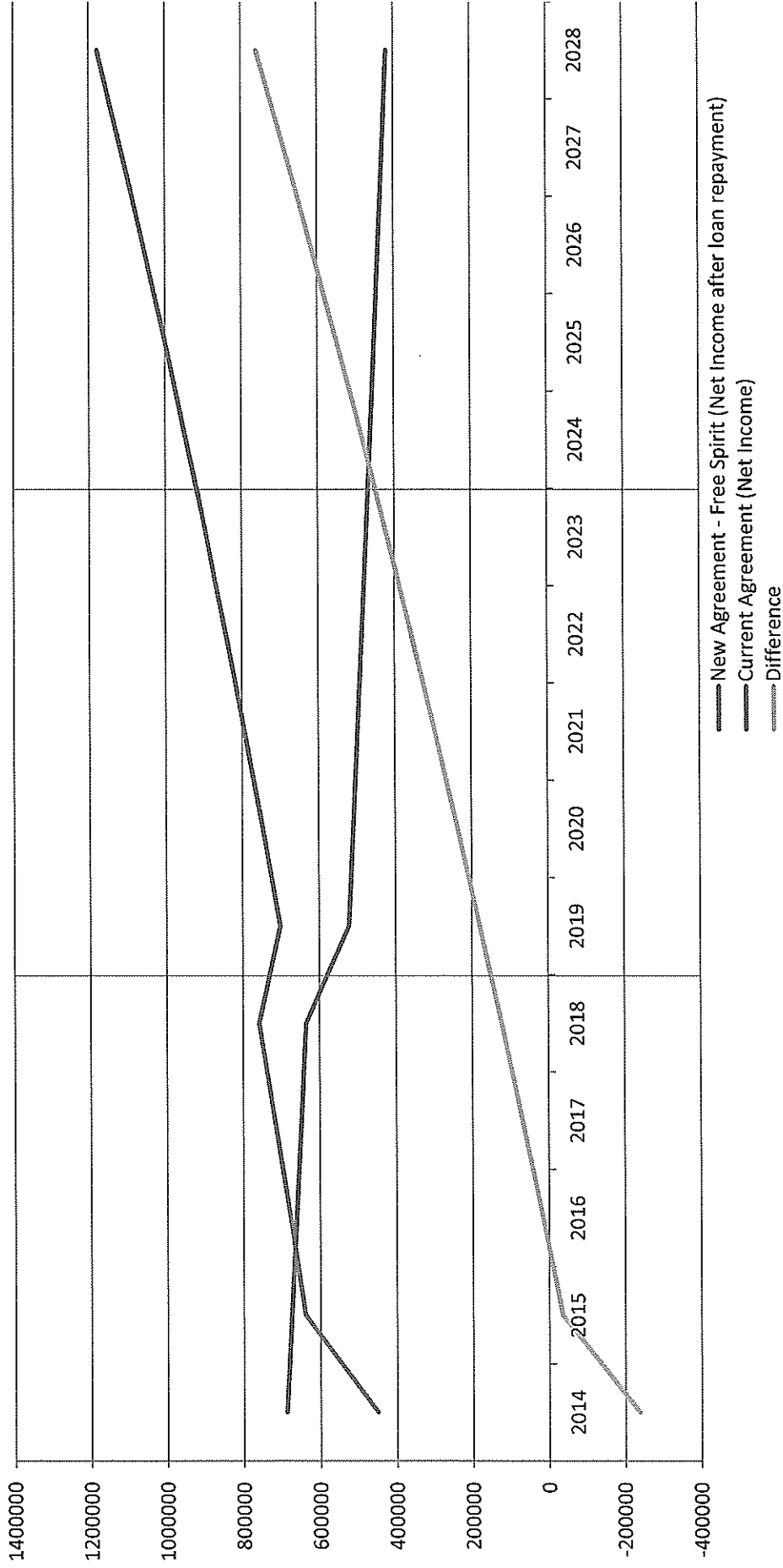
See Attachment 1.

## **LIFE CYCLE COSTS**

The estimated redevelopment costs proposed by FreeSpirit Management Pty Ltd is within the \$3,000,000 proposed budget

**Attachment 1 - Graph**

# FINANCIALS - ESTIMATED



Item No: **14.8**

Subject: **COMMUNITY TRANSPORT NEEDS ANALYSIS**

Date: 11 June 2013

Written By: Community Services Manager

General Manager: City Services, Ms Rachel Cooper

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## **SUMMARY**

The objective of the Community Transport Needs Analysis was to provide data on the broader community's awareness of the community bus and their likelihood of its use to determine if the current community transport model is appropriate to the needs of the community.

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## **RECOMMENDATION**

**That Council endorses the following:**

- 1. Continue to provide a community bus service for the frail older population and people who no longer drive, with opportunity still being offered to other community residents who may wish to access the bus on occasion.**
  - 2. Approve a budget increase of \$10,000 in the 2013/14 financial year to facilitate increased promotion of the service.**
- 

## **COMMUNITY PLAN**

A Place for Every Generation  
A Place that Provides Value for Money  
A Place that Provides Choices and Enhances Quality of Life

## **COUNCIL POLICY**

Access and Equity Policy  
Social Development Policy

## **STATUTORY PROVISIONS**

Local Government Act 1999  
Passenger Transport Act 1994  
Home and Community Care Act 1985



## BACKGROUND

This report responds to an active motion of Council (C131112/717) in November 2012 to investigate the community's need for a Council funded transport service model for the entire city.

With seemingly significant other transport options available to local residents, including train, tram and bus options, and a large number of privately owned motor vehicles, administration has undertaken an analysis to better understand the transport patterns of the broader local community.

## REPORT

The aims of this report are:

- To gain a clear understanding of the community's current use of personal, public and community transport within the city.
- To explore whether these services are meeting the community's needs and expectations.
- To investigate the community's general awareness of Council's community bus service.
- The best manner in which to disseminate information about the service to the community.

Key outcomes from the analysis follow:

- The primary mode of transport is car (80.6%), followed by walking (59.9%) and public transport (bus 18.8%, tram 18.1%, taxi 16.2% & train, 4.9%).
- For 74.5% of residents, nothing will encourage them to use the community bus service as their current modes of transport suit their needs and preferences.
- When asked why they don't use the current service, 47.8% said they don't know about it or how to use it, 35% stated that they do not need the service as they still drive and 13.3% stated that the service is *'for old people'*.
- 15.8% of respondents indicated that they would use it if information about the service and how to use it was more readily available. Almost 60% of the respondents who would use it are aged 55 or older.
- Increased information is required via traditional methods (Messenger Press, inserts with rates notices and flyers/posters) for the older cohort, whilst the younger population prefer social media such as Facebook and Twitter.

From these results it is evident that a community bus service is not needed by the broader community as they are satisfied with their current modes of transport.

2011 ABS Census data states that **86.2%** of occupied private dwellings have at least one registered vehicle, with **65.8%** travelling by car and **10.4%** using public transport to travel to work.

The City of Holdfast Bay's community transport service has a fleet of three buses. Each bus has been modified to carry people with mobility difficulties and provide storage for shopping. The service transports approximately 585 passengers per week. Passengers are primarily women aged 75+. There are 20 specified routes per week, with 14 of these dedicated shopping runs to the local precincts across the city.

*Refer Attachment 1*

A community bus services is primarily regarded as **an option for older people** who are no longer able to get about independently. This is consistent with the statistics of current users who are primarily over the age of 75 years and no longer drive, or never did.

The latest ABS data shows that the population of the City of Holdfast Bay is almost evenly split between those aged 49 years and under (**55.5%**) and those aged 50 years and over (**44.5%**). It appears that the quickest growth in population is occurring at either end of the age spectrum, with an increase in young children and those aged 65+.

It is evident that **there is a lack of information in the community about the bus service** with almost 50% not being aware of how to access the service or use it. A further 15.8% indicate that they would be encouraged to use if it information was more readily available.

Inserts with the rates notices, promotion in the Messenger press, targeted letterbox drops and displays of posters/flyers in prominent locations (to target the age groups most likely to use the service) are identified as the **preferred ways to provide the community with information** about the service.

Users have also expressed a desire to see greater flexibility in the current service, in particular:

1. Accessibility to visit both Jetty Road Brighton and Jetty Road Glenelg
2. A service that runs across additional days of the week
3. Longer shopping times at key locations

The community transport service is jointly funded through Council and the Home and Community Care (HACC) grant. The HACC funded component of the service includes a Personal Transport service with strict eligibility. This component of the service has not been included in the Community Transport Analysis.

The community bus service is supported by 65 community transport volunteers and a Council funded 0.8FTE Community Bus Officer who coordinates the service. The current service delivered 12,900 trips in the previous financial year, of which 11,175 were bus trips and 1,725 were personal transport trips.

Whilst any significant adjustments, such as new routes, will have a budget implication, there is currently capacity within the existing service (and budget) for some increased flexibility, such as longer shopping times at key locations and minor adjustments to existing routes. There is also some flexibility to increase the opportunities for residents to travel to the top destinations identified in the survey regardless of which suburb they live in.

Whilst there is no legislated requirement for Council to provide a community transport service, the evidence suggests a mandate from the community about the need for this service, especially as there is an expectation that the service will continue to be available to older people with 41% of survey respondents indicating that they will use the service when they are no longer driving.

Considering the significant growth in the older demographic for our city, any decision moving forward must be carefully considered. Careful monitoring of the service on an ongoing basis over the coming 3-5 years will ensure that efficiencies are upheld and plans implemented to meet the identified need from a diverse and changing community.

### **BUDGET**

The Community Bus operational budget for 2013/14 is \$133,260. Council's financial commitment to the service is \$70,760 and the HACC funded component is \$62,500. These figures are dependent upon final approval of the proposed budget.

A budget of \$10,000 is requested to increase the promotion of the service to the community, for example, this budget amount could buy either 3 x Messenger ads, 4 x letter box drops or posters for 4 locations.

The hiring of our community buses to local community groups should continue, as it provides a revenue stream that helps offset some of the running costs associated with the service.

The additional workload associated with introducing greater flexibility to the existing service can be managed within the existing FTE and volunteer team.

### **LIFE CYCLE COSTS**

The cost to Council to provide this program is currently budgeted at \$70,759 for the 2013/14 year. It is conservatively anticipated that costs will grow by no more than CPI over the next 3-5 years.

# Community Transport Needs Analysis

May 2013

Written by M du Plessis



## Introduction

This report responds to an active motion of Council (C131112/717) in November 2012 to investigate the community's needs for a Council funded transport service model for the entire city.

The aims of this report are:

- To gain a clear understanding of the community's current use of personal, public and community transport within the city.
- To explore whether these services are meeting the community's needs and expectations.
- To investigate the community's general awareness of Council's community bus service.
- The best manner in which to disseminate information about the service to the community.

With seemingly significant other transport options available to local residents, including train, tram and bus options, and a large number of privately owned motor vehicles, an analysis has undertaken to better understand the transport patterns of the broader local community.

## Methodology

This project used a multipronged approach, including:

- Specialised quantitative research undertaken by Intuito Market Research
- ABS data
- *'Growing Older in the City of Holdfast Bay: Baby Boomers and Beyond'* – research project undertaken by Flinders University and the City of Holdfast Bay
- Survey submissions from users of the current community transport service

Intuito Market Research was commissioned in April 2013 to survey 300 residents for a study on the City of Holdfast Bay's community transport services. The survey captured a range of demographics of those living in the council area of the City of Holdfast Bay. 309 residents participated in the survey.

In addition, the survey was also hosted on the City of Holdfast Bay website and 66 residents participated.

Objectives of the project included the current level of use of all available transport services including public transport and private vehicles and the "ideal" community transport service in relation to desired destinations and preferred travel days/times.

## Community Profile

2011 ABS Census data states that **86.2%**<sup>1</sup> of occupied private dwellings have at least one registered vehicle, with **65.8%** travelling by car and **10.4%** using public transport to travel to work.

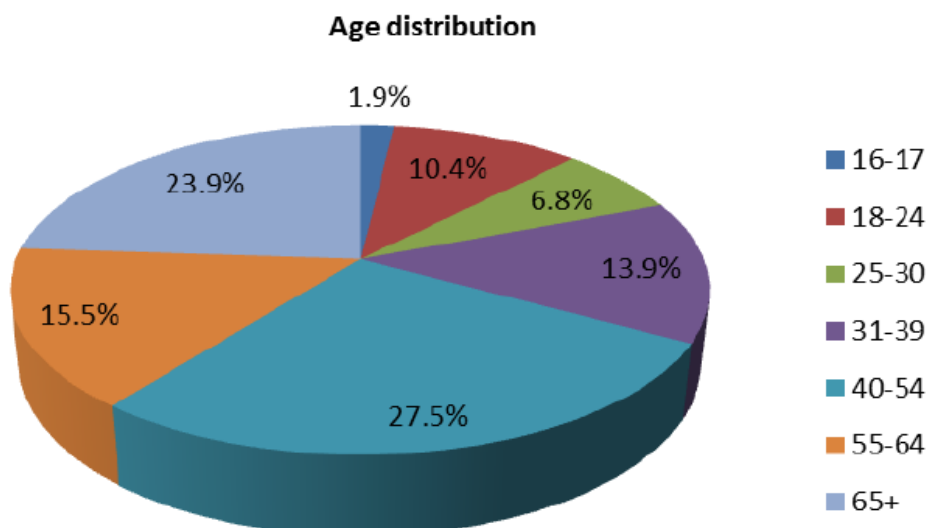
The latest ABS data shows that the population of the City of Holdfast Bay is almost evenly split between those aged 49 years and under (**55.5%**) and those aged 50 years and over (**44.5%**). It appears

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<sup>1</sup> 2011 Census of population and housing

that the quickest growth in population is occurring at either end of the age spectrum, with an increase in young children and those aged 65+.

## Survey Respondents



The phone survey attracted 309 valid submissions, with the greatest percentage of respondents aged between 40 – 54 years (27.5%). Respondents were randomly selected based on postcode with quotas based on the City of Holdfast Bay demographic profile.

Information from the 2011 Census via the Australian Bureau of Statistics and the ‘Growing Older in the City of Holdfast Bay; Baby Boomers and Beyond’ report provides supplementary and comparative data.

Baby Boomers represent the largest demographic in Australia’s population. Over the coming 10 years an additional 5,025 (14.5%) residents within the City of Holdfast Bay will reach the age of 65, with the oldest Boomers having already reached that milestone in 2011.

The ‘*Growing Older in the City of Holdfast Bay: Baby Boomers and Beyond*’ report suggests that adequate, age-friendly community services and transport will play a significant role in resident wellbeing as they grow older. With the cost of living increasing, it is anticipated that this group will rely more heavily on publicly funded transport rather than continuing to utilise a private vehicle. Accessibility of community transport, and fixed routes and timetabling are important factors. However some Boomers suggest the main benefit of community transport to be home pick-up and drop-off.<sup>2</sup>

## Key Findings

- The primary mode of transport is **car (80.6%)**, followed by **walking (59.9%)** and public transport (bus 18.8%, tram 18.1%, taxi 16.2% & train, 4.9%).

<sup>2</sup> Growing Older in the City of Holdfast Bay – Baby Boomers and Beyond (pg 59-61)

- **For 74.5% of residents, nothing will encourage them to use the community bus service** as their current modes of transport suit their needs and preferences.
- 100% of people aged 55-64 years and 98.6% of people over 65 years of age cite grocery shopping as the main purpose of travel in the area, whilst 100% of people aged between 16 and 30 state that recreation/sport is the main purpose for travel for them.
- When asked why they don't use the current service, 47.8% said they don't know about it or how to use it, **35% stated that they do not need the service** as they still drive and 13.3% stated that the service is '*for old people*'.
- When asked what would encourage them to use the service, **69.6% of respondents stated that nothing would encourage them to catch the bus** and a further 4.9% stated that nothing would encourage them to use it more often. 15.8% of respondents indicated that they would use it if information about the service and how to use it was more readily available. **Almost 60% of the respondents who would use it are aged 55 or older.**
- The most popular destinations within the City of Holdfast Bay are **Jetty Road, Glenelg and Jetty Road, Brighton and Westfield Marion being the top destination outside of Council.**
- Both the Community Transport Review (2012) and the Community Transport Needs Analysis support the **need for a local community transport service for the older (65+) population who will use it when they are unable to drive due to infirmity.**
- Increased information is required via traditional methods (Messenger Press, inserts with rates notices and flyers in the mail) for the older cohort, whilst the younger population prefer social media such as Facebook and Twitter.

Of the people who utilise the current community transport service, the following findings were made:

- The community bus service is primarily used by females over the age of 75 years (82%), with more than 45% living alone with no family or formal supports.
- 90% of users cite weekly grocery shopping as the primary reason for using the community bus, with 'other' personal business and socialisation/recreation stated as additional reasons for using the service.
- 60% of users value the role that volunteers play, with their assistance being described as 'invaluable' and 'a lifeline'.
- 77% of the responses to the online survey cite a lack of awareness of the service by the general community.

## Discussion

There is no legislated requirement for Local Government to provide a community transport service, but it does provide a significant additional tier of transport services across Australia, with the Federal and State governments providing \$77 million in Home and Community Care (HACC) grant funding to Local Government across Australia for transport services in 2010/11<sup>3</sup>.

The City of Holdfast Bay's community transport service consists of three busses, modified. Each bus has been modified to carry people with mobility difficulties and provide storage for shopping. The service transports approximately 585 passengers per week. Passengers are primarily women aged 75+.

<sup>3</sup> Source: <http://www.tpmpplanning.com/community-transport.html>

There are 20 specified routes per week, with 14 of these dedicated shopping runs to the local precincts across the city.

Currently there are two routes servicing:

- 1) Suburbs: Brighton, Somerton Park, North Brighton, North Brighton, Hove, Seacliff, Seacliff Park, Kingston Park,
- 2) Glenelg suburbs: Glenelg South, Glenelg East, Glenelg North

Feedback from current users shows that the service is highly valued. In contrast, State government's provision of public transport is not seen as 'user-friendly', with older residents stating that there is a 'lack of attention to the needs of older people using public transport.' Safety, timetabling and access to information, transport network coverage and affordability are identified issues. Taxi drivers are viewed as being discourteous or inexperienced in dealing with older people and local trams are crowded, with insufficient priority seating and discourteous younger patrons<sup>4</sup>.

The findings suggest there is a strong expectation from older residents that the current service should continue. It is also anticipated that as residents who are currently aged 50 – 65 years continue to age, the demand for this service will grow into the future. Population characteristics will have a strong influence on community service delivery into the next decade; particularly as people aged 65+ become eligible for HACC services. Additionally, people aged 85 years and older (the 'old-old') are most likely<sup>5</sup> to seek access to community services including transport, due to declining health and mobility.

Users have also expressed a desire to see greater flexibility in the current service, in particular:

1. Accessibility to visit both Jetty Road Brighton and Jetty Road Glenelg
2. A service that runs across additional days of the week
3. Longer shopping times at key locations

## Budget

The community transport service is jointly funded through Council and the Home and Community Care (HACC) grant. The HACC funded component of the service includes a *Personal Transport* service with strict eligibility.

The *Community Bus* operational budget for 2013/14 is \$133,260. Council's financial commitment to the service is \$70,760 and HACC funding for the community bus is \$62,500.

The HACC funded 0.6FTE Personal Transport Officer plus operational costs for the *Personal Transport* service are reflected in the HACC budget, so are not reflected in these calculations

These figures are dependent upon final approval of the proposed budget.

The community bus service is supported by 45 community transport volunteers and a Council funded 0.8FTE Community Bus Officer who coordinates the service. The service delivered 12,900 trips in the previous financial year, of which 11,175 were bus trips and 1,725 were personal transport trips. The

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<sup>4</sup> Growing Older in the City of Holdfast Bay – Baby Boomers and Beyond (pg. 59)

<sup>5</sup> Caring for Older Australians – Productivity Commission Report 2011



HACC agreement currently requires the provision of 12,720 trips per annum (total of bus and personal transport).

Whilst any significant adjustments, such as new routes, will have a budget implication, there is currently capacity within the existing service (and budget) for some increased flexibility, such as longer shopping times at key locations and minor adjustments to existing routes, enabling residents to frequent the top destinations identified in the survey, regardless of which suburb they live in.

Considering the significant growth in the older demographic for our city, any decision moving forward must be carefully considered. Careful monitoring of the service on an ongoing basis over the coming 3-5 years will ensure that efficiencies are upheld and plans implemented to meet the identified need from a diverse and changing community.

The hiring of our community buses to local community groups should continue, as it provides a revenue stream that helps offset some of the running costs associated with the service.

The additional workload associated with introducing greater flexibility can be managed within the existing FTE and volunteer team.

The total cost to provide this program is currently budgeted at \$133,221 for the 2013/14 year, with Councils contribution being \$70,759. It is conservatively anticipated that costs will grow by no more than CPI over the next 3-5 years.

## Conclusion

There are three key themes that are evident in responses in both the Community Transport Review of 2012 and the Community Transport Needs Analysis reports:

- The service is regarded as an option for older people who no longer drive or are no longer able to get about independently.
- There is potential for greater use of the service if there was greater flexibility, such as more frequent runs.
- Whilst the community has a general awareness of the community bus service, the majority of respondents don't know enough about it or how to access it.

## Recommendations

- Continue to provide a community bus service for the frail older population and people who no longer drive, with opportunity still being offered to other community residents who may wish to access the bus on occasion.
- Approve a budget increase of \$10,000 in the 2013/14 financial year to facilitate increased promotion of the service.

Item No: **14.9**

Subject: **DOG PARK FEASIBILITY STUDY**

Date: 11 June 2013

Written By: Manager Community Development

General Manager: City Services, Ms Rachel Cooper

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## **SUMMARY**

The purpose of this report is to present a feasibility study for the creation of a dedicated Dog Park in a reserve east of Brighton Rd, between Oaklands Road and Addison Road.

Work has been undertaken analysing the study area and evaluating each of the sites, with the recommended site being Dulcie Perry Park. The key elements determining this recommendation are:

- Alignment with strategic documents and opportunities identified for the site
- Available space to plan the use of the site
- Limited impact on other users
- Opportunity to consolidate the play space

The feasibility study recommends that further work on this initiative is undertaken to ensure an integrated and multiuser reserve is developed in-line with the *Open Space and Public Realm Strategy*.

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## **RECOMMENDATION**

**That Council agree to progress the development of a Dog Park at Dulcie Perry Park by undertaking the following staged approach the project:**

- 1. A Concept Plan for the reserve is prepared to ensure that the dog off-leash area, playground consolidation, improved landscaping and some additional trees are considered to provide the best outcome for the reserve and the community.**
  - 2. Undertake Engagement with the community on the Concept Plan developed for Dulcie Perry Park, at this stage it is predicted it would be at the inform level.**
  - 3. A detailed design (with costings) is then prepared for the Dog Park.**
- 

## **COMMUNITY PLAN**

A Place with a Quality Lifestyle  
A Place for Every Generation  
A Place that Values its Natural Environment  
A Place that is Well Planned

## COUNCIL POLICY

The City of Holdfast Bay has outlined its strategic priorities for open space and public realm via the 'Open Space and Public Realm Strategy'. The Strategy (pg75) outlines specific opportunities for activating parks and reserves for children, young people and families. One relevant opportunity that is identified specific to this Feasibility Study is:

*'Dog off lease areas in a number of strategically located parks across the City such as Bob Lewis reserve, Dulcie Perry Park (although play consolidation required) and part of Susan Grace Benny Reserve, as well as on the beaches in accordance with by-laws. Fencing may not be essential'*

All reserve areas in this study are categorised as Local Parks and Sporting Reserves in the Land Management Plans, and both support the development of 'off-leash' dog parks where appropriate.

## STATUTORY PROVISIONS

Local Government Act (1999)

Dog and Cat Management Act (1995)

By-Law No 5 – Dogs *'To limit the number of dogs that can be kept on premises and to provide for the management and control of dogs within the Council's area'*

## BACKGROUND

At the Council meeting on the 26 March 2013, Council resolved the following:

Motion C260313/828

*'That Administration explores the feasibility and options of creating a dedicated Dog Park in a reserve east of Brighton Rd, between Oaklands Road and Addison Road'*

## REPORT

A Feasibility Study (*Attachment 1*) has been prepared. Following analysis of the study area, four (4) potential sites for a dog off-leash area have been identified, these sites are:

- Dulcie Perry Park
- Good Neighbour Garden
- Bowker Street Oval
- Paringa Park

*Refer to Attachment 1*

Following the evaluation of the sites it is recommended that the site with the best fit for a dog off-leash area is Dulcie Perry Park. The key elements determining this recommendation are:

- Alignment with strategic documents and opportunities identified for the site
- Available space to plan the use of the site
- Limited impact on other users
- Opportunity to consolidate the play space

The one element that could impact the site would be if users of the Dog Park access the park by car. There is no off-street parking at the park and congestion from on-street parking could become an issue if not managed from the outset. It is envisaged that the Dog Park would be developed in-line the classification of the park (Neighbourhood), which would normally attract a user within a walking / cycling catchment. The question of 'popularity' of the Dog Park once constructed is currently an unknown, but could potentially attract users from all areas of the council and neighbouring council's if it is popular. It would be prudent that during the development of the Concept Plan the ability to provide some off-street car parks be investigated.

It is also worth noting that the South Australian Dog and Cat Management Board are currently developing guidelines for the planning, design and management of enclosed dog parks. It is expected that this work will be finished by August 2013. The City of Holdfast Bay Alignment with this work

### **BUDGET**

While a final cost is yet to be determined, it would be prudent that the development of a Dog Park be staged across financial years. A budget allocation in the 2013/14 financial year of approximately \$37,000 would allow the development of infrastructure for a basic dog park, this would include:

- fencing (and gates)
- water fountain
- poo bay dispenser
- rubbish bin
- signage

Further work, which would be identified in the detailed design phase, could then be carried out in the 2014/15 financial year.

### **LIFE CYCLE COSTS**

The following indicative costing has been prepared to provide the basic requirements for a Dog Park (off-leash). A final detailed costing would be required before a final budget could be determined.

*Refer to Table 1*

In regards to ongoing maintenance costs it is recommended that the detailed design be completed so an accurate assessment can occur. There is evidence from dog park development from around Australia that the incorrect selection of turf can be the biggest maintenance issue facing Dog Parks.

There may also be an increase in demand for the General Inspectors to respond to complaints, education and management of the Dog Park. This cost would also need to be considered at the time when a detailed design is being prepared.

# Dog Park Feasibility Study

May 2013



## Executive Summary

The development of this feasibility study was determined by Council at its meeting on the 26 March 2013. Analysis of the study area (figure 1) has identified four (4) potential sites for a Dog Park (off-leash area), these sites are:

- Dulcie Perry Park
- Good Neighbour Garden
- Bowker Street Oval
- Paringa Park

Following the evaluation of the study area it is recommended that the site with the best fit for a Dog Park is Dulcie Perry Park (see figure 7). The key elements determining this recommendation are:

- Alignment with strategic direction and opportunities identified for the site
- Available space
- Limited impact on other users
- Opportunity to consolidate the play space

Currently in development at a state level are guidelines for the planning, design and management of enclosed dog parks. This work has been commissioned by the South Australian Dog and Cat Management Board and will be completed by August 2013.

It is recommended that the following steps are taken in the development of the proposed Dog Park at Dulcie Perry Park:

- An internal Concept Plan for the reserve is prepared to ensure that the dog off-leash area, playground consolidation, improved landscaping and some additional trees are considered to ensure an integrated and multiuser reserve is developed.
- A detailed design (with costing's) can then be prepared for the dog park.

## 1 Purpose

At the Council meeting on the 26 March 2013 Council resolved that the Administration undertake a Feasibility Study into the provision of a dog park in a reserve east of Brighton Rd, between Oakland's Road and Addison Road.

*Motion C260313/828*

*"That Administration explores the feasibility and options of creating a dedicated Dog Park in a reserve east of Brighton Rd, between Oaklands Road and Addison Road."*

## 1.2 Study Area

The study area is outlined in Figure 1, and highlights (in blue) the area east of Brighton Road, between Oaklands Road and Addison Road. Figure 1 also identifies:

- The four reserves that are contained within this area (identified in red)
- A 1.5km perimeter from the centre of the study area (identified in yellow)
- Beach area (identified in brown)
- Dog parks within the City of Marion (identified in light blue)
- The old Bowling Club site and Alwyndor (both identified in brown) were not considered as potential sites.

There are approximately 480 registered dogs within the study area and approximately 4,274 (+ - 10) dogs registered in the City of Holdfast Bay.



Figure 1: Study Area



## 2 Background Information

### 2.1 Dog Management in the City of Holdfast Bay

Council is responsible for the administration of the Dog & Cat Management Act 1995 within its area and to promote responsible pet ownership to enable pets and people to live in harmony. Council maintains a Register of Dogs within the area and manages situations involving straying, nuisance and lost dogs.

The Act imposes penalties as a way of encouraging people to look after their dogs and prevent them from becoming a nuisance. Where an owner does not, or will not, control a nuisance dog, Council may impose orders to require appropriate action by that owner.

New dogs in the area are to be registered with Council by the age of 3 months old, or within two weeks of moving from another area.

When walking in public areas, dogs are to be under effective control at all times. Effective control is defined as the dog must be under control by either being on a lead or it must respond to verbal commands. During daylight savings times, any dog on the beach must be on a lead between the hours of 10am and 8pm. When walking a dog in a public place, a plastic bag must be carried at all times to collect droppings. The Council supports this by providing biodegradable dog tidy bags from Council Offices and in various locations throughout the City of Holdfast Bay.

All the Council open space is currently provided as dog off-leash areas and is managed under By-Law No 5 – Dogs *'To limit the number of dogs that can be kept on premises and to provide for the management and control of dogs within the Council's area'*.

### 2.2 Dog Areas outside the City of Holdfast Bay

There are many dog friendly areas within greater Adelaide which provide a range of dog off-leash areas, these range from purpose built Dog Parks and fenced sporting ovals (outside sporting use) to the beach.

The City of Marion has a number of dog parks within close vicinity to the study area. The closest is Hazelmere Road Reserve which is a popular dog exercise area and was upgraded in 2010 with new toilets, drinking fountain, seating, shelter, sports courts and a basketball key. A BBQ is available at the site, and it is promoted as *'a great spot to spend the day with the family'*. This site is within 1.5km from the centre of the study area. (Refer to figure 1).

### 2.3 What is a Dog Park?

Dog parks are fenced areas that may contain a number of activity areas including open ball play areas and natural rummaging environments such as rock scramble areas or grassed areas. The size of the dog park will reflect the open space hierarchy, and the catchment served. A district level facility will typically be 600-800m<sup>2</sup>.



The park may include educational or agility equipment for developing social and physical skills, and confidence in dogs.

Dog parks should include amenities for dog owners and other visitors to ensure it is an appealing social environment and a well-used community hub. These amenities include natural shade or shade structures, water, seating, attractive and robust ground cover.

Larger dog parks that attract people for longer stays should include access to toilets, car parking and picnic facilities located outside the dog park.

## 3 Sites

An evaluation matrix has been developed to assess the suitability of a proposed dog park within the selected reserves. The site that best satisfied the primary evaluation criteria was then identified as the preferred site.

### 3.1 Primary Evaluation Criteria

**1. *The space available in the open space to accommodate a dog park without it unreasonably impacting on the space available for existing park activities***

The capacity of the site to accommodate a dog park (600-800m<sup>2</sup>), the number of activities that may be impacted, the existing open space function, the ability to provide buffers between activities if they exist and space allocated for existing activities were reviewed to allow for growth in demand.

**2. *Site access***

Consideration of access to the sites within the study area, including barriers e.g. major roads, creeks/waterways. The location of the site including the nature of surrounding land uses, the openness of the site and the nature of other activities that will attract additional park users and optimise causal surveillance will also be considered.

**3. *The integration of the proposed dog park site with other park activities***

The location of the dog park within the site should provide users connectivity to other park activity spaces such as sporting and passive recreation areas.

**4. *The number of dogs residing within walking distance of the site***

The park or reserve has a significant number of dog owning households within its catchment.

### 3.2 Dulcie Perry Park

The Open Space and Public Realm Strategy identifies Dulcie Perry Park as a ‘Neighbourhood’ reserve and identifies potential upgrades to include improved landscaping, some additional trees, consolidated play space and designing the space to cater for a dog off-leash area.

<b>Facilities</b>	Playground, grassed area, landscaping, fences and reserve furniture
<b>Street Address</b>	36A Cecelia Street
<b>Area</b>	5,066m2 (approx.)
<b>Suburb</b>	North Brighton
<b>Certificate of Title</b>	CT 4982/A
<b>Owner</b>	City of Holdfast Bay
<b>Lease/licence details</b>	N/A
<b>Master Plan</b>	N/A
<b>Specific Management Issues</b>	N/A



Figure 2: Dulcie Perry Park

### 3.3 Good Neighbour Gardens

The Open Space and Public Realm Strategy identifies Good Neighbour Gardens as a 'Neighbourhood' reserve and identifies potential upgrades to include improved grassed areas and landscaping, play space and additional activities such as BMX and half court.

<b>Facilities</b>	Good Neighbour Gardens features a playground, grassed area, landscaping, fences, reserve furniture and paths.
<b>Street Address</b>	37 Vincent Avenue
<b>Area</b>	6,422m2 (approx.)
<b>Suburb</b>	North Brighton
<b>Certificate of Title</b>	CT 5709/10
<b>Owner</b>	City of Holdfast Bay
<b>Lease/licence details</b>	N/A
<b>Master Plan</b>	N/A
<b>Specific Management Issues</b>	Local Heritage Place



Figure 3: Good Neighbour Gardens



### 3.4 Paringa Park Reserve

The Open Space and Public Realm Strategy identifies Paringa Park Reserve as a ‘High Level Neighbourhood’ reserve due to its sporting use (tennis) and identifies potential upgrades in-line with that use, including court surface, play space and community use of courts.

<b>Facilities</b>	Paringa Park Reserve features a playground, fences, reserve furniture and grassed area with a scattering of trees/vegetation. The Somerton Tennis Club is also located on the park footprint.
<b>Street Address</b>	27-39 Paringa Avenue
<b>Area</b>	8,022m2 (approx)
<b>Suburb</b>	Somerton Park
<b>Certificate of Title</b>	Portion CT 5658/902
<b>Owner</b>	City of Holdfast Bay
<b>Lease/licence details</b>	Somerton Tennis Club
<b>Master Plan</b>	N/A
<b>Specific Management Issues</b>	N/A



Figure 4: Paringa Park Reserve

### 3.5 Bowker Street Oval

The Open Space and Public Realm Strategy identifies Bowker Street Oval as a ‘District’ reserve due to its sporting use and identifies a potential upgrade to the playground to include multi-use courts, BBQ with shelter and picnic areas.

<b>Facilities</b>	Bowker Oval is used by the Southern District Little Athletics and a soccer club. It features a clubrooms, sports grounds, tennis courts, cricket nets, sheds, playground, sports lighting, grassed areas, carpark, large trees, fencing, lighting, shelter, park furniture, BBQ, and paths.
<b>Street Address</b>	17 Brimble Street
<b>Area</b>	34,445 m2 (approx.)
<b>Suburb</b>	North Brighton
<b>Certificate of Title</b>	CT 5547/485 & CT 5843/176
<b>Owner</b>	DECS – leased by City of Holdfast Bay
<b>Lease/licence details</b>	Southern Districts Little Athletics, Southern Districts Junior Soccer
<b>Master Plan</b>	Bowker Oval Master Plan Report (June 2004)
<b>Specific Management Issues</b>	N/A

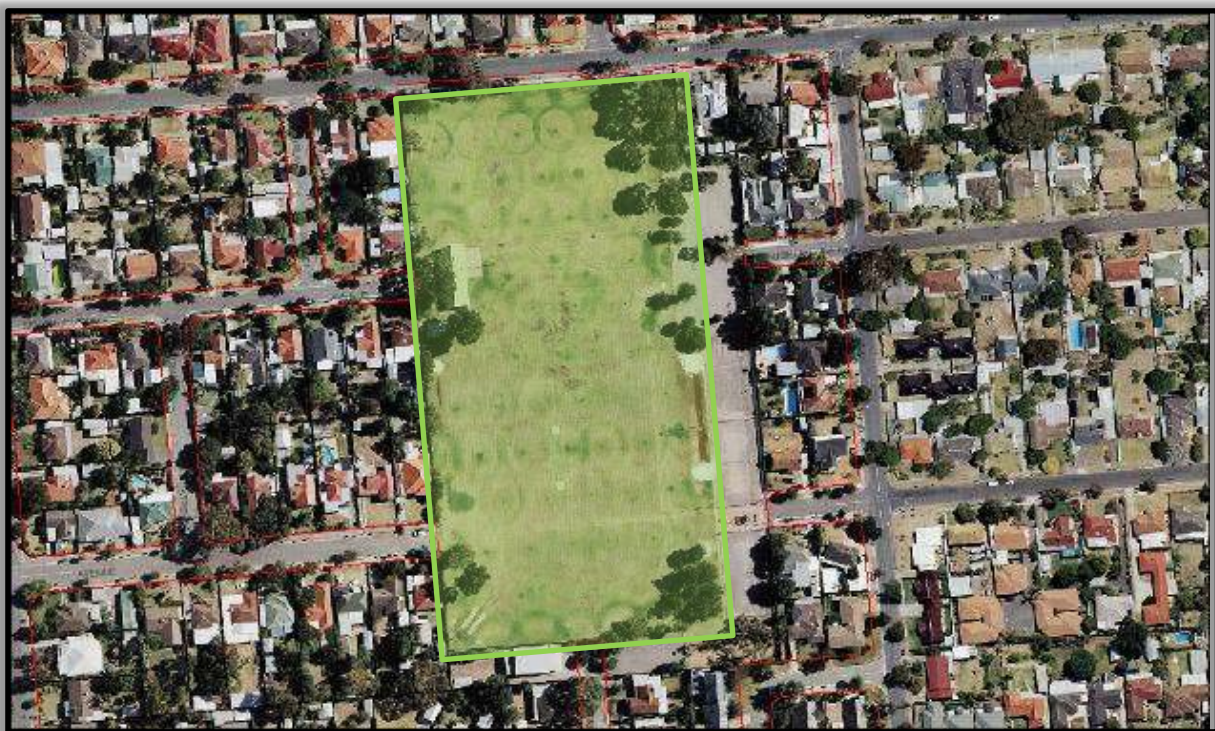


Figure 5: Bowker Street Oval

### 3.6 Evaluation Summary

Reserves	Evaluation criteria				Other considerations
	1. Space available to accommodate a dog park	2. Site access	3. Integration with other park activities	4. Dogs residing within walking distance	
Dulcie Perry Park	Good – there is enough space to accommodate a dog off-leash area. A consolidation of the play space would enhance the ability to provide an off-leash area.	Good – the site sits at the southern end of the study area. Minimal restrictions to accessing the site by foot. Could have issue if access is by car.	Good – with the consolidation of the play space the ability to provide a good size off-leash area would be greatly enhanced.	480 registered dogs within the study area	Dulcie Perry Park is identified within Open Space and Public Realm Strategy – Implementation Plan as a site with potential for a dog off-leash area.
Good Neighbour Garden	Average – space can be provided but would require some consideration of other potential uses, as outlined in the Open Space and Public Realm Strategy	Good – the site sits very close to the centre of the study area. Minimal restrictions to accessing the site by foot. Could have issue if access is by car.	Good – with a concept plan for the site all considerations for the park could be included. This may mean an off-leash area is smaller than other sites.	480 registered dogs within the study area	Good Neighbour Garden has local heritage status.
Paringa Park Reserve	Good - there is enough space to accommodate a dog off-leash area.	Average – is located across the road from light industrial area which can be busy during the day. Could have issue if access is by car.	Good – a buffer area would need to be considered with the tennis courts.	480 registered dogs within the study area	n/a
Bowker Street Oval	Poor – the majority of the open space is required for sporting use and other potential uses as outlined in the Open Space and Public Realm Strategy	Average – limited during sporting use. Good access with off street parking.	Poor – the location of a dog off-leash area may be problematic with general sporting use.	480 registered dogs within the study area	Land leased from DECS

Figure 6: Evaluation Summary Matrix



## 4 Managing a Dog Facility

Careful consideration will need to be given to the management and ongoing maintenance of a dog park. A facility management plan will need to be developed and should consider the following topics to ensure an integrated and multiuser reserve is developed.

### 4.1 Risk

- A risk management plan to manage and where possible mitigate risk.

### 4.2 Maintenance

- Scheduling of routine maintenance and surface restoration for times of the year, week and day where minimal use is expected. Costs will vary depending on the level of subsurface drainage, the gradient of the land, soil conditions, the type of surface/under surfacing and the level of use.
- Cleansing costs including general waste removal will vary depending on the level of use, the level of responsibility dog owners/walkers take in cleaning up after their dogs, the type of surface. Increased use of the park may result in additional cleaning costs associated with toilets, rubbish bins, and rubbish collection and picnic areas in the park or reserve.
- Vegetation management and replacement including grass cutting.
- Infrastructure maintenance and replacement associated with seating, dog education/agility equipment, car parks, toilets, fencing etc.
- Council will develop proactive maintenance and risk management inspections including a checklist and procedures for how outcomes are to be recorded.
- Monitoring and education of users.
- Monitoring of the site for compliance with local laws and dog park rules and regulations.
- Suitable information prepared for use in Council publications.
- Education programs designed and organised for existing and potential users.

### 4.3 Signage

- Signs will be installed guiding appropriate use of the facility.
- Signage is placed on the side of the facility most likely to be entered first, but not to create congestion points e.g. immediately inside gates.
- Signage requirements relate to:
  - Regulatory signage addressing the issues above and how to report incidents or maintenance issues
  - Equipment signage showing the appropriate use of equipment
  - Park etiquette
  - Responsibilities of dog owners/carers to ensure their dogs are under control at all times
  - Wording is checked for legal and insurance implications.

#### 4.4 Ongoing Community Input

- Process for regular communication with users, the community, clubs and associations.

#### 4.5 Open Space Planning

The City of Holdfast Bay has outlined its strategic priorities for open space via the '*Open Space and Public Realm Strategy*'. This strategy identifies the key priorities for the council to work towards as well as the limited open space in which to provide for a growing population, which is set out in the vision:

*'A diversity of high quality, distinctive and vibrant open spaces and public realms across the City that support active and connected communities and visitors'*

The '*Open Space and Public Realm Strategy*' (pg.: 75) outlines specific opportunities for activating parks and reserves for children, young people and families. One relevant opportunity that is identified specific to this study is:

*'Dog off leash areas in a number of strategically located parks across the City such as Bob Lewis reserve, Dulcie Perry Park (although play consolidation required) and part of Susan Grace Benny Reserve, as well as on the beaches in accordance with by-laws. Fencing may not be essential'*

The Land Management Plans prepared for community land within the City of Holdfast Bay must also consider the use of the reserves. The reserve areas in this study are categorised as Local Parks and Sporting Reserves, and both have the same statement when considering dog off-leash areas, and that is:

*'Where appropriate provide areas for "off leash" dog parks as required under the Dog and Cat Management Act 1995'*

In summary all documentation directing the use and future development of the open space network within the City of Holdfast Bay support the development of a dog park if an appropriate site can be found.

#### 4.6 State Level Planning for Dog Parks

Currently in South Australia the Dog and Cat Management Board has engaged a consultant to produce guidelines to assist Councils, designers and developers in the planning, design and management of enclosed dog parks.

This research has already shown there is a lack of information on this subject area, with the current information being somewhat fragmented across many different areas such as: open space planning, urban design and animal behavior, making it difficult to access coherent information on dog park design.



It is expected that the development of these guidelines will be completed by August 2013 and this project has the opportunity to benefit the City of Holdfast Bay if it decides to develop a Dog Park.

## 5 Recommendations

### 5.1 Park

Following the evaluation of the study area Dulcie Perry Park has been identified as the preferred site. The key elements determining this recommendation are:

- Alignment with strategic direction and opportunities identified for the site.
- Available space.
- Limited impact on other users.
- Opportunity to consolidate the play space.

It is recommended that a dog park area be developed in the area identified by red shading in figure 7. The area identified is approximately 1,200m<sup>2</sup>.



*Figure 7: Dulcie Perry Park proposed location for dog park area*

## 5.2 Indicative Costing

The following indicative costing's have been prepared to provide the basic requirements for a dog off-leash area (Figure 7). A final detailed costing would be required before a final budget could be determined.

In regards to ongoing maintenance costs it is recommended that the detailed design be completed so an accurate assessment can occur. There is evidence from dog park development from around Australia that the incorrect selection of turf can be the biggest maintenance issues facing councils. This is also the case for General Inspectors which would be required to manage situations involving complaints, education and management of the dog park. It is imperative that this ongoing cost is assessed during the detailed design phase.

The new infrastructure would also have to be included in the Asset Management Plan.

Item	Cost	Number	Total
Fencing	\$150/linear metre	170m	\$25,500
Mowing strip under fence	\$45/linear metre	170m	\$7,650
Water fountain people and dogs	\$6500	1	\$6,500
Poo bag dispenser	\$150	1	\$150
Rubbish	\$2500	1	\$2,500
Seating	\$1500 each	2	\$3,000
Sign (new design)	\$2300	1	\$2,300
<b>Total Cost</b>			<b>\$47,600</b>
<b>Optional extras</b>			
*Dog equipment (3 pieces) installed	\$6939		\$6,939
<b>Optional Total Cost</b>			<b>\$54,539</b>

*Table 1: indicative costs for dog off-leash area*

*\*quote received from manufacturer*

## 5.3 Next Steps

While a final cost is yet to be determined, it would be prudent that the development of a Dog Park be staged across financial years. Basic infrastructure, such as that outlined in Table 1 could be development with a budget allocation in the 2013/14 financial year, with further work (identified in the detailed design phase) carried out in the 2014/15 financial year.

It is recommended that the following steps are taken in the development of the proposed Dog Park:

- An internal Concept Plan is prepared for the reserve to ensure that the dog park, playground consolidation, improved landscaping and some additional trees are considered to ensure an integrated and multiuser reserve is developed.
- Undertake Engagement with the community on the Concept Plan developed for Dulcie Perry Park, at this stage it is predicted it would be at the inform level.

- A detailed design (with costing's) can then be prepared for the dog park. The basic design features of a dog park should include:
  - Edge conditions - fencing
  - Entry Gates –multiple entries
  - Maintenance access gates
  - Paths and circulation
  - Shelter and shade
  - Surface materials – grass type (this has maintenance implications)
  - Drinking water (for both dogs and people)
  - Vegetation (dog friendly)
  - Seating
  - Waste disposal
  - Park layout – passive and active zones
  - Signage – Park rules and etiquette

As mentioned in 4.6 the South Australian Dog and Cat Management Board are undertaking work to develop guidelines for the planning, design and management of enclosed dog parks, and this work is expected to be finalised by August 2013. It is suggested that when undertaking the recommended steps for developing the Dog Park the City of Holdfast Bay engage with the Dog and Cat Management Board and develop a Dog Park in conjunction with the newly developed guidelines.