



Council 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 23 January 2018 at 7.00pm

Roberto Bria
A/CHIEF EXECUTIVE OFFICER

Please note: This agenda contains Officers' reports and recommendations that will be considered by the Council. Any confidential items listed on the agenda will be circulated to Members separately.

AGENDA

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

4.2 Absent

5. ITEMS PRESENTED TO COUNCIL

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 12 December 2017 be taken as read and confirmed.

Moved Councillor _____, Seconded Councillor _____

Carried

8. PUBLIC PRESENTATIONS

8.1 Petitions - Nil

8.2 Presentations - Nil

8.3 Deputations**8.3.1 Brighton Pump Track**

The Deputy Mayor has approved a 5 minute presentation from Mr Bill Voss, representing the Brighton Pump Track Crew Incorporated.

9. QUESTIONS BY MEMBERS**9.1 Without Notice****9.2 On Notice**

9.2.1 Question on Notice – Expenditure for Temporary Staff, Legal Advice, Consultants and Maintenance of Glenelg Town Hall Playground (Report No: 08/18)

10. MEMBER'S ACTIVITY REPORTS - Nil**11. MOTIONS ON NOTICE**

- 11.1 Motion on Notice – Timed Parking on the Northern Side of Maturin Road – Councillor Patton (Report No: 06/18)
- 11.2 Motion on Notice – Provision of Defibrillators for Community Centres – Councillor Yates (Report No: 07/18)
- 11.3 Motion on Notice – Extension of Parking Restrictions on Southern Side of Rutland Avenue Brighton – Councillor Bradshaw (Report No: 16/18)

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

- 13.1 Minutes – Alwyndor Management Committee – 19 December 2017 (Report No: 10/18)
- 13.2 Minutes – Jetty Road Mainstreet Committee – 6 December 2017 (Report No: 15/18)

14. REPORTS BY OFFICERS

- 14.1 Items in Brief (Report No: 05/18)
- 14.2 Code of Practice – Meeting Procedures Update (Report No: 09/18)
- 14.3 Brighton Oval Masterplan Implementation (Report No: 17/18)
- 14.4 Budget Update – as at 31 December 2017 (Report No: 11/18)

15. RESOLUTIONS SUBJECT TO FORMAL MOTIONS

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

16. URGENT BUSINESS – Subject to the Leave of the Meeting

17. CLOSURE

**ROBERTO BRIA
A/CHIEF EXECUTIVE OFFICER**

Item No: 9.2.1

Subject: QUESTION ON NOTICE – EXPENDITURE FOR TEMPORARY STAFF, LEGAL ADVICE, CONSULTANTS AND MAINTENANCE OF GLENELG TOWN HALL PLAYGROUND

Date: 23 January 2018

QUESTION

Councillor Bouchee asked the following question:

- “1. Could the CEO please advise budget amount expended 1/07/2017 - 31/12/2017:**
- (a) Temporary staff**
 - Internal
 - External
 - (b) Legal advice**
 - Planning
 - Other
 - (c) Consultants.**
- 2. Could the CEO please advise of the amount expended on the repair and maintenance cost of the playground adj to the Glenelg Town Hall.”**

ANSWER – Manager Finance

- 1 The expenditure below is for the period 1/7/17 – 31/12/17
- | | | |
|-----|------------------------|-----------|
| (a) | Temporary Staff | |
| | Internal | \$213,590 |
| | External | \$105,108 |
| (b) | Legal Advice | |
| | Planning | \$109,292 |
| | Other | \$46,069 |
| (c) | Consultants | \$179,887 |
2. The expenditure on the Glenelg Foreshore Playground for the period 1/7/17 – 31/12/17 is \$30,626.

Item No: **11.1**

Subject: **MOTION ON NOTICE – TIMED PARKING ON THE NORTHERN SIDE OF MATURIN ROAD – COUNCILLOR PATTON**

Date: 23 January 2018

PROPOSED MOTION

Councillor Patton proposed the following motion:

That Council:

- 1. installs 3 hour (3P) timed parking from 9am-5pm all days on the northern side of Maturin Road.**
 - 2. notifies residents, businesses and property owners of the change in time limit.**
-

BACKGROUND

Council previously conducted a survey proposing this change to parking controls in order to improve access to resident parking during business hours. 64 surveys were sent to residents, businesses and property owners on Maturin Road. 22 respondents supported the proposal and 10 respondents did not support the proposal. Following this a motion was proposed on the 26th September 2017, but this was lost due to complications with a proposed permit system. A simplified proposal as per this motion I believe will be well supported by residents in the street as meeting their needs.

Item No: **11.2**

Subject: **MOTION ON NOTICE – PROVISION OF DEFIBRILLATORS – COUNCILLOR YATES**

Date: 23 January 2018

PROPOSED MOTION

Councillor Yates proposed the following motion:

That Council provides Glenelg North Community Centre a heart defibrillator and associated training, and that a report be brought to Council on the implications of providing heart defibrillators within other Council buildings.

BACKGROUND

Heart defibrillators have become much more affordable and require little knowledge to use them as they are now automatic and give voice instructions on how to use them. It makes sense to provide them in places where the community gathers, in order to save lives. Glenelg North Community Centre is interested in getting one. A defibrillator with a wallmount cabinet and training for up to 10 people costs \$2,850 through St Johns Ambulance.

Did you know?...

Sudden Cardiac Arrest is still one of Australia's biggest killers, affecting over 25,000 people. Approximately 80% of all SCAs occur at home, public places, outside of a hospital setting and almost 60% are witnessed.

Sudden Cardiac Arrest is often misunderstood as a heart attack. A heart attack is a plumbing problem, and occurs when one or more of the arteries delivering blood to the heart is blocked. Oxygen in the blood cannot reach the heart muscle and the heart muscle is damaged.

Sudden Cardiac Arrest occurs when the heart's electrical system malfunctions; causing rhythms that are rapid or erratic or both. This irregular heart rhythm causes the heart to suddenly stop beating in any coordinated manner by preventing the heart from pumping blood around the body effectively and the heart stops beating.

Defibrillation is the delivery of a therapeutic dose of electrical energy to the heart with a device called a defibrillator and is the common treatment for sudden cardiac arrest. Access to defibrillators and early defibrillation increases the chance of survival in casualties. **Defibrillation within the first 2 minutes increases the survival rate by 80%, for every minute that passes that defibrillation does not occur the survival rate decreases by 10%.**

Item No: **11.3**

Subject: **MOTION ON NOTICE – EXTENSION OF PARKING RESTRICTIONS ON SOUTHERN SIDE OF RUTLAND AVENUE BRIGHTON – COUNCILLOR BRADSHAW**

Date: 23 January 2018

PROPOSED MOTION

Councillor Bradshaw proposed the following motion:

That the current parking restrictions of 8am to 5 pm on the Southern side of Rutland Avenue Brighton be extended to 8am to 9 pm due to the added congestion caused by the recently extended Brighton Central Shopping Centre,

BACKGROUND

Rutland Avenue Brighton offers pedestrian access directly into the recently redeveloped Brighton Central Shopping Centre. The southern side of the street currently prohibits parking from 8am to 5pm. Now the Centre is fully operational residents are reporting additional activity and increased congestion after 5 pm in their street. Rutland Avenue is one of the narrower streets adjacent the centre and the additional activity is apparently regularly causing residents difficulty accessing and egressing their driveways. Several residents have asked that I forward a Motion to Council extending current parking restrictions in their street on the Southern side from 5 pm to 9pm when the Shopping Centre closes.

Item No: **13.1**

Subject: **MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 19 DECEMBER 2017**

Date: 23 January 2018

Written By: Personal Assistant, GM Alwyndor

General Manager: Alwyndor, Mr R Kluge

SUMMARY

The Minutes of the Alwyndor Management Committee meeting held on 19 December 2017 are provided for information.

RECOMMENDATION

- 1. That the minutes of the Alwyndor Management Committee meeting on 19 December 2017 be noted.**
 - 2. That having considered Attachment 2 to Report No: 10/18 Minutes – Alwyndor Management Committee – 19 December 2017 in confidence under section 90(2) and (3)(b) of the Local Government Act 1999, the Council, pursuant to section 91(7) of the Act orders that Attachment 2 is retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
-

COMMUNITY PLAN

Community: Building a healthy, active and resilient community
Community: Providing welcoming and accessible facilities
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

BACKGROUND

This report is presented following the Alwyndor Management Committee Meetings.

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

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care, Dunrobin Road, Hove on Tuesday 19 December 2017 at 6.04 pm.

PRESENT

Elected Members

Councillor R Aust
Councillor S Lonie – 6.20pm

Independent Members

Chairman – Mr D Royans
Mr T Bamford
Ms J Bonnici
Ms J Cudsi (phone)
Dr O Peters
Mr I Pratt - 6.11pm
Ms L Wills

Staff

General Manager Alwyndor – Mr R Kluge
Personal Assistant – Ms R Gordon
Chief Financial Officer – Ms N Andjelkovic - 6.04 pm
Community Services Manager – Ms M Salt - 6.04pm

1. OPENING

The Chairman declared the meeting open at 6.04 pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairman stated:

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

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

3. APOLOGIES

- 3.1 For Absence - Nil
- 3.2 Leave of Absence - Ms T Aukett

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES**Motion**

That the minutes of the Alwyndor Management Committee held on 21 November 2017 be taken as read and confirmed.

Moved by Mr Bamford, Seconded by Ms Bonnici

Carried

6. CONFIDENTIAL

6.1 Monthly Financial Report – November 2017 (Report No: 65/17)

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

- 1** That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 65/17 Monthly Financial Report – November 2017 in confidence.
- 2.** That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 65/17 Monthly Financial Report – November 2017 on the following grounds:
 - d.** pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

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

Moved Mr Bamford, Seconded Cr Aust

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

4. **That having considered Agenda Item 6.1 Monthly Financial Report – November 2017 (Report No: 65/17) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 12 months and that this order be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.**

Moved Mr Peters, Seconded Ms Wills

Carried

7. REPORTS/ITEMS OF BUSINESS

7.1 Home Services Update (Report No: 63/17)

This report provides an overview of the activity undertaken by the Community Services team for the provision of home support services to clients of Alwyndor.

The Community Services Manager spoke to the report. The Committee discussed forecasts for Home Support Services, and Transitional Care moving to Residential.

Cr Aust left the room at 6.49pm

Cr Lonie left the room at 6.50pm

Cr Aust re-entered the room at 6.51pm

Cr Lonie re-entered the room at 6.55pm

Mr Bamford left the room at 6.56pm

Motion

That the Alwyndor Management Committee receives and notes the information provided in this report.

Moved Mr Pratt, Seconded Ms Wills

Carried

Mr Bamford re-entered the room at 6.59pm

Ms Salt left the meeting at 7.00pm

Ms Wills left the room at 7.00pm

Ms Wills re-entered the room at 7.01pm

7.2 Corporate Services Update (Report No: 64/17)

This report provides an update on Corporate Services activity at Alwyndor as at December 2017.

The Chief Financial Officer and General Manager spoke to the report.

Motion

That the Alwyndor Management Committee receives and notes the update provided in this report.

Moved Ms Bonnici, Seconded Cr Lonie

Carried

Ms Andjelkovic left the meeting at 7.04pm

7.3 General Manager's Report (Report No: 61/17)

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.

The General Manager spoke to the report and advised the Committee that the WHS review of all rooms has been complete and the schedule updated.

Motion

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

- 1. Meeting Dates and Task Schedule**
- 2. WHS Procedure Actions Schedule**
- 3. WHS Implementation Plan**

Moved Ms Bonnici, Seconded Cr Lonie

Carried

Leave of the meeting

The Chairman, Mr D Royans sought leave of the meeting to consider Agenda Item 8.1 at this time.

Leave of the meeting was granted.

8. URGENT BUSINESS – Subject to the leave of the meeting

8.1 Communication (verbal)

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

- 1 That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Urgent Business Item 8.1 Communication (verbal) in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Urgent Business Items 8.1 Communication (verbal) on the following grounds:
 - a. pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to Urgent Business Item 8.1 Communication is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being multiple staff members due to personal assertions made.
3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved Cr Lonie, Seconded Mr Pratt

Carried

Cr Aust left the meeting at 7.20pm

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

3. That having considered Urgent Business Item 8.1 Communication (verbal) in confidence under section 90(2) and (3)(a) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the attachment and minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr Lonie, Seconded Mr Peters

Carried

The order of the meeting resumed at 7.39pm

7.4 Alwyndor Management Committee Sub Delegations (Report No: 50/17)

The City of Holdfast Bay has, as part of its annual review of delegations, adopted a new instrument of delegation under the *Aged Care Act (Cwth) 1997*. Subsequent to Council adopting these delegations, the Alwyndor Management Committee is able to make sub-delegations to the General Manager, Alwyndor to allow the continued smooth day to day operations of the service.

The Committee discussed the sub delegations and Ms Cudsi indicated willingness to review and compare against current sub delegations.

Motion

- 1. The Alwyndor Management Committee approves the sub-delegations to the General Manager Alwyndor, or a person occupying that position, contained in the Schedule of Sub-delegations which is attached to this report.**
- 2. The Schedule of Sub-delegations will come into effect from 12.00am on 1 January 2018.**
- 3. That the Alwyndor Management Committee advises Council that it adopt a status quo by further delegating in 2018 per the sub-delegations for 2017, noting that a further review may be undertaken by the Alwyndor Management Committee in the first quarter of 2018.**
- 4. That the Alwyndor Management Committee begin reviewing sub-delegations in August 2018, and annually thereafter.**

Moved Mr Pratt, Seconded Mr Peters

Carried

8. URGENT BUSINESS

8.2 Staffing Update

The General Manager advised the Committee of the departure of two Clinical Nurse Managers. The General Manager also advised of the successful candidate for the Home Support Services Manager.

8.3 Professional Development for Alwyndor Management Committee

Mr Pratt spoke of the need for the Committee to consider what the overarching strategy will look like over the next 1-3 years. The Committee discussed co-design activities and the possibility of Committee KPIs.

Cr Lonie left the meeting at 8.26pm

Mr Pratt left the room at 8.26pm

Mr Pratt re-entered the room at 8.28pm

8.4 Alwyndor Management Committee 2018 Structure

Ms Wills spoke of the need to evaluate the structure of sub-committees and meetings in 2018. The Committee have been monitoring the operational position and need to consider more strategic discussions in 2018.

Mr Kluge left the room at 9.25pm

Mr Kluge re-entered the room at 9.25pm

Motion

- 1. That, effective January 2018, the Alwyndor Management Committee meetings commence at 6.30pm with dinner served from 6pm.**
- 2. That the Committee discuss this matter further at the January 2018 meeting.**

Moved Ms Wills, Seconded Mr Pratt

Carried

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 16 January 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 9.26 pm.

CONFIRMED 16 January 2018

CHAIRMAN

Item No: **13.2**

Subject: **MINUTES – JETTY ROAD MAINSTREET COMMITTEE –
6 DECEMBER 2017**

Date: 23 January 2018

Written By: General Manager, Community Services

General Manager: Community Services, Ms T Aukett

SUMMARY

The minutes of the meeting of the Jetty Road Mainstreet Committee meeting held on 6 December 2017 are attached and presented for Council's information.

RECOMMENDATION

That Council receives and notes the minutes of the meeting of the Jetty Road Mainstreet Committee of 6 December 2017.

COMMUNITY PLAN

Placemaking: Creating vibrant and safe places
Community: Providing welcoming and accessible facilities
Economy: Supporting and growing local business
Economy: Making it easier to do business
Economy: Boosting our visitor economy
Culture: Being financially accountable
Culture: Supporting excellent, efficient operations
Culture: Being financially accountable

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Jetty Road Mainstreet Committee (JRMC) has been established to undertake work to benefit the traders on Jetty Road Glenelg, using the separate rate raised for this purpose.

Council has endorsed the Committee's Terms of Reference and given the Committee delegated authority to manage the business of the Committee.

REPORT

Minutes of the meeting of JRMC held on 6 December 2017 are attached for member's information.

BUDGET

Not Applicable

LIFE CYCLE COSTS

Not Applicable

Minutes of the meeting of the Jetty Road Mainstreet Committee of the City of Holdfast Bay held in the Glenelg Library Meeting Room, Colley Terrace, Glenelg on Wednesday 6 December 2017 at 6pm.

PRESENT

Elected Members

Councillor S Lonie
Councillor A Wilson

Community Representatives

Chairman – Mr M Faulkner, Enve Hair and Beauty
Caruso Fruit and Veg, Mr R Caruso
Don Maios Investments, Mr C Maios
Cibo Espresso, Mr T Beatrice
Beach Burrito Company, Mr A Warren
Ikos Holdings Trust, Mr A Fotopoulos
Fassina Group, E Fassina
Ms E Leenearts

Staff

Acting General Manager, Community Services – Mr M Rechner
Manager City Activation, Ms M Lock
Jetty Road Development Coordinator, Ms A Cole

1. OPENING

The Chairman declared the meeting open at 6:00 pm.

2. APOLOGIES

2.1 For Absence - Mr S Robinson

2.2 Leave of Absence - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4. CONFIRMATION OF MINUTES**Motion**

That the minutes of the Jetty Road Mainstreet Committee held on 6 September 2017 be taken as read and confirmed.

Moved by Mr C Maios, Seconded by Mr A Warren

Carried

Motion

That the minutes of the Jetty Road Mainstreet Committee held on 1 November 2017 be taken as read and confirmed.

Moved by Mr A Warren, Seconded by Mr T Beatrice

Carried

5. PUBLIC PRESENTATION

5.1 Taplin Developments

Mr Taplin formally declined to present to the JRMC as the proposed Taplin Developments and all documentation are currently in final stages of development approval. Mr Taplin's presentation will be deferred to the 7 February 2018 meeting.

6. MOTIONS ON NOTICE

6.1 Without Notice

6.2 With Notice – Nil

7. ADJOURNED ITEMS – Nil**8. REPORTS/ITEMS OF BUSINESS**

8.1 Monthly Finance Report (Report No: 457/17)

Jetty Road Mainstreet October variance report as prepared by the Manager City Activation is presented for information of the members of the Jetty Road Mainstreet Committee.

Motion

That Jetty Road Mainstreet Committee note this report.

Moved by Mr T Beatrice, Seconded by Mr C Maios

Carried

8.2 ICTC Mainstreet Conference, Melbourne 25-27 October

The verbal update of the ICTC Mainstreet Conference, Melbourne 25-27 October was deferred to the next meeting of the JRMCM on 7 February 2018, due to the volume of this Agenda.

Moved by Ms A Wilson, Seconded by Ms E Fassina

Carried

8.3 Office Accommodation – Jetty Road Development Coordinator (Report No: 458/17)

The JRMCM have expressed their interest in situating the Jetty Road Development Coordinator (JRDC) in office accommodation in the Jetty Road, Glenelg precinct to increase the visibility and accessibility of the resource to Jetty Road traders. The City of Holdfast Bay Council has investigated costings for the relocation including office rent, equipment and IT servicing, work health and safety plus work efficiencies.

Motion

That the JRMCM continue to pursue the investigation of the possibility of the Jetty Road Mainstreet Coordinator being located in an office within the precinct.

Moved by Mr A Warren, Seconded by Mr T Beatrice

Carried

8.4 Glenelg Street Party & Christmas Pageant

Ms M Lock provided a verbal update.

Motion

That the Manager, City Activation prepare a report on the Christmas Pageant, reviewing the tow away trucks, and investigate appropriate messaging on the LED signs regarding road closures and carparking signage.

Moved by Mr C Maois, Seconded by Mr A Warren

Carried

8.5 Deregulation Shopping Hours

Mr M Faulkner provided a verbal update, and the deregulation of Shopping Hours will be communicated to the Jetty Road traders via the next Jetty Road Trader newsletter.

8.6 Yoga in the Square (Report No: 459/17)

The Jetty Road Mainstreet Management Committee (JRMCM) Chair requested Administration to investigate an opportunity to develop a health and wellness event for JRMCM consideration.

Motion

That the JRMC explore opportunities and investigate costs to develop a health and wellness event hosted within the precinct.

Moved by Ms A Wilson, Seconded by Mr A Warren

Carried

8.7 Land Tax – State-wide Revaluation

Mr C Maios provided a verbal update

8.8 Managers Update (Report No: 460/17)

This report contains an up-date of agreed Jetty Road marketing, promotion and event planning actions, as well as any other actions as agreed.

Motion

That the Jetty Road Mainstreet Committee note the report and discuss any areas of interest including:

- **New Committee Member – Progress Update**
- **Christmas Pageant and Street Party**
- **Retail Strategy**
- **Jetty Road Masterplan**
- **Partridge Street Trader Car Parking Trial**
- **Marketing Activity Update**

Moved by Ms A Wilson, Seconded by Mr R Caruso

Carried

That the Jetty Road Coordinator distribute hard copy Partridge Street Car Park application forms to all Jetty Road traders to further encourage use of the discounted Car Park for staff.

Moved Mr C Maios, Seconded Mr T Beatrice

Carried

That the Jetty Road Development Coordinator re-investigate the transferable car park passes for staff at the Partridge Street east upper deck car park.

Moved by Mr A Warren, Second Mr T Beatrice

Carried

8.9 Summary of Events Season (Report No: 461/17)

The City of Holdfast Bay hosts a range of events that attract audiences from a variety of consumer segments.

Motion**That the Jetty Road Mainstreet Committee note the report.**

Moved by Mr T Fassina, Seconded by Ms E Fassina

Carried

8.10 Marketing Working Group (Report No: 462/17)

It has been identified during the development of the Retail Strategy the need for a Marketing Working Group to be established to provide advice to the Jetty Road Mainstreet Committee (JRMCC) on marketing initiatives and opportunities to promote Jetty Road, Glenelg. Further investigation with the Governance division of the City of Holdfast Bay has highlighted that a Marketing Working Group can be established and report to the JRMCC via a written report with recommendations, to allow the JRMCC to be able to advise Council on its proposed marketing planning.

Motion**That a Marketing Working Group be established in early 2018.**

Moved by Mr A Warren, Seconded Mr R Caruso

Carried

8.11 Jetty Road Trader Welcome Pack (Report No: 463/17)

An overview of 'Business Welcome Packs' and other initiatives currently being developed by the City of Holdfast Bay Business Development Partner to support new and existing businesses within the Glenelg precinct and city wide.

Motion**That the Jetty Road Mainstreet Committee note the report.**

Moved by Ms A Wilson, Seconded by Ms E Leenearts

Carried**10. URGENT BUSINESS – Subject to the Leave of the Meeting – Nil****11. DATE AND TIME OF NEXT MEETING**

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 7 February 2018 in the Glenelg Library Meeting Room, Colley Terrace, Glenelg.

CLOSURE 7:48pm**CONFIRMED Wednesday 7 February 2018****CHAIRMAN**

Item No: **14.1**
Subject: **ITEMS IN BRIEF**
Date: 23 January 2018
Written By: Personal Assistant
General Manager: Business Services, Mr R Bria

SUMMARY

These items are presented for the information of Members.

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

RECOMMENDATION

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

- 1. Increased Homelessness in the City of Holdfast Bay**
 - 2. Alwyndor Aged Care Gastroenteritis (Gastro) Outbreak**
 - 3. Car Parking Issues and Potential Solutions – Upcoming Summit**
 - 4. 2018 LGA Ordinary General Meeting – Notice of Motion**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT

- 1. Increased Homelessness in the City of Holdfast Bay**

Council has recently been proactive in addressing the issue of homelessness in City of Holdfast Bay. Following anecdotal reports and actual statistics provided by St Andrew's Church, there has been a steady increase in the amount of people with no fixed address living in Glenelg (an increase of 230% over a three year period). These

statistics were provided by St Andrew's Church who are the only organisation that provide direct support to homeless people in Holdfast Bay through their community aid/emergency relief and a soup kitchen called Mary's Kitchen.

An increase in people with no fixed address has been raised by Councillors, residents and council staff over the past couple of years. Council has been actively involved in discussions with representatives from key organisations such as St Andrew's Church and City of Adelaide. Subsequently a letter was sent to Hon Zoe Bettison (Minister for Communities and Social Inclusion) on 26 October 2017, seeking support to develop future strategies (similar to strategic projects at City of Adelaide) that aim to provide early intervention opportunities and long term outcomes for people who are sleeping rough in our city.

Minister Bettison's response letter (December 2017) reiterates the support that the State Government currently provide through organisations such as Uniting Care Wesley (Inner Southern Generic Homelessness Service) and Baptist Care (Inner Southern Youth Homelessness Service). In addition, Housing SA funds a number of support services in the inner southern area.

Council is not in a position to directly provide services or funding support as a specialised service provider, however regular meetings with key stakeholders will continue to take place in 2018 to ensure Council can contribute to positive outcomes for our community where possible. Additional funding may also be sought in line with the 2030 Our Place Strategic Plan that factor in the importance of supporting agencies in the area, such as St Andrew's Church to prevent a continual increase in homelessness in Holdfast Bay.

2. **Alwyndor Aged Care Gastroenteritis (Gastro) Outbreak**

On 18 December 2017 one resident at Alwyndor Aged Care became symptomatic for gastro. The resident was immediately isolated and all infection control precautions were put into place. By the end of the second day there were a further 10 residents with gastro symptoms across all areas of the facility.

Out of Alwyndor's 134 residents, 52 were ultimately affected by the gastro outbreak; plus some staff members. The SA Health Communicable Disease Control Branch and the City of Holdfast Bay were both notified of the outbreak and SA Health Communicable Disease Control Branch stayed in contact with the facility throughout this period providing ongoing advice. The pathology testing of samples came back as positive for the Norovirus type 2 - a more virulent strain of the Norovirus.

Unfortunately some of the planned Christmas activities, including unit lunches, had to be cancelled. Staff have been busy planning New Year's activities to make up for the disappointment of having to cancel the Christmas fun.

Alwyndor was cleared of the virus on 28 December 2017. Staff worked extremely hard to contain the virus and make all residents comfortable. Residents were very patient, particularly given the unfortunate timing of the outbreak.

3. **Car Parking Issues and Potential Solutions – Upcoming Summit**

Attached for member's information is correspondence from the Hon John Rau MP regarding car parking issues and potential solutions.

Refer Attachment 1

4. **2018 LGA Ordinary General Meeting – Notice of Motion**

The 2018 LGA Ordinary General Meeting will be held on Friday 13 April 2018 at the Adelaide Town Hall, King William Street Adelaide and the LGA had notified its members, in accordance with its constitution, that if council wishes to propose any Notice of Motions for the meeting they need to be submitted by the close of business on Friday 2 March 2018. A copy of the Notice of Motion form is provided for member's information.

Refer Attachment 2

The LGA encourages members who wish to submit a Notice of Motion to seek assistance and advice from the LGA on the development of the proposed notices prior to submission. This can include advice on endorsed policy positions, current projects, resource implications and any other relevant factors in support of a motion.

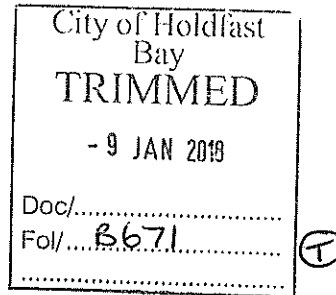
Late notices of motion on urgent matters may be submitted, however, councils are reminded that Clause 25.5 of the LGA Constitution provides for the absolute discretion of the LGA President to determine that a late notice of motion may be dealt with at the following general meeting i.e. October 2018.

The Hon John Rau MP

#12087360

4 January 2018

Mr Stephen Patterson
Mayor
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048



**Government
of South Australia**

Deputy Premier
Attorney-General
Minister for Justice Reform
Minister for Planning
Minister for Industrial Relations
Minister for Child Protection Reform
Minister for the Public Sector
Minister for Consumer and Business Services
Minister for the City of Adelaide
45 Pirie Street
ADELAIDE SA 5000
GPO Box 464
Adelaide SA 5001
Tel 08 8207 1723
Fax 08 8207 1736

Dear Mayor Patterson

Adelaide's growth has been changing over a number of years as our population changes and people are looking for different types of housing that is close to the city, community infrastructure and services or that provide a lifestyle benefit.

In response to these changing trends, *The 30-Year Plan for Greater Adelaide* seeks to enable more people to live in places they want, and in the type of housing that is appropriate to their needs or lifestyle. It also seeks to protect some of the special character areas, our prime agricultural assets and areas of natural beauty.

Adelaide continues to have strong demand for dwellings in the metropolitan area which is driving infill growth and the change in some neighbourhoods as a result. Maintaining a level of affordability in these areas is important, as we support young people purchasing their first homes and older people downsizing into homes that meet their changing lifestyles.

I have developed a strong focus over recent years on the design quality of development and will continue this work as the new planning system is progressively introduced. The new Planning and Design Code, and design review mechanism will provide stronger opportunities to formally embed design into the planning system.

However, in recent years, the State Government has heard feedback from Councils and the community about how car parking is managed alongside infill growth. There may be a number of policy and operational responses to this issue that I am interested in exploring with you as we introduce the new system. It will be important to balance the many competing demands in investigating this issue, including balancing the catering of residents' current needs, while also designing for the city of the future.

The State Government's focus on developing walkable neighbourhoods is working toward the goal of a sustainable city with less reliance on private cars, which I appreciate will take time to fully realise. In the meantime, we need to consider how we manage car parking within our current environment, with an eye to the future.

To investigate these issues, I have initiated a review of the car parking issues, and the potential solutions that could be introduced.

As part of this review, Mr Jeff Tate and The Department of Planning, Transport and Infrastructure will work with local and state government, professional bodies and the community to review the impacts of car parking in local streets.

The first step in this process will be to hold a car parking summit to clearly define the issue and identify potential opportunities for improvement. A working group, chaired by Mr Tate, will oversee further investigations to inform a recommendations report. Findings will be used to inform the State Planning Commission in the preparation of the Planning and Design Code and/or consideration of possible amendments to current Development Plans. Operational matters that are identified will be able to be considered by the Local Government Association and Councils.

My Department will soon be writing to the Chief Executive of your Council encouraging key staff of your Council to be involved. I encourage you to provide your Council's ideas about how the impacts can be better addressed and managed.

I look forward to working together to help metropolitan Adelaide grow into a better place to live for current and future residents.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Rau', with a large, sweeping flourish at the end.

John Rau
Deputy Premier
Minister for Planning

Council Notice of Motion - 2018 LGA Ordinary General Meeting

The purpose of this form is to notify the LGA of a motion a council proposes to move at the LGA Annual General Meeting to be held on Friday 13 April 2018.

Council Name	
Subject of the motion	
Proposed motion of council	<p>That the Ordinary General Meeting requests the LGA to:</p> <p>1. x 2. x 3. x</p> <p><u>or use this wording when seeking legislative change</u></p> <p>That the Ordinary General Meeting requests the LGA to investigate whether there is sufficient evidence across Local Government to ...</p>
Background / intended purpose of proposed motion	
Council Contact Officer submitting form and date submitted	<p>Name:</p> <p>Date:</p>
Council Meeting Minute Reference and date of meeting	
Council has referred draft motion to or considered by relevant Regional LGA	Yes / No
Supported by relevant Regional LGA	<p>Yes / No</p> <p>Region:</p> <p>Minute Reference:</p>
LGA Strategic Plan Reference	<u>(please click here to view the plan and identify the Key Initiative and Strategy reference)</u>

Please return word version of completed form to lgasa@lga.sa.gov.au
by COB **Friday 2 March 2018**

Item No: **14.2**

Subject: **CODE OF PRACTICE – MEETING PROCEDURES UPDATE**

Date: 23 January 2018

Written By: Governance Coordinator

General Manager: Business Services, Mr R Bria

SUMMARY

The City of Holdfast Bay's Code of Practice – Meeting Procedures has been reviewed for the 2017/18 financial year and an updated Code of Practice – Meeting Procedures has been drafted and is presented for adoption. The updated draft Code has been updated to include the change to how Members Activity Reports are presented, changes to Council's privacy policy relating to the presentation of Petitions to Council and reflects current practice.

The Council resolution will need to be supported by at least two thirds of the members of the Council as a whole to be adopted as the new Code of Practice.

RECOMMENDATION

That Council adopts the draft Code of Practice – Meeting Procedures presented at Attachment 1 to Report No: 09/18.

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

BACKGROUND

Council last reviewed its Code of Practice – Meeting Procedures in March 2014, when the Local Government (Procedures at Meetings) Regulations commenced. A review of the Code of Practice has been undertaken on an annual basis to identify if any changes to the Code were required. However, up until the 2017 review there have been no changes which needed to be made to the Code of Practice.

REPORT

The City of Holdfast Bay has a Code of Practice – Meeting Procedures (the Code) which was last adopted in March 2014. Where a council adopts such a Code, the Local Government (Procedures at Meetings) Regulations 2013 require that the operation of the Code be reviewed at least once each financial year. A council may at any time, by resolution supported by at least two-thirds of the members of the council as a whole, alter a code of practice, or substitute or revoke a code of practice (Regulation 7(3)).

A council may vary those provisions in the Regulations where the Regulations allow or where the Act or Regulations are silent on a matter.

The Draft Code provides for and encourages appropriate community participation in the affairs of the Council and they reflect the various levels of formality appropriate to the nature and scope of responsibilities exercised at Council and Committee meetings.

The Local Government (Procedures at Meetings) Regulations 2013 (the regulations), outline the statutory requirements for meeting procedures. Under these regulations, Council may adopt a Code of Practice for its own meetings of Council and Committees that varies certain provisions of the regulations.

The City of Holdfast Bay combines the Regulations with a number of variations, where variations are permitted. These variations are identified in bold red text and are placed within the Regulations to enable the Holdfast Bay provisions to be read in conjunction with the formal requirements. This combined document forms the City of Holdfast Bay Code of Practice – Meeting Procedures.

The Code has been updated to include the changes to how Members Activity Reports are presented, in accordance with council's resolution C280217/686 and changes to Council's privacy policy relating to the presentation of Petitions to Council. The draft code was also reviewed by Kelledy Jones Lawyers who have suggested minor changes. The changes to the Code reflect current practices and the document is attached showing track changes in blue text.

Refer Attachment 1

A summary of the changes are listed below:

- Inclusion that written notice of a meeting can be provided either on paper or in electronic form.

- Outlining which committees operate under which part of the regulations.
- Allowing the practice for committees to provide apologies to the appropriate council officer, in place of the Chief Executive Officer.
- Inclusion of a material conflict of interest in the details of the disclosure of interests included in the minutes.
- Informing the member and including in the minutes when a question with or without notice will not be answered
- Allowing the mover or seconder of an amendment the ability to reserve their right to speak to the amendment until later in the debate.
- Inclusion of the supplementary procedures regarding the provision of written members activity reports and the removal of the ability for members to make verbal activity reports.
- Update of the clauses relating to petitions to ensure that they meet the requirements of the Privacy Policy and the inclusion of requirements for online petitions.
- Update of the practice for the Fire Evacuation Statement.

The updated Code is presented to Council for adoption, however before the updated draft Code comes into effect, Council is required to resolve to adopt the Code with a minimum two thirds majority.

BUDGET

The costs associated with the review of the proposed draft Code are included in the budget.

LIFE CYCLE COSTS

Not applicable.



Code of Practice – Meeting Procedures

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Chapter One: Introduction

The City of Holdfast Bay is committed to the principle of honest, open and accountable government and encourages community participation in the business of Council.

The *Local Government Act (Procedures at Meetings) Regulations 2013* (the 'Regulations') stipulate the statutory procedures to be undertaken during the operation of Council and Committee meetings. Under the Regulations, Council may adopt a Code of Practice for its own meetings which varies the provisions that are capable of variation.

Sections 86(8) and 89(1) of the *Local Government Act 1999* provides that where a procedure is not prescribed by regulation, Council (or a Council Committee when Council does not determine the procedures for the Committee) can determine its own procedures provided it is not inconsistent with the Act or Regulations.

This document is the City of Holdfast Bay's Code of Practice for Procedures at Meetings. This Code of Practice provides for:

- variations to the prescribed meeting procedures which have been adopted by Council (inserted in bold red text to enable them to be read in conjunction with the formal requirements of the Regulations);
- supplementary meeting procedures that apply to both Council and Committee meetings (unless stated otherwise);
- guidelines on how Council and Committee meetings are to be conducted; and
- guidance to the community on how meetings of Council are conducted.

As recommended by legislation, this Code of Practice is reviewed annually and the Council may at any time, by resolution supported by at least two-thirds of members, alter, substitute or revoke the Code of Practice.

Chapter Two: Local Government (Procedures at Meetings) Regulations 2013 including Variations

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

2—Commencement

These regulations will come into operation on 1 January 2014.

3—Interpretation

- (1) In these regulations, unless the contrary intention appears—

Act means the *Local Government Act 1999*;

clear days—see subregulations (2) and (3);

deputation means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

formal motion means a motion—

(a) that the meeting proceed to the next business; or

(b) that the question be put; or

(c) that the question lie on the table; or

(d) that the question be adjourned; or

(e) that the meeting be adjourned¹;

Guiding Principles—see regulation 4;

member means a member of the council or council committee (as the case may be);

point of order means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

presiding member means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

written notice includes a notice given in a manner or form determined by the council, [which includes paper or electronic form](#).

- (2) In the calculation of **clear days** in relation to the giving of notice before a meeting—

(a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and

(b) Saturdays, Sundays and public holidays will be taken into account.

- (3) For the purposes of the calculation of **clear days** under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.
- (4) For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).

Note—

1 See regulation 12 for specific provisions about formal motions.

4—Guiding Principles

The following principles (the **Guiding Principles**) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee:

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2—Meetings of councils and key committees

5—Application of Part

The provisions of this Part apply to or in relation to—

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee ([Strategic Planning and Development Policy Committee](#)).

6—Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.

- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20¹.

Note—

1 Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be—

- (a) as determined by the council; or
- (b) in the case of a council committee where a determination has not been made by the council—as determined by the committee.

(See sections 86(8) and 89(1) of the Act.)

7—Commencement of meetings and quorums

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.

The chair of a committee or any member of a committee may provide apologies to the relevant council officer at a meeting of a section 41 committee in which case the apologies will be recorded in the minutes of the meeting.

- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the chief executive officer must—
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

8—Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.

- (3) On the confirmation of the minutes, the presiding member will—
- (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of the proceedings of a meeting must include—
- (a) the names of the members present at the meeting; and
 - (b) in relation to each member present—
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and
 - (d) any variation, alteration or withdrawal of a motion or amendment; and
 - (e) whether a motion or amendment is carried or lost; and
 - (f) any disclosure of interest made by a member (which must, in the case of a material conflict of interest, include the details specified under section 74(5) of the Act and, in the case of an actual or perceived conflict of interest, include the details specified under section 75A(4) of the Act; and
 - (g) an account of any personal explanation given by a member; and
 - (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
 - (j) details of any adjournment of business; and
 - (k) a record of any request for documents to be tabled at the meeting; and
 - (l) a record of any documents tabled at the meeting; and
 - (m) a description of any oral briefing given to the meeting on a matter of council business; and
 - (n) any other matter required to be included in the minutes by or under the Act or any regulation.

9—Questions

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- (2) If notice of a question is given under subregulation (1)—
- (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.

- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper. **The reason for ruling that a question with or without notice not be answered will be provided at the time the determination is made. The reasons will be communicated to the member who asked the question and recorded in the minutes of the meeting.**

10—Petitions

- (1) A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
- (3) Subregulation (2) may be varied at the discretion of the council pursuant to regulation 6.

11—Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The chief executive officer must transmit a request received under subregulation (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

12—Motions

- (1) A member may bring forward any business in the form of a written notice of motion.

- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought—
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.
- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time. **The Presiding Member is to ask for a seconder before declaring that a motion has lapsed.**
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion, **unless the seconder reserves their right to speak to the motion at a later stage of the debate, in which case the seconder will not be considered to have spoken to the motion.**
- (10) A member may only speak once to a motion except—
 - (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
- (11) A member who has spoken to a motion **or has reserved their right to speak to the motion at a later stage pursuant to sub-regulation (9)** may not at a later stage of the debate move or second an amendment to the motion.
- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is—
 - (a) that ***the meeting proceed to the next business***, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or

- (b) that ***the question be put***, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that ***the question lie on the table***, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that ***the question be adjourned***, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that ***the meeting be adjourned***, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost—
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 member has spoken on the question.
- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.
- (20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

13—Amendments to motions

- (1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- (2) An amendment will lapse if it is not seconded at the appropriate time. **The Presiding Member is to ask for a seconder before declaring that an amendment has lapsed.**
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates, **unless at the time of seconding the amendment the mover or seconder request to reserve their right to speak to the amendment later in the debate, in which case the mover or seconder will not be taken to have spoken to the amendment.**

- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

14—Variations etc

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

15—Addresses by members etc

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

16—Voting

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Subregulation (3)—
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

17—Divisions

- (1) A division will be taken at the request of a member.
- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats;

- (c) the presiding member will count the number of votes and then declare the outcome.
- (4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6.

18—Tabling of information

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

19—Adjourned business

- (1) If a formal motion for a substantive motion to be adjourned is carried—
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

20—Short-term suspension of proceedings

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under subregulation (1).
- (3) If a suspension occurs under subregulation (1)—
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—

- (i) the provisions of the Act must continue to be observed¹; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
- (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
- (d) the period of suspension will come to an end if—
- (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

Note—

1 See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

21—Chief executive officer may submit report recommending revocation or amendment of council decision

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

Part 3—Meetings of other committees

22—Application of Part

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2. [\(Alwyndor Management Committee, Audit Committee, Executive Committee and Jetty Road Mainstreet Committee\)](#)

23—Notice of meetings for members

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;

- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24—Public notice of committee meetings

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

25—Minutes

- (1) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member; and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

Part 4—Miscellaneous

26—Quorum for committees

- (1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the **prescribed number** of members of a council committee is—
 - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the council.

Note—

See also section 41(6) of the Act.

27—Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

28—Points of order

- (1) The presiding member may call to order a member who is in breach of the Act or these regulations.
- (2) A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.
- (7) A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with—
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.

29—Interruption of meetings by members

- (1) A member of a council or council committee must not, while at a meeting—
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- (2) Subregulation (1)(b) does not apply to a member who is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution—
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.

- (6) A member who—
- (a) refuses to leave a meeting in contravention of subregulation (4); or
 - (b) enters a meeting in contravention of a suspension under subregulation (5),
- is guilty of an offence.

Maximum penalty: \$1 250.

30—Interruption of meetings by others

A member of the public who is present at a meeting of a council or council committee must not—

- (a) behave in a disorderly manner; or
- (b) cause an interruption.

Maximum penalty: \$500.

DRAFT

Chapter Three: Supplementary Meeting Procedures

3.1 Pre Meeting

- 3.1.1 Questions on notice are required to be received by the Chief Executive Officer no later than 5.00pm five clear days before the date of the meeting at which the question is to be asked (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Wednesday).
- 3.1.2 A question received after the timeframe specified in paragraph 3.1.1 above will be treated as a question for a subsequent meeting of the council.
- 3.1.3 All notices of motion are required to be received by the Chief Executive Officer no later than 5.00pm five clear days before the date of the meeting at which the motion is to be moved (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Wednesday).
- 3.1.4 A notice of motion received after the time specified in paragraph 3.1.3 above will be treated as a motion for a subsequent meeting of the council.
- 3.1.5 Members are required to submit their activity reports- in writing to the Chief Executive Officer no later than 5.00pm the Tuesday prior to the council meeting.
- 3.1.6 A member's activity report received after the time specified in paragraph 3.1.5 above will be treated as an item for a subsequent meeting of the council.
- 3.1.7 ~~The original or~~ The original or eEach page of a petition is to be presented by the head petitioner to Council's Administration and identify the name and contact details of the head petitioner.
- 3.1.8 Each page of a petition presented to the Council is to restate the whole of the request or submission of the petitioners.
- 3.1.9 Where a page of a petition does not comply with paragraph 3.1.8 above the signatures on that page are not to be taken into account by the Council when considering the petition.
- 3.1.10 On receipt of a petition a summary ~~providing the statement as to the nature of the request or submission of the first page only will be provided to Council as an attachment which sets out the request or submission~~ of the petitioners and the number of signatures the petition contains will be placed on the agenda for the next ordinary council meeting. A full copy of the petition is available for viewing upon request, ~~but the petition is not~~ will not be placed on the agenda.
- 3.1.11 Online petitions will be dealt with as above and must meet the following requirements for them to be presented to Council:
- 3.1.11.1 the petition must clearly set out the request or submission of the petitioners
- 3.1.11.2 the names and addresses of each signatory must be clearly identified (in the case of an address this must be by reference to at least a street and suburb)
- 3.1.11.3 the petition must be provided to council either by mail (including email) or in person.
- 3.1.9.12 Any person(s) wishing to appear as a deputation on behalf of an organisation, must, prior to Council or Council Committee meeting at which they wish to appear, advise the Chief Executive Officer in writing of the date of formation and/or incorporation of their organisation, provide a copy of the constitution and/or rules of the organisation, a list of members, and evidence in the form of a minute that the organisation and/or body has approved the deputation.

3.1.1013 Where an organisation has provided its incorporation details as outlined in paragraph 3.1.9-12 above it will not be required to provide this information again for the term of the current Council.

3.2 Agenda

3.2.1 There will be no item of “Other business” on the agenda for meetings. Sufficient opportunity is afforded to members to raise any issue in accordance with this Code of Practice, the Act and Regulations.

3.2.2 When placing a motion with notice in an Agenda, the Chief Executive Officer may take the opportunity to provide written comments to assist Council to make informed decisions.

3.2.3 The following will appear at the beginning of all Council and Committee Meetings and will be read by the Presiding Member at the commencement of each meeting:

3.2.3.1 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.

3.2.3.2 Council 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.

3.2.4 At the appropriate place on the Agenda the Presiding Member will draw the attention of members to the Disclosure Statement relating to Sections 73, 74 and 75 of the *Local Government Act 1999*. Any disclosure of interest will be recorded in the Minutes.

3.2.5 The Presiding Member may alter the order of the agenda subject to the leave of the Council or Committee where it is expedient to do so.

3.2.6 Each item on the agenda is to be voted on separately.

3.3 Fire [Evacuation](#) Statement

3.3.1 ~~[Prior to the commencement of business at a Council or Committee meeting, the Chief Executive Officer/or his/her delegate will read the Fire Evacuation Statement. Prior to the commencement of business at a Council or Committee meeting, the Chief Executive Officer/or his/her delegate will read the Fire Evacuation Statement.](#)~~ [A copy of the Fire Evacuation Statement will be provided to all present at the council meeting.](#)

3.4 Disruption to Meetings

3.4.1 Mobile telephones may not be used during a meeting by members and officers.

3.4.2 Mobile phones, if brought into the Council chamber, or Committee room, must be switched off or turned to silent mode before the meeting commences.

- 3.4.3 The proceedings of a Council or Committee meeting are not permitted to be photographed or recorded in any way unless permission is specifically sought and given by the Mayor and Chief Executive Officer prior to the meeting.

3.5 Meeting Protocols

- 3.5.1 The answer to a question on notice is to be circulated in writing at the Council Meeting at which the question is asked. If it is not possible for the Administration to compile an answer in the time prior to the Council Meeting, the reason is to be recorded in the minutes and the answers provided at the next available Council Meeting.
- 3.5.2 A member may ask a question prior to the moving of a motion or during debate on a motion (or an amendment) for clarification purposes only, without losing their right to speak to the motion (or an amendment). Questions should be succinct and relevant to the matter and not a statement.
- ~~3.5.3 Members may provide verbal reports at the Council/committee meeting but only the subject matter will be included in the minutes of that meeting.~~
- 3.5.3 A deputation, may not exceed three people, and will not exceed 5 minutes in total, not including questions from members, except with the consent of the Presiding Member.
- 3.5.4 Where a member who has given notice of motion in accordance with Regulation 13(2) is absent from the meeting at which the motion is to be considered, the motion will be adjourned to the next meeting unless the Presiding Member has received written authority from the member in advance of the meeting for a different member to move the notice of motion.
- 3.5.5 A motion without notice (unrelated to an agenda item of business) will not be accepted for debate at the meeting at which it is brought forward unless:
- 3.5.5.1 the Presiding Member determines that the matter is one of urgency; and
- 3.5.5.2 in the opinion of the Presiding Member, the motion relates to an issue that does not require additional information in order to make an informed decision on the motion.
- 3.5.6 A member wishing to move a motion that is different from that recommended in a Council report is encouraged to make available a written copy of their motion to assist the Presiding Member in the conduct of the meeting.
- 3.5.7 A member at a Council meeting is to stand when speaking to a matter being considered at the meeting unless:
- 3.5.7.1 that person is prevented from doing so by a physical disability; or
- 3.5.7.2 the Presiding Member determines otherwise.
- 3.5.8 A member who is unable to stand due to injury, illness, infirmity, disability or other cause, must advise the Presiding Member that they require special arrangements to be made in order for their vote to be adequately signaled to those persons present, and is accurately recorded in the minutes. The Presiding Member may, in consultation with the member concerned, determine the manner in which the member is to signal their vote.
- 3.5.9 A member who wishes to speak is asked to raise their hand to indicate to the Presiding Member that they wish to speak who will call upon them in turn.
- 3.5.10 Questions asked during the course of discussion or debate in a meeting that requires an answer will be directed to the Presiding Member, and will not be asked directly to a member or officer.

Answers given in response to such questions will also be directed to the Presiding Member, and will both be directed to the person initiating the question.

- 3.5.11 The Presiding Member shall reserve their contribution to the end of the debate (but before the mover speaks in reply) so as to avoid any suggestion of 'leading' the meeting. Noting that the role of the Presiding Member is to enhance the debate and that they can ask questions and add valuable information to the debate that the meeting may not be fully aware of.
- 3.5.12 Council and Committee meetings will conclude no later than 10.30pm, unless the meeting formally resolves on each specific occasion to continue beyond that time. When a meeting is likely to continue beyond 10.30pm a motion is to be put to the meeting whether to continue or adjourn to another date and time.

3.6 Appointment to External Bodies

- 3.6.1 The Presiding Member is to call for nominations before debate on a motion to appoint members to Committees and/or organisations (council and external) can occur. If there are more nominations than positions a ballot is conducted.
- 3.6.2 All elected members (including the Presiding Member) indicate which member(s) they wish to vote for on the ballot paper or by show of hands.
- 3.6.3 A senior officer collects the ballot papers and/or conducts the count.
- 3.6.4 The Chief Executive Officer is to report the numbers to the Presiding Member and confirms the vote count.
- 3.6.5 In the case of a tied ballot, elected members are to cast a further vote for their preferred candidate from the candidates who are tied (repeat paragraph 3.6.2 and 3.6.3 above). In the event that a revote cannot determine a clear winner (there is a continuing tie), then lots must be drawn to determine which candidate(s) will be excluded.
- 3.6.6 The presiding member will then announce the successful candidate.
- 3.6.7 The meeting will then make the appointment by resolution.

3.7 Post Meeting

- 3.7.1 Minutes will be forwarded electronically to members and placed on Council's website within 5 days of the meeting.
- 3.7.2 Minutes will include any Apologies, Leave of Absences granted and Absences.
- 3.7.3 The name(s) of a person(s) wishing to appear as a deputation and the subject matter will be recorded in the minutes of a Council or Council Committee meeting but the details of the content of the deputation will not be included.
- 3.7.4 The minutes of Council and Council Committee meetings will not include voting patterns, or record the names of individuals voting for and against, other than divisions.

3.8 Council Committees

- 3.8.1 A member at a Council Committee meeting may remain seated when speaking to a matter being considered at a Committee meeting.
- 3.8.2 Each member of a Council Committee who is present at a meeting of the Committee, must, subject to a provision of the Act to the contrary, vote on a question for decision at that meeting.

3.8.3 If a vote is tied and cannot be resolved by the committee the matters is to be considered as lost.

DRAFT

Item No: **14.3**

Subject: **BRIGHTON OVAL MASTERPLAN IMPLEMENTATION**

Date: 23 January 2018

Written By: Manager Active Communities

General Manager: Community Services, Ms T Aukett

SUMMARY

Following on from Council endorsement on 12 December 2017 of the Business Case for the Brighton Oval Masterplan, meetings with all stakeholders and potential funding partners have taken place. Feedback has been received regarding the merits of the overall project, the indicative cost (\$17 million) of implementation, and likelihood of gaining partial funding support.

Based on this feedback and in the interest of progressing with the implementation phase of the project, the tenant clubs (Rugby, Football/Cricket and Lacrosse) have agreed to review the designs of their proposed new buildings, with the intent of significantly reducing design and construction costs, to help enable the construction of the buildings to proceed within a defined budget.

RECOMMENDATION

That Council:

- 1. Commits a total of \$6 million across the 2018/19 and 2019/20 budgets as a contribution towards the construction of three (3) new clubroom facilities, in line with the endorsed masterplan and subject to other sources of funding of at least \$2 million.**
 - 2. Applies for grant funding through the Office for Recreation and Sport, and other State Government programs such as Fund My Neighbourhood and Places for People to assist in funding the remaining aspects of the masterplan.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Community: Building a healthy, active and resilient community

Community: Providing welcoming and accessible facilities

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

At its meeting on 13 December 2011, Council resolved Resolution No. C131211/372:

“That the Community Land Status revocation process commence for the land located at 382 to 388 Brighton Road, Hove (described in Certificates of Title Volume 5830 Folio 838 and Volume 5184 Folio 889) including the necessary public consultation in order to seek approval from the Minister for State/Local Government Relations.”

They further resolved, Resolution No. C131211/373; in part:

“That:

4. *The revenue generated by the sale be applied towards the redevelopment of sporting/recreational/community hubs such as the Brighton Oval redevelopment and Macfarlane Street Open Space purchase”*

From the sale of both properties, (after GST and the cost of sale), Council received \$2,524,203 comprising of The Old Town Hall \$2,098,950 and the former Brighton Institute Library \$425,253.

At its meeting on 13 June 2017, Council resolved Resolution No. C130617/801:

“That Council:

2. *Provides an in-principle funding commitment of a minimum of \$3 million, contributing to the implementation of the Brighton Oval Complex Master Plan subject to receiving adequate funding from other bodies including state and federal government, sporting bodies and other organisations.”*

At its meeting on 12 December 2017, Council resolved Resolution No. C121217/1010:

“That Council endorses the Brighton Oval Complex Business Case for discussion with potential funding partners and administration report back to Council with feedback from these meetings.”

On the 14 December 2017, a meeting was held with all project stakeholders including representatives from each sports club, the Mayor, Chief Executive Officer, Councillors Bradshaw and Donaldson, along with Mr Corey Wingard, Ms Nicolle Flint and a representative from the Office of David Speirs.

Mr Wingard and Ms Flint commended all involved in developing a masterplan that has the support of stakeholders and Council and for having a Business Case that supports the full redevelopment. However, they had reservations about the estimated total project cost (\$17 million) provided by Quantity Surveyors, Rider Levett Bucknall, and commented that typically a project of this size often has Council as the largest funding contributor. It was also advised that in a competitive funding environment leading into an election, that a revised project scope with a total project cost closer to the Benefit Cost Ratio break even figure of \$12.7 million, would be more in keeping with competing proposals for funding.

Similarly, Ms Flint was supportive in principle of the project and that the Business Case was of the detail that would help support her seeking funding through her party.

Subsequent to this meeting, The Mayor, Chief Executive Officer and Manager Active Communities met with Mr Paul Flanagan, Chief of Staff to the Minister for Recreation and Sport and briefed him on the project, presented the Business Case and the rationale for State Government investment in the project.

Mr Flanagan acknowledged the work that had been undertaken to reach this point and advised that the most immediate and realistic opportunity to receive partial funding for the project, was for the Clubs and Council to apply for smaller grant funding over multiple funding rounds and financial years. For instance, the Office for Recreation and Sport offer grants for the development of female change facilities (up to \$500K) and also facilities upgrades (up to \$1 million). These grant programs are open for applications in early February 2018.

Mr Flanagan also advised that larger scale, one-off project funding (the level that we are seeking) is extremely competitive and is being prioritised to projects in high population growth areas and projects that are developing integrated / shared use facilities, unlike the Brighton Oval Masterplan that proposes three (3) separate buildings.

Confirming this position, the Acting Director, Facility Development and Infrastructure at the Office for Recreation and Sport reiterated these comments in the attached letter.

Refer Attachment 1

REPORT

The Brighton Oval Master Plan achieves the following outcomes for the community:

1. Improved facilities for key user groups enabling membership growth, particularly in women's participation, helping to ensure long term sustainability.
2. An improved and accessible site providing opportunities for unstructured activities and increased community use.
3. Improved landscaping, on site parking and improved traffic management.

Given the analysis undertaken in the Business Case, the direction and advice received from the State Government and Opposition, it is evident that Council's best opportunity to achieve the outcomes envisaged for the clubs and the community is to increase its financial contribution,

substantially reduce the costs of the master plan and/or for one or more of the users groups to consolidate their clubrooms.

A substantial reduction in costs can be achieved with the clubs agreeing to review and refine the indicative building designs and include only absolute core requirements. As a consequence, further meetings with the tenant clubs have taken place in mid-January to discuss a more cost effective approach.

The clubs have acknowledged the need to investigate alternative building designs and construction methods.

In this context, Council staff and the Brighton Football Club have recently met with the South Australian National Football League (SANFL), who are working with numerous community based clubs around the state to find cost effective solutions for facilities upgrades. Based on a recent SANFL audit of community based football clubroom facilities around the state, including the Brighton Football Clubrooms that scored 19/46 (41%) in the audit, it is evident to the SANFL that community based sports clubs need assistance in providing improved, cost effective facilities for their players and spectators.

SANFL have developed alternative building designs using modular construction techniques that could be adapted for each club at Brighton Oval, at a greatly reduced capital cost and construction timeframe. SANFL have advised that, based on a standard layout, and modular design, the clubs could have new clubrooms which meet their requirements at a cost of between \$2 million - \$2.5 million per building (reduced from the current \$4+ million per building) for similarly sized double storey buildings. Construction times would be also be reduced, with the clubrooms being constructed off site, with a 6–8 week on site assembly. These modular style change room buildings, in line with the SANFL specifications, are already being used by Adelaide United Football Club, Greater Western Sydney Giants and various community based clubs within South Australia.

If Council are supportive of the value management exercise and give consideration to the cost effective construction proposed, the total building costs would be approximately \$7.5 million, excluding related site works such as building demolition, estimated by Rider Levett Bucknall at approximately \$450,000.

By focusing on developing the club rooms in the first instance, other works, including landscaping, Lacrosse field lighting, playspace upgrades, exercise equipment and shelters could be funded through subsequent grant applications such as Fund My Neighbourhood and other programs as they become available.

A Council contribution of \$6 million towards the capital costs of building redevelopment would encourage external funders to contribute to the rest of the project. Planning and design work could commence immediately on confirming the budget allocation and reaching agreement from each club. Construction work could commence as soon as practicable in the 2018/19 financial year, as per the indicative works schedule outlined in the Business Case.

BUDGET

An allocation of \$6 million across the 2018/19 and 2019/20 budgets.

LIFE CYCLE COSTS

At present, \$2.5 million is allocated to the Asset Renewal program for the Brighton Oval precinct over the next twenty (20) years. With new buildings being constructed and requiring considerably less repairs and maintenance than the existing facilities, a saving would be achieved. Once construction is complete, a planned preventative maintenance schedule will be established for the new buildings.



#12168676

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19 December 2017

Mr Matthew Rechner
Manager Active Communities
City of Holdfast Bay
Brighton Civic Centre
24 Jetty Road, Brighton SA 5048

Dear Matthew

Re: Brighton Oval Business Case

Thank you for meeting with the Office for Recreation and Sport (ORS) to present the current draft business case for Brighton Oval.

I congratulate Council for undertaking such a thorough business case to analyse the social and economic benefits and costs of options for developing Brighton Oval. The business case demonstrates a clear and thorough process and is an excellent example of using the ORS Business Case Guide and Social and Economic Cost Benefit Analysis Tool.

As discussed at our meeting the preferred option of 'maximum intervention', valued at \$17 million, whilst maintaining a multisport focus at the site, does not demonstrate the most effective implementation of the principles of a 'community sporting hub approach', as the site includes three separate club facilities.

Community sporting hubs are multi use facilities with shared use components and promote the benefits of:

- Integration of a variety of services,
- Improved opportunities for collaboration,
- Improved capital value through limiting duplication of spaces,
- Providing the opportunity for clubs to share overheads and maintenance cost efficiencies,
- Improved knowledge and expertise sharing, and
- Opportunities for increased integration between sports and community activities.

The selection of the preferred option for the site is a decision for Council. In seeking funding from the State Government the lack of shared facilities in your preferred option may not be reflected as best 'value for money' for State Government investment or 'maximising public value for the South Australian community.

Whilst ORS understands that due to the elongated nature of the site it may be difficult to house all the clubs in one building, I encourage Council to investigate an option with more shared use elements than your current preferred option. Investigating this option, through the business case model, may result in lower capital, operating and management costs and provide a result, including a benefit cost ratio that represents greater economic and social value to council and other levels of government.

I wish you well in delivering a resolution for the future of Brighton oval.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Phil Freeman', with a stylized flourish at the end.

Phil Freeman

A/DIRECTOR, FACILITY DEVELOPMENT AND INFRASTRUCTURE
Office for Recreation and Sport

20 December 2017

Item No: **14.4**

Subject: **BUDGET UPDATE – AS AT 31 DECEMBER 2017**

Date: 23 January 2018

Written By: Manager Finance

General Manager: Business Services, Mr R Bria

SUMMARY

This report covers the second update of Council's 2017/18 budget conducted as at 31 December 2018.

A comprehensive review of Municipal budgets has reduced the forecast operating deficit by \$586,052 resulting in a forecast operating surplus of \$497,571. Major favourable variances have occurred in insurance reimbursements, interest on investments and borrowings, employment costs and planning and land division fee income. Capital expenditure has increased by \$516,500 offset by \$423,000 of grant funding.

Alwyndor operations show a \$435,466 reduction in the forecast operating surplus to a break-even forecast. The major variances occurred in a recalculation of grants and increased employment costs due to growth in consumer directed care and transitional costs. Forecast capital expenditure remains unchanged.

Attached are financial reports as at 31 December 2017. They comprise a Funds Statement and a Capital Expenditure Report for Council's municipal activities and Alwyndor Aged Care, a month by month variance report for Council's municipal activities and detailed financial statements.

RECOMMENDATION

1. **That Council notes the second 2017/18 budget update for Council's municipal operations including:**
 - (a) a decrease in the forecast operating deficit for 2017/18 of \$586,052 from \$88,480 deficit to \$497,571 surplus (compared to an operating surplus of \$102,540 in the original budget);
 - (b) an increase in forecast capital expenditure of \$516,500 from \$13.427 million to \$13.944 million (compared with \$6.224 million in the original budget);
 - (c) an increase in forecast capital revenue of \$423,000 from \$1.415 million to \$1.838 million (compared with \$230,750 in the original budget);
 - (d) a decrease in forecast net financial liabilities of \$492,552 at 30 June 2018 from \$20.554 million to \$20.062 million (compared to a net financial liabilities amount of \$21.974 million in the original budget).
2. **That Council notes the second 2017/18 budget update for Alwyndor operations including:**

- (a) a decrease in the forecast operating surplus for 2017/18 of \$435,466 from \$435,466 to nil (compared to an operating surplus of \$464,475 in the original budget) ;
 - (b) forecast capital expenditure for 2017/18 \$741,663 (unchanged from the original budget);
 - (c) a decrease in the forecast funding surplus for 2017/18 of \$435,466 from \$590,782 to \$155,316.
-

COMMUNITY PLAN

Culture: Being financially accountable

COUNCIL POLICY

Not applicable.

STATUTORY PROVISIONS

Local Government (Financial Management) Regulations 2011, Regulation 9.

BACKGROUND

The Local Government (Financial Management) Regulations 2011 require three specific budget performance reports to be prepared and considered by Councils including:

1. Budget Update (at least twice per year);
2. Mid-year Budget Review (once per year); and
3. Report on Financial Results (after completion and audit of annual financial statement of previous financial year).

The three reports collectively are intended to provide a comprehensive reporting process that allows Council to track performance against the financial targets it established in its annual budget.

REPORT

The current forecast projections comprise the original budget adopted by Council at its meeting on 13 June 2017, items carried forward from 2016/17 adopted by Council on 22 August 2017 and the first budget update as at 30 September 2017 adopted by Council on 24 October 2017.

Major year-to-date variances have been accounted for as part of this budget update. The remaining year-to-date variances are the result of budget timings. Further details of the amounts and notes along with funding statements for both Council Municipal and Alwyndor operations have been prepared and are attached to this report.

Refer Attachment 1

The funding statements comprise six columns:

- The 2017/18 original full year budget.
- The current year to date revised forecast.
- Actual to 31 December 2017.
- Year to date variance to 31 December 2017.
- The current approved full year revised forecast comprising the original budget, items carried forward from 2016/17 and the budget update to 30 September 2017.
- Proposed budget forecasts variances arising from this budget update.
- Note references.

Major variance areas

Major positive operational variances have occurred in the following areas:

- Insurance funds received for Glenelg Oval grandstand storm damage - \$311,000.
- Increased interest on investments and reduced interest on borrowings - \$99,000.
- Increased planning and land division fee income offset by increased legal costs - \$25,000.
- Special distribution received from Local Government Risk Services for LGA Workers Compensation, Mutual Liability and Asset Mutual Fund - \$32,000.
- Increased private contributions for works including memorial seats - \$55,000.
- Net reduction in employment costs - \$68,000.

The major capital variances include additional funding for Tarlton Street drainage received from the City of Marion, and other grant funded projects including CCTV at Partridge House and solar panels for various surf clubs.

For Alwyndor operations there has been a significant net increase in operating costs due to reduction in operating grants combined with an increase in employment costs due to the growth of the Consumer Directed Care and transitional arrangements.

Financial Statements

The financial regulations also require the mid-year review to include a revised forecast of each item shown in the budgeted financial statements compared with estimates in the budget presented in a manner consistent with the Model Financial Statements.

These financial statements have been prepared and are provided for municipal, Alwyndor and consolidated operations.

Refer Attachment 2

Financial Indicators

Financial indicators have been prepared including an operating surplus ratio, net financial liabilities ratio and asset sustainability ratio.

The operating surplus ratio is determined by calculating the operating surplus/(deficit) before capital amounts as a percentage of total operating revenue.

The net financial liabilities ratio is determined by calculating total liabilities less financial assets as percentage of total operating revenue.

Another relevant measure of ability to service debt is the interest cover ratio. The interest cover ratio is measured by calculating net financial interest as a percentage of the total operating revenue. A ratio of 5 per cent indicates that for every \$100 of revenue \$5 is spent in net interest payments. The current interest cover ratio indicates that Council is in a strong financial position to manage debt.

The asset sustainability ratio is determined by calculating capital expenditure on the renewal or replacement of existing assets, excluding new capital expenditure as a percentage of depreciation. This ratio measures the extent to which existing infrastructure and assets are being replaced.

The following tables provide updated forecasts for these and other major ratios for Council, Alwyndor and the consolidated result for both entities at 31 December 2017.

Municipal Funds	Target – from 2017/18 Annual Budget/LTFP	Current Budget Forecast	Revised Budget Forecast
Operating Result *	≥ 0	(\$88,480)	\$497,571 surplus
Operating Ratio**	≥ 0%	(0.2%)	1.1%
Net Financial Liabilities ratio ***	≤ 75%	45%	44%
Interest Cover Ratio ****	≤ 5%	2.2%	2%
Asset Sustainability Ratio *****	90% -110%	84%	84%

***Operating Result** is the result from total operating income less total operating expenses before asset disposals, amounts received for assets and changes in the valuations of assets.

****Operating Ratio** expresses the operating result as a percentage of total operating income.

*****Net Financial Liabilities Ratio** expresses total liabilities less total financial assets as a percentage of total operating income.

******Interest Cover Ratio** expresses finance costs including interest on borrowings less interest on investments as a percentage of total operating revenue excluding interest on investments.

*******Asset Sustainability Ratio** is defined as net capital expenditure on the renewal and replacement of existing assets expressed as a percentage of depreciation.

Ratio – Alwyndor Funds	Target – from 2017/18 Annual Budget/LTFP	Current Budget Forecast	Revised Budget Forecast
Operating Result	≥0	\$435,466 Surplus	Break-even
Net Financial Liabilities ratio	NA	77%	79%
Asset Sustainability Ratio	90% -110%	83%	83%

Ratio – Consolidated Funds *	Target – from 2017/18 Annual Budget/LTFP	Current Budget Forecast	Revised Budget Forecast
Operating Result	≥ 0	\$346,986 Surplus	\$497,571 Surplus
Operating Ratio	≥ 0%	0.5%	0.8%
Net Financial Liabilities ratio	≤ 75%	54%	54%
Interest Cover Ratio	≤ 5%	1.1%	0.9%
Asset Sustainability Ratio	90% -110%	84%	84%

**Amounts and ratios include Alwyndor operations.*

Additional financial indicators have been identified for Alwyndor operations which give a better measure of financial performance. These measures and indicators have been included in the table below as at 31 December 2017.

Additional Alwyndor Performance Indicators	Target	Actual to 31 December 2017	Notes
Bed occupancy rate – year-to-date average	98.0%	98.8%	
Cash Liquidity Level – ability to refund bonds/refundable accommodation deposits (RAD's)	Minimum of \$2m	\$3.6m @ call	1
Accommodation Bond/RAD Level – to ensure it is increasing to provide financial reserves for future capital expenditure	\$28.5m	\$30.6m (7% increase)	
Cash to total revenue	6%	18.49%	2
Percentage of full pension funded beds – this determines eligibility for Federal Government refurbishment supplement funding	55 beds – 41%	54 beds – 40%	
Resident Financial Position – surplus/(deficit) position per resident	\$6.94 surplus per resident per day	\$9.59 deficit per resident per day	3

Notes

1. Increase cash liquidity occurred at 31 December to cover payroll due on 2 January 2018 and to provide for refunds of accommodation deposits.
2. Increase in cash to total revenue due to \$880,000 grant income received in advance in December.
3. Result due to recalculated grant supplement income and increased employment costs.

BUDGET

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

LIFE CYCLE COSTS

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



City of Holdfast Bay Municipal Funds Statement as at December 2017

2017-2018 Original Budget \$'000	Year to Date				2017-2018 Adopted Forecast \$'000	Proposed Forecast Adjustment \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000				
(737)	(332)	(364)	32	Administrative Services	(737)	-	
1,659	510	510	-	FAG/R2R Grants	1,659	-	
(1,058)	(565)	(552)	(13)	Financial Services	(1,058)	27	1
(8,623)	(4,413)	(4,394)	(19)	Financial Services-Depreciation	(8,773)	-	
(241)	-	-	-	Financial Services-Employee Leave Provisions	(241)	-	
(1,070)	(363)	(288)	(75)	Financial Services-Interest on Borrowings	(1,033)	72	2
230	-	-	-	Financial Services-SRWRA	230	-	
33,187	33,707	33,707	-	General Rates	33,187	-	
(633)	(261)	(167)	(94)	Human Resources	(599)	49	3
(1,901)	(984)	(1,180)	196	Information Services	(1,787)	(101)	#
(1,758)	(874)	(899)	25	Strategic and Commercial Services	(1,973)	(98)	4
(644)	(315)	(249)	(66)	Strategy and Policy	(644)	105	#
(522)	(218)	(256)	38	Business Development	(497)	(22)	5
(952)	(442)	(386)	(56)	Community Development	(959)	-	
(340)	(166)	(168)	2	Community Engagement Admin	(340)	-	
(848)	(303)	(237)	(66)	Community Events	(848)	41	6 #
(299)	(143)	(156)	13	Community Services Administration	(299)	(3)	#
(135)	(61)	(47)	(13)	Community Transport	(135)	-	
(59)	(47)	62	(109)	Community Wellbeing	(77)	-	
(517)	(247)	(238)	(9)	Customer Service	(517)	-	
-	266	327	(61)	Jetty Road Mainstreet	(37)	-	
(1,337)	(566)	(553)	(13)	Library Services	(1,333)	20	#
4	44	40	4	Lifelinks	(45)	7	7 #
(310)	(148)	(153)	6	Tourism & Marketing Admin	(310)	-	
(1,471)	(540)	(545)	5	Asset Management	(1,471)	-	
(1,422)	(638)	(297)	(341)	Assets and City Services	(1,422)	324	8 #
30	28	33	(5)	Cemeteries	30	-	
612	494	493	1	City Regulation	560	38	#
878	360	485	(125)	Commercial - Brighton Caravan Park	878	-	
(15)	-	(24)	24	Commercial - Partridge House	(15)	-	
436	210	182	28	Commercial - Recreational Clubs Leases	439	-	
(865)	(328)	(281)	(47)	Development Services	(865)	43	9 #
(633)	(200)	(203)	3	Environmental Services	(689)	35	#
(373)	(195)	(193)	(2)	Infrastructure Maintenance	(373)	-	
(18)	(8)	(3)	(5)	Property Maintenance	(18)	-	
(7,432)	(3,286)	(2,933)	(354)	Public Spaces	(7,375)	50	10
(3,519)	(1,427)	(1,366)	(61)	Waste Management	(3,399)	-	
-	-	86	(86)	Net Gain/Loss on Disposal of Assets - non cash item	-	-	
796	-	-	-	Less full cost attribution - % admin costs capitalised	796	-	
103	18,548	19,790	(1,242)	=Operating Surplus	(88)	586	
-	-	(86)	86	Net Gain/loss on disposal of assets	-	-	
8,623	4,413	4,394	19	Depreciation	8,773	-	
8,623	4,413	4,308	104	Plus Non Cash Items in Operating Surplus/(Deficit)	8,773	-	
8,726	22,961	24,098	(1,138)	=Funds Generated from Operating Activities	8,685	586	
-	327	449	(122)	Amounts Received for New/Upgraded Assets	1,111	423	11
231	125	97	28	Proceeds from Disposal of Assets	304	-	
231	452	546	(94)	Plus Funds Sourced from Capital Activities	1,415	423	
(5,090)	(2,099)	(1,841)	(258)	Capital Expenditure on Renewal and Replacement	(6,256)	(15)	
(1,134)	(1,246)	(1,170)	(76)	Capital Expenditure on New and Upgraded Assets	(7,171)	(502)	
(6,224)	(3,345)	(3,011)	(334)	Less Total Capital Expenditure	(13,427)	(517)	12
209	187	242	(55)	Plus:Repayments of loan principal by sporting groups	209	-	
209	187	242	(55)	Plus/(less) funds provided (used) by Investing Activities	209	-	
2,941	20,255	21,875	(1,621)	= FUNDING SURPLUS/(REQUIREMENT)	(3,118)	493	
				Funded by			
1,360	2,416	2,416	-	Increase/(Decrease) in Cash & Cash Equivalents	(1,123)	493	
-	17,068	18,535	(1,467)	Non Cash Changes in Net Current Assets	-	-	
-	-	-	-	Less: Proceeds from new borrowings	(3,577)	-	
-	-	-	-	Less: Net Movements from Cash Advance Debentures	-	-	
1,581	771	924	(153)	Plus: Principal repayments of borrowings	1,581	-	
2,941	20,255	21,875	(1,621)	=Funding Application/(Source)	(3,118)	493	

Note 1 – Financial Services - \$27,000 favourable

Positive year-to-date cash flow has resulted in improved interest received on investments.

Note 2 – Financial Services – Interest on Borrowings - \$72,000 favourable

Positive cash flow and timing of capital expenditure has resulted in reduced reliance on short term cash advance borrowings. This has resulted in a saving on interest on borrowings.

Note 3 – Human Resources - \$49,000 favourable

Special distribution received from LGA Workers Compensation Scheme \$60,699, part allocated to Work Health and Safety initiatives.

Note # - Employment Costs - various savings across business units

\$68,000 net reduction in overall salary forecasts across various business units.

Note 4 – Strategic and Commercial Services - \$98,300 unfavourable

\$16,300 Special distribution from LGA Mutual Liability Scheme and Local Government Asset Mutual Fund less than original income budget. Balance of variance is increased professional services fully offset by salary savings within Strategy and Policy business unit.

Note 5 – Business Development - \$22,148 unfavourable

Bay Discovery Centre donation income reduced by \$10,335 to \$12,665. Additional subscription costs for economic profile, datasets and community package \$11,813.

Note 6 – Community Events - \$41,000 favourable

Additional income from beach activation program \$10,000 and open air cinema \$6,000. Remaining balance of \$25,000 is savings in salary budgets.

Note 7 – Lifelinks - \$6,500 favourable

Transfer funds to community centres for capital equipment required by Lifelinks program.

Note 8 – Assets and City Services - \$324,000 favourable

Successful insurance claim totaling \$311,000 for Glenelg Oval grandstand storm damage in 2016/17. Remaining balance of \$13,000 is savings in salary budgets.

Note 9 – Development Services – \$43,000 favourable

Additional land division \$25,000 and planning \$30,000 fee income. Savings on sitting fees Council Assessment Panel \$7,000. Offset by increased legal appeal costs \$30,000 and heritage initiative services \$7,000. Remaining balance of \$18,000 is savings in salary budgets.

Note 10 – Public Spaces - \$50,000 favourable

Additional private contribution to works including memorial seats.

Note 11 – Amounts received for New/Upgraded Assets - \$ 423,000 favourable

- \$39,000 – Jetty Road Brighton/Railway Crossing - Additional Federal Govt. “Black Spot” funding received on completion of project.
- \$30,000 – Federal Govt. grant for solar panels Somerton/Brighton/Seacliff surf clubs.
- \$54,000 – Dept. of Industry grant for CCTV cameras.
- \$300,000 – Contribution from City of Marion towards major storm water upgrade Tarlton Street.

Note 12 – Capital Expenditure - \$516,500 increase

- \$76,000 – Kauri Pde. Properties – storm water easement - as approved by Council (C241017/943).
- \$300,000 – Tarlton St – Stormwater upgrade – increased expenditure budget funded by City of Marion contribution.
- \$54,000 – CCTV installation – Partridge House – grant funded.
- \$30,000 – Somerton/Brighton/Seacliff Surf Clubs – Solar panels – grant funded.
- \$50,000 – Glenelg Oval ancillary works.
- \$6,500 – Community Centre equipment – funded by Lifelinks program.



City of Holdfast Bay Capital Expenditure Summary by Budget Item to December 2017

2017-18 Original Budget \$'000	Year to Date				2017-18 Adopted Forecast \$'000	Proposed Forecast Adjustment \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000			
(796)	-	-		- Full Cost Attribution	(796)	-
(370)	(222)	(222)		- Information Technology	(577)	-
(10)	-	-		- Commercial and Economic Enterprises	(10)	-
-	(11)	(12)		1 Tourism	(11)	-
(91)	(53)	(61)		8 Brighton Library	(95)	-
(90)	-	-		- Sport and Recreation	(90)	-
-	-	-		- Life Links	-	(7)
(35)	-	-		- Depot and Stores	(35)	-
(793)	(468)	(467)		- Machinery Operating	(1,119)	-
(1,152)	(345)	(209)	(136)	Road Construction and Re-seal Program	(1,152)	-
(150)	-	-		- Car Park Construction	(150)	-
(98)	(22)	(21)	(1)	(1) Footpath Program	(98)	-
(300)	(682)	(661)	(22)	Stormwater Drainage Program	(2,441)	(376)
(60)	(38)	(38)		- Traffic Control Construction Program	(118)	-
-	-	(1)		1 Signage Program	-	-
(523)	(195)	(242)	47	Kerb and Water Table Construction Program	(545)	-
(30)	-	-		- Other Transport - Bus Shelters etc.	(30)	-
(361)	(629)	(524)	(105)	Reserve Improvements Program	(1,936)	-
(1,295)	(431)	(367)	(64)	Land, Buildings and Infrastructure Program	(1,961)	(134)
(70)	(66)	(70)		4 Streetscape Program	(155)	-
-	(108)	(99)		(9) Foreshore Improvements Program	(1,987)	-
-	(74)	(19)	(55)	Caravan Park - General	(121)	-
(6,224)	(3,345)	(3,011)	(334)	Total	(13,427)	(517)



Alwyndor Aged Care Funds Statement as at 31 December 2017

2017-18 Original Budget \$'000	Year to Date				2017-18 Adopted Forecast \$'000	Proposed Forecast Adjustment \$'000	Note
	Adopted Forecast \$'000	Actual YTD \$'000	Variance \$'000				
3,979	1,990	1,800	189	User Charges	3,547	(73)	1
10,486	5,190	5,076	114	Operating Grants and Subsidies	10,486	(280)	2
374	104	231	(127)	Investment Income	374	40	3
1,670	771	1,106	(336)	Reimbursements	1,996	114	1
1,121	517	761	(244)	Other Income	1,251	243	4
501	251	186	65	Alwyndor Donations and Contributions	501		
18,131	8,823	9,161	(338)	Operating Revenue	18,155	44	
(11,746)	(5,909)	(6,570)	661	Salaries	(11,799)	(510)	5
(1,199)	(599)	(466)	(133)	Wages	(1,199)	60	6
(2,213)	(1,107)	(1,102)	(5)	Contractual Services	(2,213)	(30)	7
(1,056)	(475)	(470)	(5)	Materials	(1,056)		
(80)	(40)	(78)	38	Finance Charges	(80)		
(897)	-	(416)	416	Depreciation	(897)		
(476)	(230)	(221)	(9)	Other Expenditure	(476)		
(17,666)	(8,360)	(9,323)	963	Less Operating Expenditure	(17,719)	(480)	
464	463	(162)	625	=Operating Surplus/(Deficit)	435	(435)	
897	-	416	(416)	Depreciation	897		
-	-	69	-	Provisions	-		
897	-	485	(485)	Plus Non Cash Items in Operating Surplus/(Deficit)	897	-	
1,361	463	323	140	=Funds Generated from Operating Activities	1,332	(435)	
-	-	-	-	Capital Expenditure on Renewal and Replacement	-		
(742)	-	(159)	159	Capital Expenditure on New and Upgraded Assets	(742)		
(742)	-	(159)	159	Less Total Capital Expenditure	(742)	-	
620	463	164	299	= Funding SURPLUS/(REQUIREMENT)	591	(435)	
Funded by							
620	463	164	299	Increase/(Decrease) in Cash & Cash Equivalents	591	(435)	
620	463	164	299	=Funding Application/(Source)	591	(435)	

- Increase in Consumer Directed Care services being provided as a result of achieving higher than anticipated growth in the number of Home Care packages signed up.
- Recalculation of grant supplement income.
- Increased investment income as a result of achieving a higher interest rate on investments than originally budgeted.
- Increase in Consumer Directed Care administration and case management fees as a result of achieving higher than anticipated growth in the number of Home Care packages signed up.
- The budget adjustment for Salaries is partially related to providing increased support hours as a result of the growth in Consumer Directed Care. There has been a small increase to the budget to allow for actual training hours which is higher than originally budgeted. The balance of the budget adjustment is due to separation payments and management roles as a result of the transition.
- Agency utilisation has been reduced.
- Increased catering costs to meet the individual dietary requirements of residents.



Alwyndor Aged Care
Capital Expenditure Summary by Budget Item to December 2018

2017-18 Original Budget \$'000	Year to Date				2017-18 Adopted Forecast \$'000	Proposed Forecast Adjustment \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000				
(731)	-	(6)	6	Hostels	-	-	
(11)	(256)	(153)	(102)	Hospitality Services	(742)	-	
(742)	(256)	(159)	(96)	Total	(742)	-	



**City of Holdfast Bay
Municipal Funds Statement as at December 2017**

	July		August		September		October		November		December		YTD Revised Budget	Actual YTD
	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000		
Accounting Items	-	(30)	-	30	-	(18)	-	(21)	-	(26)	-	66	-	-
Administrative Services	(12)	(30)	(98)	(88)	(72)	(79)	(45)	(74)	(42)	(38)	(63)	(55)	(332)	(364)
FAG/R2R Grants	-	-	142	142	-	-	-	-	368	368	-	-	510	510
Financial Services	(47)	(48)	(79)	(75)	(260)	(261)	(49)	(54)	(57)	(54)	(73)	(60)	(565)	(552)
Financial Services-Depreciation	-	-	-	-	(2,173)	(2,195)	(25)	(0)	-	-	(2,215)	(2,199)	(4,413)	(4,394)
Financial Services-Employee Leave Provisions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Financial Services-Interest on Borrowings	3	87	69	(11)	(2)	(2)	(16)	(17)	(322)	(250)	(94)	(95)	(363)	(288)
Financial Services-SRWRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Rates	34,269	34,266	(289)	(288)	(9)	(5)	-	6	(285)	(289)	21	18	33,707	33,707
Human Resources	(140)	20	58	(59)	(93)	(66)	46	42	(70)	(56)	(62)	(49)	(261)	(167)
Information Services	(288)	(506)	(285)	(84)	(154)	(144)	(73)	(87)	(131)	(299)	(52)	(61)	(984)	(1,160)
Net Gain/Loss on Disposal of Assets - non cash item	-	-	-	-	-	70	-	-	-	-	-	16	-	86
Strategic and Commercial Services	(263)	(290)	(136)	(109)	(193)	(114)	(172)	(160)	(334)	(107)	224	(120)	(874)	(899)
Strategy and Policy	(32)	(20)	(43)	(43)	(150)	(75)	3	(48)	(47)	(18)	(46)	(46)	(315)	(249)
Business Development	(104)	(134)	39	52	(83)	(58)	10	(46)	(64)	(31)	(16)	(40)	(218)	(256)
Community Development	(44)	(40)	(67)	(56)	(97)	(71)	(67)	(76)	(75)	(70)	(92)	(74)	(442)	(386)
Community Engagement Admin	(13)	(34)	(44)	(21)	(36)	(46)	(25)	(21)	(24)	(26)	(23)	(20)	(166)	(168)
Community Events	(24)	(40)	(37)	(26)	(118)	(32)	(43)	(40)	(68)	(62)	(12)	(37)	(303)	(237)
Community Services Administration	(16)	(14)	(23)	(19)	(36)	(68)	(22)	(19)	(22)	(21)	(24)	(15)	(143)	(156)
Community Transport	(8)	(8)	(10)	(5)	(12)	(12)	(9)	(8)	(9)	(6)	(13)	(9)	(61)	(47)
Community Wellbeing	142	171	(76)	(47)	(124)	(79)	163	151	(75)	(70)	(76)	(65)	(47)	62
Customer Service	(30)	(33)	(39)	(39)	(57)	(56)	(40)	(39)	(39)	(38)	(41)	(33)	(247)	(238)
Jetty Road Mainstreet	468	461	29	49	(105)	(62)	(50)	(55)	(86)	(24)	9	(42)	266	327
Library Services	(82)	(82)	(122)	(110)	(164)	(163)	(110)	(6)	25	(73)	(112)	(120)	(566)	(553)
Lifelinks	49	61	(21)	(17)	(81)	(27)	65	58	(22)	(18)	55	(18)	44	40
Tourism & Marketing Admin	(18)	(19)	(23)	(22)	(35)	(38)	(23)	(26)	(26)	(23)	(23)	(25)	(148)	(153)
Asset Management	(54)	(47)	(154)	(97)	(106)	(138)	(116)	(139)	(115)	(61)	6	(63)	(540)	(545)
Assets and City Services	(30)	(76)	(156)	(81)	(161)	(149)	(101)	(121)	(99)	(95)	(92)	225	(638)	(297)
Cemeteries	11	12	(3)	-	5	(5)	1	17	(1)	16	15	(7)	28	33
City Regulation	364	356	22	(10)	9	(63)	(15)	105	26	74	89	32	494	493
Commercial - Brighton Caravan Park	(29)	91	26	(110)	68	89	60	162	60	97	175	155	360	485
Commercial - Partridge House	5	7	(3)	(0)	(3)	(27)	1	4	-	(2)	-	(5)	-	(24)
Commercial - Recreational Clubs Leases	53	33	23	32	37	28	37	29	35	33	25	28	210	182
Development Services	(28)	11	(36)	(37)	(162)	(110)	(57)	(58)	(28)	(18)	(17)	(69)	(328)	(281)
Environmental Services	26	(11)	(38)	(39)	(68)	(68)	(32)	(65)	(80)	20	(9)	(39)	(200)	(203)
Infrastructure Maintenance	(7)	(19)	(32)	(31)	(26)	(19)	(24)	(47)	(81)	(62)	(27)	(15)	(195)	(193)
Property Maintenance	(1)	-	(1)	-	(1)	-	(1)	(2)	(1)	-	(1)	(1)	(8)	(3)
Public Spaces	(868)	(476)	(79)	(419)	(647)	(582)	(663)	(632)	(512)	(445)	(516)	(379)	(3,286)	(2,933)
Waste Management	(27)	(37)	(303)	(269)	(319)	(304)	(219)	(238)	(307)	(235)	(252)	(285)	(1,427)	(1,366)
=Operating Surplus/(Deficit)	33,226	33,582	(1,792)	(1,907)	(5,427)	(4,949)	(1,613)	(1,524)	(2,511)	(1,908)	(3,335)	(3,504)	18,548	19,790
Provisions	-	-	-	(74)	-	(20)	-	-	-	-	-	(94)	-	(188)
Net Gain/loss on disposal of assets	-	-	-	-	-	(70)	-	-	-	-	-	(16)	-	(86)
Depreciation	-	-	-	-	2,173	2,195	25	-	-	-	2,215	2,199	4,413	4,394
Plus Non Cash Items in Operating Surplus/(Deficit)	-	-	-	(74)	2,173	2,105	25	-	-	-	2,215	2,088	4,413	4,120
=Funds Generated from Operating Activities	33,226	33,582	(1,792)	(1,980)	(3,254)	(2,844)	(1,589)	(1,524)	(2,511)	(1,908)	(1,120)	(1,416)	22,961	23,910
Amounts Received for New/Upgraded Assets	-	43	-	-	-	76	6	-	-	421	321	(91)	327	449
Proceeds from Disposal of Assets	-	-	74	33	-	55	51	-	-	2	-	8	125	97
Plus Funds Sourced from Capital Activities	-	43	74	33	-	131	57	-	-	423	321	(83)	452	546
Capital Expenditure on Renewal and Replacement	(9)	(119)	(582)	(376)	(454)	(551)	(695)	(289)	(517)	(129)	157	(378)	(2,099)	(1,841)
Capital Expenditure on New and Upgraded Assets	(6)	(13)	(185)	(243)	(196)	(154)	(511)	(275)	(781)	(397)	434	(88)	(1,246)	(1,170)
Less Total Capital Expenditure	(15)	(132)	(767)	(619)	(650)	(705)	(1,207)	(564)	(1,298)	(525)	591	(466)	(3,345)	(3,011)
Plus:Repayments of loan principal by sporting groups	-	-	6	60	4	4	168	167	8	11	2	-	187	242
Plus/(less) funds provided (used) by Investing Activities	-	-	6	60	4	4	168	167	8	11	2	-	187	242
= FUNDING SURPLUS/(REQUIREMENT)	33,212	33,493	(2,480)	(2,507)	(3,901)	(3,414)	(2,571)	(1,921)	(3,800)	(1,999)	(206)	(1,965)	20,255	21,687
Funded by														
Increase/(Decrease) in Cash & Cash Equivalents	33,141	(2,001)	(2,518)	4,031	(3,929)	851	(2,607)	(1,678)	(4,189)	807	(416)	407	19,484	2,416
Non Cash Changes in Net Current Assets	-	36,132	-	(7,280)	-	(4,352)	-	(422)	-	(3,149)	-	(2,582)	-	18,347
Less: Net Proceeds from Cash Advance Debentures	-	(650)	-	650	-	-	-	-	-	-	-	-	-	-
Plus: Principal repayments of borrowings	70	11	37	91	28	88	36	180	389	343	210	210	771	924
=Funding Application/(Source)	33,212	33,493	(2,480)	(2,507)	(3,901)	(3,414)	(2,571)	(1,921)	(3,800)	(1,999)	(206)	(1,965)	20,255	21,687

**CITY OF HOLDFAST BAY
PROJECTED FINANCIAL STATEMENTS
BUDGET FUNDING STATEMENT - MUNICIPAL FUNDS**

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
33,102,490	33,041,687	Rates - General	33,102,490	-	33,102,490
564,539	564,510	Rates - Jetty Road Glenelg	564,539	-	564,539
68,000	68,003	Rates - Patawalonga Marina	68,000	-	68,000
1,172,440	1,172,644	Rates - NRM Levy	1,172,440	-	1,172,440
2,136,410	1,267,008	Statutory Charges	2,084,410	55,000	2,139,410
3,862,857	2,027,696	User Charges	3,879,766	-	3,879,766
3,032,086	1,407,143	Operating Grants & Subsidies	3,161,246	-	3,161,246
31,060	32,080	Investment Income	31,060	27,000	58,060
638,980	481,060	Reimbursements	672,980	94,100	767,080
521,267	622,451	Other	521,267	325,965	847,232
-	85,520	Net gain/loss disposal of assets	-	-	-
230,000	-	Share of profit - joint ventures	230,000	-	230,000
45,360,129	40,769,802	Operating Revenue	45,488,198	502,065	45,990,263
17,377,902	8,092,129	Employee Costs - Salaries & Wages	17,377,902	(231,899)	17,146,003
18,971,314	8,200,828	Materials, contracts and other expenses	19,177,404	219,912	19,397,316
1,081,458	292,968	Finance Charges	1,044,458	(72,000)	972,458
8,623,000	4,393,726	Depreciation	8,773,000	-	8,773,000
(796,085)	-	Less full cost attribution - % admin costs capitalised	(796,085)	-	(796,085)
45,257,589	20,979,651	Less Operating Expenditure	45,576,679	(83,987)	45,492,692
102,540	19,790,151	= Operating Surplus/(Deficit)	(88,481)	586,052	497,571
8,623,000	4,393,726	Depreciation	8,773,000	-	8,773,000
-	(85,520)	Net Gain/Loss on disposal of assets	-	-	-
61,200	-	Other non-cash provisions	61,200	-	61,200
8,684,200	4,308,206	Plus Non-Cash items in Operating Surplus/Deficit	8,834,200	-	8,834,200
8,786,740	24,098,357	= Funds Generated from Operating Activities	8,745,719	586,052	9,331,771
-	449,241	Amounts received for new/upgraded assets	1,111,000	423,000	1,534,000
230,750	96,636	Proceeds from disposal of assets	304,390	-	304,390
230,750	545,877	Plus funds sourced from Capital Activities	1,415,390	423,000	1,838,390
(4,950,000)	(1,841,370)	Capital Expenditure-Asset Renewal and Replacement	(6,107,585)	(15,000)	(6,122,585)
(477,950)	(1,169,877)	Capital Expenditure-New and Upgraded Assets	(6,523,438)	(501,500)	(7,024,938)
(796,085)	-	Capital Expenditure-Full Cost Attribution	(796,085)	-	(796,085)
(6,224,035)	(3,011,247)	Less total capital expenditure	(13,427,108)	(516,500)	(13,943,608)
208,797	241,969	Plus: Repayments of loan principal by sporting groups	208,797	-	208,797
208,797	241,969	Plus/(less) funds provided (used) by Investing Activities	208,797	-	208,797
3,002,252	21,874,956	= FUNDING REQUIREMENT	(3,057,202)	492,552	(2,564,650)
1,421,056	2,415,522	Increase/(Decrease) in cash and cash equivalents - Reserves	(2,338,398)	492,552	(1,845,846)
-	17,358,180	Non Cash Changes in Net Current Assets	-	-	-
-	-	Less: Proceeds from new borrowings	(2,300,000)	-	(2,300,000)
1,581,196	2,101,254	Plus: Principal repayments of borrowings/CAD	1,581,196	-	1,581,196
3,002,252	21,874,956		(3,057,202)	492,552	(2,564,650)

**CITY OF HOLDFAST BAY
PROJECTED INCOME STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2018 - MUNICIPAL FUNDS**

<u>2017-18 ORIGINAL BUDGET</u>	<u>YTD ACTUAL @31/12/17</u>		<u>2017-18 Adopted Forecast</u>	<u>Proposed Forecast Adjustments</u>	<u>2017-18 Proposed Forecast</u>
\$	\$		\$	\$	\$
		REVENUES			
33,102,490	33,041,687	Rates - General	33,102,490	-	33,102,490
564,539	564,510	Rates - Jetty Road Glenelg	564,539	-	564,539
68,000	68,003	Rates - Patawalonga Marina	68,000	-	68,000
1,172,440	1,172,644	Rates - NRM Levy	1,172,440	-	1,172,440
2,136,410	1,267,008	Statutory Charges	2,084,410	55,000	2,139,410
3,862,857	2,027,696	User Charges	3,879,766	-	3,879,766
3,032,086	1,407,143	Operating Grants & Subsidies	3,161,246	-	3,161,246
31,060	32,080	Investment Income	31,060	27,000	58,060
638,980	481,060	Reimbursements	672,980	94,100	767,080
521,267	622,451	Other	521,267	325,965	847,232
-	85,520	Net gain/loss disposal of assets	-	-	-
230,000	-	Share of profit - joint ventures	230,000	-	230,000
45,360,129	40,769,802	TOTAL REVENUES	45,488,198	502,065	45,990,263
		EXPENSES			
17,377,902	8,092,129	Employee Costs	17,377,902	(231,899)	17,146,003
18,971,314	8,200,828	Materials, contracts and other expenses	19,177,404	219,912	19,397,316
1,081,458	292,968	Finance Charges	1,044,458	(72,000)	972,458
8,623,000	4,393,726	Depreciation	8,773,000	-	8,773,000
(796,085)	-	Less full cost attribution	(796,085)	-	(796,085)
45,257,589	20,979,651	TOTAL EXPENSES	45,576,679	(83,987)	45,492,692
102,540	19,790,151	Operating Surplus/(Deficit) - Before Capital Revenue	(88,481)	586,052	497,571
-	449,241	Amounts specifically for new or upgraded assets	1,111,000	423,000	1,534,000
-	-	Physical resources received free of charge	-	-	-
102,540	20,239,392	NET SURPLUS/(DEFICIT)	1,022,519	1,009,052	2,031,571

**CITY OF HOLDFAST BAY
PROJECTED BALANCE SHEET
AS AT 30TH JUNE 2018 - MUNICIPAL FUNDS**

<u>2017-18 ORIGINAL BUDGET</u>	<u>YTD ACTUAL @31/12/17</u>		<u>2017-18 Adopted Forecast</u>	<u>Proposed Forecast Adjustments</u>	<u>2017-18 Proposed Forecast</u>
\$	\$		\$	\$	\$
		CURRENT ASSETS			
3,168,541	4,854,522	Cash and cash equivalents	100,602	492,552	593,154
2,097,645	15,530,615	Trade and Other Receivables	2,351,000	-	2,351,000
6,380	9,000	Inventory	9,000	-	9,000
5,272,566	20,394,137	TOTAL CURRENT ASSETS	2,460,602	492,552	2,953,154
		NON-CURRENT ASSETS			
1,638,106	1,744,000	Financial Assets	1,485,203	-	1,485,203
3,009,176	2,985,000	Equity accounted investments-Council businesses	2,985,000	-	2,985,000
625,378,271	692,632,126	Land, Infrastructure, Property, Plant & Equipment	698,125,718	516,500	698,642,218
630,025,553	697,361,126	TOTAL NON-CURRENT ASSETS	702,595,921	516,500	703,112,421
635,298,119	717,755,263	TOTAL ASSETS	705,056,523	1,009,052	706,065,575
		CURRENT LIABILITIES			
4,320,504	907,414	Trade and Other Payables	4,363,000	-	4,363,000
3,053,619	1,441,172	Borrowings	1,036,804	-	1,036,804
3,345,662	2,565,711	Short-term Provisions	2,808,200	-	2,808,200
10,719,785	4,914,297	TOTAL CURRENT LIABILITIES	8,208,004	-	8,208,004
		NON-CURRENT LIABILITIES			
17,781,343	12,664,574	Long-term Borrowings	15,889,000	-	15,889,000
377,643	394,000	Long-term Provisions	394,000	-	394,000
-	-	Other Non-current Liabilities	-	-	-
18,158,986	13,058,574	TOTAL NON-CURRENT LIABILITIES	16,283,000	-	16,283,000
28,878,771	17,972,871	TOTAL LIABILITIES	24,491,004	-	24,491,004
606,419,348	699,782,392	NET ASSETS	680,565,519	1,009,052	681,574,571
		EQUITY			
161,255,733	183,307,392	Accumulated Surplus	164,090,519	1,009,052	165,099,571
445,127,615	516,439,000	Asset Revaluation Reserve	516,439,000	-	516,439,000
36,000	36,000	Other Reserves	36,000	-	36,000
606,419,348	699,782,392	TOTAL EQUITY	680,565,519	1,009,052	681,574,571

CITY OF HOLDFAST BAY
PROJECTED STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2018 - MUNICIPAL FUNDS

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		ACCUMULATED SURPLUS			
161,153,193	163,068,000	Balance at beginning of period	158,633,000	-	158,633,000
102,540	20,239,392	Net Surplus/(Deficit)	5,457,519	1,009,052	6,466,571
-	-	Transfers from reserves	-	-	-
161,255,733	183,307,392	Balance at end of period	164,090,519	1,009,052	165,099,571
445,127,615	516,439,000	ASSET REVALUATION RESERVE	516,439,000	-	516,439,000
36,000	36,000	MUNICIPAL RESERVES	36,000	-	36,000
<u>445,163,615</u>	<u>516,475,000</u>	TOTAL RESERVES CLOSING BALANCE	<u>516,475,000</u>	<u>-</u>	<u>516,475,000</u>
<u>606,419,348</u>	<u>699,782,392</u>	TOTAL EQUITY	<u>680,565,519</u>	<u>1,009,052</u>	<u>681,574,571</u>

CITY OF HOLDFAST BAY
PROJECTED BUDGETED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018 - MUNICIPAL FUNDS

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
(OUTFLOWS)					
		CASH FLOWS FROM OPERATING ACTIVITIES			
		<u>Receipts</u>			
45,130,129	23,323,323	Operating Receipts	45,258,198	502,065	45,760,263
		<u>Payments</u>			
(35,261,931)	(16,290,178)	Operating payments to suppliers and employees	(35,468,021)	11,987	(35,456,034)
(1,081,458)	(292,968)	Finance Payments	(1,044,458)	72,000	(972,458)
<u>8,786,740</u>	<u>6,740,177</u>	NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>8,745,719</u>	<u>586,052</u>	<u>9,331,771</u>
		CASH FLOWS FROM INVESTING ACTIVITIES			
		<u>Receipts</u>			
-	449,241	Grants specifically for new or upgraded assets	1,111,000	423,000	1,534,000
230,750	96,636	Sale of replaced assets	304,390	-	304,390
-	-	Sale of surplus assets	-	-	-
208,797	241,969	Repayments of loans (principal) by community groups	208,797	-	208,797
		<u>Payments</u>			
(6,224,035)	(1,841,370)	Expenditure on renewal/replacement of assets	(7,381,620)	(15,000)	(7,396,620)
-	(1,169,877)	Expenditure on new/upgraded assets	(6,045,488)	(501,500)	(6,546,988)
<u>(5,784,488)</u>	<u>(2,223,401)</u>	NET CASH (USED IN) INVESTING ACTIVITIES	<u>(11,802,921)</u>	<u>(93,500)</u>	<u>(11,896,421)</u>
		CASH FLOWS FROM FINANCING ACTIVITIES			
		<u>Receipts</u>			
-	-	Proceeds from Borrowings/CAD - External	2,300,000	-	2,300,000
		<u>Payments</u>			
(1,581,196)	(2,101,254)	Repayments of Borrowings/CAD - External	(1,581,196)	-	(1,581,196)
-	-	Aged Care facility Deposits - Net Movement	-	-	-
<u>(1,581,196)</u>	<u>(2,101,254)</u>	NET CASH PROVIDED BY FINANCING ACTIVITIES	<u>718,804</u>	<u>-</u>	<u>718,804</u>
1,421,056	2,415,522	NET INCREASE (DECREASE) IN CASH HELD	<u>(2,338,398)</u>	<u>492,552</u>	<u>(1,845,846)</u>
1,747,485	2,439,000	CASH AND CASH EQUIVALENTS AT BEGINNING OF	2,439,000	-	2,439,000
<u>3,168,541</u>	<u>4,854,522</u>	CASH AND CASH EQUIVALENTS AT END OF	<u>100,602</u>	<u>492,552</u>	<u>593,154</u>
		REPORTING PERIOD			

RECONCILIATION OF INCOME STATEMENT TO BUDGETED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018 - MUNICIPAL FUNDS

102,540	20,239,392	SURPLUS FROM INCOME STATEMENT	1,022,519	1,009,052	2,031,571
		NON-CASH ITEMS IN INCOME STATEMENT			
8,623,000	4,393,726	Depreciation	8,773,000	-	8,773,000
61,200	(17,443,700)	Increase in provisions/receivables - nett	61,200	-	61,200
<u>8,684,200</u>	<u>(13,049,974)</u>	TOTAL NON-CASH ITEMS	<u>8,834,200</u>	<u>-</u>	<u>8,834,200</u>
		CASH ITEMS NOT IN INCOME STATEMENT			
(6,224,035)	(3,011,247)	Capital Expenditure	(13,427,108)	(516,500)	(13,943,608)
(1,581,196)	(2,101,254)	Loan Repayments - External	(1,581,196)	-	(1,581,196)
-	-	Proceeds from Borrowings - External	2,300,000	-	2,300,000
208,797	241,969	Repayments of loans (principal) by community groups	208,797	-	208,797
230,750	96,636	Proceeds from Disposal of Assets	304,390	-	304,390
-	-	Net Proceeds - Aged Care Facility Deposits	-	-	-
<u>(7,365,684)</u>	<u>(4,773,896)</u>	TOTAL CASH ITEMS	<u>(12,195,117)</u>	<u>(516,500)</u>	<u>(12,711,617)</u>
<u>1,421,056</u>	<u>2,415,522</u>	NET INCREASE/(DECREASE)	<u>(2,338,398)</u>	<u>492,552</u>	<u>(1,845,846)</u>
		IN CASH AND CASH EQUIVALENTS			

CITY OF HOLDFAST BAY
PROJECTED SUMMARY OF OPERATING AND CAPITAL INVESTMENT ACTIVITIES
FOR THE YEAR ENDED 30TH JUNE 2018 - MUNICIPAL FUNDS

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
45,360,129	40,769,802	Operating Revenues	45,488,198	502,065	45,990,263
(45,257,589)	(20,979,651)	less Operating Expenses	(45,576,679)	83,987	(45,492,692)
102,540	19,790,151	Operating Surplus/(Deficit) before Capital Amounts	(88,481)	586,052	497,571
Less net outlays on Existing Assets					
6,224,035	1,841,370	Capital Expenditure on renewal & replacement of existing assets	7,381,620	15,000	7,396,620
(8,623,000)	(4,393,726)	Less Depreciation	(8,773,000)	-	(8,773,000)
(2,398,965)	(2,552,356)		(1,391,380)	15,000	(1,376,380)
Less outlays on New and Upgraded Assets					
-	1,169,877	Capital Expenditure on new & upgraded assets	6,045,488	501,500	6,546,988
-	(449,241)	Less amounts received for for new & upgraded assets	(1,111,000)	(423,000)	(1,534,000)
-	720,636		4,934,488	78,500	5,012,988
2,501,505	21,621,871	Net lending/(borrowing) for financial year	(3,631,589)	492,552	(3,139,037)

PROJECTED FINANCIAL INDICATORS
FOR THE YEAR ENDED 30TH JUNE 2018 - MUNICIPAL FUNDS

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
102,540	19,790,151	OPERATING SURPLUS/(DEFICIT) - BEFORE CAPITAL AMOUNTS	(88,481)	586,052	497,571
OPERATING SURPLUS RATIO (Operating surplus/(deficit) before capital amounts as % of total operating revenue)					
0.2%	48.5%		-0.2%	NA	1.1%
21,974,479	-4,156,266	NET FINANCIAL LIABILITIES - (Total liabilities less financial assets)	20,554,199	-492,552	20,061,647
NET FINANCIAL LIABILITIES RATIO (Total liabilities less financial assets as % of total operating revenue)					
48%	-10%		45%	NA	44%
INTEREST COVER RATIO (Net interest expense as % of total operating revenue less investment income)					
2.3%	0.6%		2.2%	NA	2.0%
ASSET SUSTAINABILITY RATIO (Capital expenditure on renewal/replacement of existing assets, excluding new capital expenditure as % of depreciation expense)					
72%	42%		84%	NA	84%

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

<u>2017-18 ORIGINAL BUDGET</u>	<u>YTD ACTUAL @31/12/17</u>		<u>2017-18 Adopted Forecast</u>	<u>Proposed Forecast Adjustments</u>	<u>2017-18 Proposed Forecast</u>
\$	\$		\$	\$	\$
3,979,235	1,800,205	User Charges	3,546,959	(73,355)	3,473,604
10,485,816	5,076,320	Operating Grants & Subsidies	10,485,816	(280,000)	10,205,816
373,852	231,495	Investment Income	373,852	40,000	413,852
1,669,942	1,106,352	Reimbursements	1,995,965	114,163	2,110,128
1,621,927	946,474	Other	1,751,927	243,355	1,995,282
18,130,772	9,160,846	Operating Revenue	18,154,519	44,163	18,198,682
			-		
12,944,551	7,036,044	Employee Costs - Salaries & Wages	12,997,307	449,629	13,446,936
3,744,767	1,793,156	Materials, contracts and other expenses	3,744,767	30,000	3,774,767
80,000	77,756	Finance Charges	80,000	-	80,000
896,979	416,026	Depreciation	896,979	-	896,979
-	-	Less full cost attribution - % admin costs capitalised	-	-	-
17,666,297	9,322,982	Less Operating Expenditure	17,719,053	479,629	18,198,682
464,475	(162,136)	= Operating Surplus/(Deficit)	435,466	(435,466)	-
			-		
896,979	416,026	Depreciation	896,979	-	896,979
-	68,724	Other non-cash provisions	-	-	-
896,979	484,750	Plus Non-Cash items in Operating Surplus/Deficit	896,979	-	896,979
1,361,454	322,614	= Funds Generated from Operating Activities	1,332,445	(435,466)	896,979
			-		
			-		
(741,663)	(159,084)	Capital Expenditure-Asset Renewal and Replacement	(741,663)	-	(741,663)
(741,663)	(159,084)	Less total capital expenditure	(741,663)	-	(741,663)
			-		
619,791	163,530	= FUNDING REQUIREMENT	590,782	(435,466)	155,316
			-		
			-		
		Funded by:			
619,791	(560,227)	Increase/(Decrease) in cash and cash equivalents - Reserves	590,782	(435,466)	155,316
-	723,757	Non Cash Changes in Net Current Assets	-	-	-
619,791	163,530		590,782	(435,466)	155,316

**CITY OF HOLDFAST BAY
PROJECTED INCOME STATEMENT - ALWYNDOR
FOR THE YEAR ENDED 30TH JUNE 2018**

<u>2017-18 ORIGINAL BUDGET</u>	<u>YTD ACTUAL @31/12/17</u>		<u>2017-18 Adopted Forecast</u>	<u>Proposed Forecast Adjustments</u>	<u>2017-18 Proposed Forecast</u>
\$	\$		\$	\$	\$
3,979,235	1,800,205	REVENUES	3,979,235		3,905,880
10,485,816	5,076,320	User Charges	10,053,540	(73,355)	9,773,540
373,852	231,495	Operating Grants & Subsidies	373,852	40,000	413,852
1,669,942	1,106,352	Investment Income	1,995,965	114,163	2,110,128
1,621,927	946,474	Reimbursements	1,751,927	243,355	1,995,282
18,130,772	9,160,846	Other	18,154,519	44,163	18,198,682
		TOTAL REVENUES	-	-	-
		EXPENSES	12,997,307	449,629	13,446,936
12,944,551	7,036,044	Employee Costs	3,744,767	30,000	3,774,767
3,744,767	1,793,156	Materials, contracts and other expenses	80,000	-	80,000
80,000	77,756	Finance Charges	896,979	-	896,979
896,979	416,026	Depreciation	17,719,053	479,629	18,198,682
17,666,297	9,322,982	TOTAL EXPENSES	-	-	-
464,475	(162,136)	Operating Surplus/(Deficit) - Before Capital Revenue	435,466	(435,466)	-
464,475	(162,136)	NET SURPLUS/(DEFICIT)	435,466	(435,466)	-

**CITY OF HOLDFAST BAY
PROJECTED BALANCE SHEET - ALWYNDOR
AS AT 30TH JUNE 2018**

<u>2017-18 ORIGINAL BUDGET</u>	<u>YTD @31/12/17</u>		<u>2017-18 Adopted Forecast</u>	<u>Proposed Forecast Adjustments</u>	<u>2017-18 Proposed Forecast</u>
\$	\$		\$	\$	\$
15,825,121	18,363,171	CURRENT ASSETS	19,783,266	(435,466)	19,347,800
2,459,486	983,702	Cash and cash equivalents	983,702	-	983,702
18,284,607	19,346,873	Trade and Other Receivables	20,766,968	(435,466)	20,331,502
		TOTAL CURRENT ASSETS			
38,104,941	40,476,968	NON-CURRENT ASSETS	40,578,594	-	40,578,594
38,104,941	40,476,968	Land, Infrastructure, Property, Plant & Equipment	40,578,594	-	40,578,594
56,389,548	59,823,841	TOTAL ASSETS	61,345,562	(435,466)	60,910,096
29,433,698	32,216,986	CURRENT LIABILITIES	32,940,743	-	32,940,743
1,838,595	1,501,386	Trade and Other Payables	1,701,748	-	1,701,748
31,272,293	33,718,372	Short-term Provisions	34,642,491	-	34,642,491
		TOTAL CURRENT LIABILITIES			
181,715	162,370	NON-CURRENT LIABILITIES	162,370	-	162,370
181,715	162,370	Provisions	162,370	-	162,370
31,454,008	33,880,742	TOTAL LIABILITIES	34,804,861	-	34,804,861
24,935,540	25,943,099	NET ASSETS	26,540,701	(435,466)	26,105,235
12,205,149	10,561,339	EQUITY	11,158,941	(435,466)	10,723,475
6,419,288	9,070,657	Accumulated Surplus	9,070,657	-	9,070,657
6,311,103	6,311,103	Asset Revaluation Reserve	6,311,103	-	6,311,103
24,935,540	25,943,099	Other Reserves	26,540,701	(435,466)	26,105,235
		TOTAL EQUITY			

CITY OF HOLDFAST BAY
PROJECTED STATEMENT OF CHANGES IN EQUITY- ALWYNDOR
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
11,740,674	10,723,475	ACCUMULATED SURPLUS	10,723,475	-	10,723,475
464,475	(162,136)	Balance at beginning of period	435,466	(435,466)	-
12,205,149	10,561,339	Net Surplus/(Deficit)	11,158,941	(435,466)	10,723,475
		Balance at end of period	-	-	-
6,419,288	9,070,657	ASSET REVALUATION RESERVE	9,070,657	-	9,070,657
			-	-	-
6,311,103	6,311,103	ALWYNDOR RESERVES	6,311,103	-	6,311,103
			-	-	-
12,730,391	15,381,760	TOTAL RESERVES CLOSING BALANCE	15,381,760	-	15,381,760
			-	-	-
24,935,540	25,943,099	TOTAL EQUITY	26,540,701	(435,466)	26,105,235

CITY OF HOLDFAST BAY
PROJECTED BUDGETED STATEMENT OF CASH FLOWS - ALWYNDOR
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
(OUTFLOWS)					
		CASH FLOWS FROM OPERATING ACTIVITIES			
		<u>Receipts</u>			
18,130,772	9,160,846	Operating Receipts	18,154,519	44,163	18,198,682
		<u>Payments</u>			
(16,420,232)	(8,829,200)	Operating payments to suppliers and employees	(16,472,988)	(479,629)	(16,952,617)
(80,000)	(77,756)	Finance Payments	(80,000)	-	(80,000)
1,630,540	253,890	NET CASH PROVIDED BY OPERATING ACTIVITIES	1,601,531	(435,466)	1,166,065
		CASH FLOWS FROM INVESTING ACTIVITIES			
		<u>Payments</u>			
(741,663)	(159,084)	Expenditure on renewal/replacement of assets	(741,663)	-	(741,663)
-	-	Expenditure on new/upgraded assets	-	-	-
(741,663)	(159,084)	NET CASH (USED IN) INVESTING ACTIVITIES	(741,663)	-	(741,663)
		CASH FLOWS FROM FINANCING ACTIVITIES			
		<u>Payments</u>			
-	(655,033)	Aged Care Facility Deposits - Net Movement	-	-	-
-	(655,033)	NET CASH PROVIDED BY FINANCING ACTIVITIES	-	-	-
888,877	(560,227)	NET INCREASE (DECREASE) IN CASH HELD	859,868	(435,466)	424,402
14,936,244	18,923,398	CASH AND CASH EQUIVALENTS AT BEGINNING OF	-	-	-
		REPORTING PERIOD	18,923,398	-	18,923,398
		CASH AND CASH EQUIVALENTS AT END OF	-	-	-
15,825,121	18,363,171	REPORTING PERIOD	19,783,266	(435,466)	19,347,800

RECONCILIATION OF INCOME STATEMENT TO BUDGETED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018

464,475	(162,136)	SURPLUS FROM INCOME STATEMENT	435,466	(435,466)	-
		NON-CASH ITEMS IN INCOME STATEMENT			
896,979	416,026	Depreciation	896,979	-	896,979
269,086	-	Increase (decrease) in provisions - nett	269,086	-	269,086
1,166,065	416,026	TOTAL NON-CASH ITEMS	1,166,065	-	1,166,065
		CASH ITEMS NOT IN INCOME STATEMENT			
(741,663)	(159,084)	Capital Expenditure	(741,663)	-	(741,663)
-	(655,033)	Net Proceeds - Aged Care Facility Deposits	-	-	-
(741,663)	(814,117)	TOTAL CASH ITEMS	(741,663)	-	(741,663)
		NET INCREASE/(DECREASE)			
888,877	(560,227)	IN CASH AND CASH EQUIVALENTS	859,868	(435,466)	424,402

CITY OF HOLDFAST BAY
PROJECTED SUMMARY OF OPERATING AND CAPITAL INVESTMENT ACTIVITIES - ALWYNDOR
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
18,130,772	9,160,846	Operating Revenues	18,154,519	44,163	18,198,682
(17,666,297)	(9,322,982)	less Operating Expenses	(17,719,053)	(479,629)	(18,198,682)
464,475	(162,136)	Operating Surplus/(Deficit) before Capital Amounts	435,466	(435,466)	-
Less net outlays on Existing Assets					
741,663	159,084	Capital Expenditure on renewal & replacement of existing assets	741,663	-	741,663
(896,979)	(416,026)	Less Depreciation	(896,979)	-	(896,979)
(155,316)	(256,942)		(155,316)	-	(155,316)
619,791	94,806	Net lending/(borrowing) for financial year	590,782	(435,466)	155,316

PROJECTED FINANCIAL INDICATORS - ALWYNDOR
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
464,475	(162,136)	OPERATING SURPLUS/(DEFICIT) - BEFORE CAPITAL AMOUNTS	435,466	(435,466)	-
OPERATING SURPLUS RATIO (Operating surplus/(deficit) before capital amounts as % of total operating revenue)					
2.6%	-1.8%		2.4%	NA	0.0%
13,169,401	14,533,869	NET FINANCIAL LIABILITIES - (Total liabilities less financial assets)	14,037,893	NA	14,473,359
NET FINANCIAL LIABILITIES RATIO (Total liabilities less financial assets as % of total operating revenue)					
73%	159%		77%	NA	80%
INTEREST COVER RATIO (Net interest expense as % of total operating revenue less NRM Levy less investment income)					
-1.7%	-1.7%		-1.7%	NA	-1.9%
ASSET SUSTAINABILITY RATIO (Capital expenditure on renewal/replacement of existing assets, excluding new capital expenditure as % of depreciation expense)					
83%	38%		83%	NA	83%

CITY OF HOLDFAST BAY
PROJECTED CONSOLIDATED INCOME STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		REVENUES			
33,102,490	33,041,687	Rates - General	33,102,490	-	33,102,490
564,539	564,510	Rates - Jetty Road Glenelg	564,539	-	564,539
68,000	68,003	Rates - Patawalonga Marina	68,000	-	68,000
1,172,440	1,172,644	Rates - NRM Levy	1,172,440	-	1,172,440
2,136,410	1,267,008	Statutory Charges	2,084,410	55,000	2,139,410
7,842,092	3,827,901	User Charges	7,859,001	(73,355)	7,785,646
13,517,902	6,483,463	Operating Grants & Subsidies	13,214,786	(280,000)	12,934,786
404,912	263,575	Investment Income	404,912	67,000	471,912
2,308,922	1,587,412	Reimbursements	2,668,945	208,263	2,877,208
2,143,194	1,568,925	Other	2,273,194	569,320	2,842,514
-	85,520	Net gain/loss disposal of assets	-	-	-
230,000	-	Share of profit - joint ventures	230,000	-	230,000
63,490,901	49,930,648	TOTAL REVENUES	63,642,717	546,228	64,188,945
		EXPENSES			
30,124,771	15,128,173	Employee Costs	30,375,209	217,730	30,592,939
22,913,763	9,993,984	Materials, contracts and other expenses	22,922,171	249,912	23,172,083
1,161,458	370,724	Finance Charges	1,124,458	(72,000)	1,052,458
9,519,979	4,809,752	Depreciation	9,669,979	-	9,669,979
(796,085)	-	Less full cost attribution	(796,085)	-	(796,085)
62,923,886	30,302,633	TOTAL EXPENSES	63,295,732	395,642	63,691,374
567,015	19,628,015	Operating Surplus/(Deficit) - Before Capital Revenue	346,985	150,586	497,571
-	449,241	Amounts specifically for new or upgraded assets	1,111,000	423,000	1,534,000
567,015	20,077,256	NET SURPLUS/(DEFICIT)	1,457,985	573,586	2,031,571

CITY OF HOLDFAST BAY
PROJECTED CONSOLIDATED BALANCE SHEET
AS AT 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		CURRENT ASSETS			
18,996,662	23,217,693	Cash and cash equivalents	19,883,868	492,552	19,940,954
4,557,131	16,514,317	Trade and Other Receivables	3,334,702	-	3,334,702
6,380	9,000	Inventory	9,000	-	9,000
23,560,173	39,741,010	TOTAL CURRENT ASSETS	23,227,570	492,552	23,284,656
		NON-CURRENT ASSETS			
1,638,106	1,744,000	Financial Assets	1,485,203	-	1,485,203
3,009,176	2,985,000	Equity accounted investments-Council businesses	2,985,000	-	2,985,000
663,483,212	733,109,094	Land, Infrastructure, Property, Plant & Equipment	738,704,312	516,500	739,220,812
668,130,494	737,838,094	TOTAL NON-CURRENT ASSETS	743,174,515	516,500	743,691,015
691,690,667	777,579,104	TOTAL ASSETS	766,402,085	1,009,052	766,975,671
		CURRENT LIABILITIES			
33,754,202	33,124,400	Trade and Other Payables	37,303,743	-	37,303,743
3,053,619	1,441,172	Borrowings	1,036,804	-	1,036,804
5,184,257	4,067,097	Short-term Provisions	4,509,948	-	4,509,948
41,992,078	38,632,669	TOTAL CURRENT LIABILITIES	42,850,495	-	42,850,495
		NON-CURRENT LIABILITIES			
17,781,343	12,664,574	Long-term Borrowings	15,889,000	-	15,889,000
559,358	394,000	Long-term Provisions	394,000	-	394,000
-	162,370	Other Non-current Liabilities	162,370	-	162,370
18,340,701	13,220,944	TOTAL NON-CURRENT LIABILITIES	16,445,370	-	16,445,370
60,332,779	51,853,613	TOTAL LIABILITIES	59,295,865	-	59,295,865
631,357,888	725,725,491	NET ASSETS	707,106,220	1,009,052	707,679,806
		EQUITY			
173,460,882	193,868,731	Accumulated Surplus	175,249,460	573,586	175,823,046
451,546,903	525,509,657	Asset Revaluation Reserve	525,509,657	-	525,509,657
6,347,103	6,347,103	Other Reserves	6,347,103	-	6,347,103
631,354,888	725,725,491	TOTAL EQUITY	707,106,220	573,586	707,679,806

CITY OF HOLDFAST BAY
PROJECTED CONSOLIDATED STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		ACCUMULATED SURPLUS			
172,893,867	173,791,475	Balance at beginning of period	169,356,475	-	169,356,475
567,015	20,077,256	Net Surplus/(Deficit)	5,892,985	573,586	6,466,571
-	-	Transfers from reserves	-	-	-
173,460,882	193,868,731	Balance at end of period	175,249,460	573,586	175,823,046
451,546,903	525,509,657	ASSET REVALUATION RESERVE	525,509,657	-	525,509,657
36,000	36,000	MUNICIPAL RESERVES	36,000	-	36,000
6,311,103	6,311,103	ALWYNDOR RESERVES	6,311,103	-	6,311,103
457,894,006	531,856,760	TOTAL RESERVES CLOSING BALANCE	531,856,760	-	531,856,760
631,354,888	725,725,491	TOTAL EQUITY	707,106,220	573,586	707,679,806

CITY OF HOLDFAST BAY
PROJECTED CONSOLIDATED BUDGETED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
(OUTFLOWS)					
		CASH FLOWS FROM OPERATING ACTIVITIES			
		<u>Receipts</u>			
63,260,901	32,484,169	Operating Receipts	63,412,717	546,228	63,958,945
		<u>Payments</u>			
(51,682,163)	(25,119,378)	Operating payments to suppliers and employees	(51,941,009)	(467,642)	(52,408,651)
(1,161,458)	(370,724)	Finance Payments	(1,124,458)	72,000	(1,052,458)
10,417,280	6,994,067	NET CASH PROVIDED BY OPERATING ACTIVITIES	10,347,250	150,586	10,497,836
		CASH FLOWS FROM INVESTING ACTIVITIES			
		<u>Receipts</u>			
-	449,241	Grants specifically for new or upgraded assets	1,111,000	423,000	1,534,000
230,750	96,636	Sale of replaced assets	304,390	-	304,390
-	-	Sale of surplus assets	-	-	-
208,797	241,969	Repayments of loans (principal) by community groups	208,797	-	208,797
		<u>Payments</u>			
(6,965,698)	(2,000,454)	Expenditure on renewal/replacement of assets	(8,123,283)	(15,000)	(8,138,283)
-	(1,169,877)	Expenditure on new/upgraded assets	(6,045,488)	(501,500)	(6,546,988)
(6,526,151)	(2,382,485)	NET CASH (USED IN) INVESTING ACTIVITIES	(12,544,584)	(93,500)	(12,638,084)
		CASH FLOWS FROM FINANCING ACTIVITIES			
		<u>Receipts</u>			
-	-	Proceeds from Borrowings/CAD - External	2,300,000	-	2,300,000
		<u>Payments</u>			
(1,581,196)	(2,101,254)	Repayments of Borrowings/CAD - External	(1,581,196)	-	(1,581,196)
-	(655,033)	Aged Care Facility Deposits - Net Movement	-	-	-
(1,581,196)	(2,756,287)	NET CASH PROVIDED BY FINANCING ACTIVITIES	718,804	-	718,804
2,309,933	1,855,295	NET INCREASE (DECREASE) IN CASH HELD	(1,478,530)	57,086	(1,421,444)
16,683,729	21,362,398	CASH AND CASH EQUIVALENTS AT BEGINNING OF	21,362,398	-	21,362,398
18,993,662	23,217,693	CASH AND CASH EQUIVALENTS AT END OF	19,883,868	57,086	19,940,954
		REPORTING PERIOD			

RECONCILIATION OF INCOME STATEMENT TO BUDGETED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018

567,015	20,077,256	SURPLUS FROM INCOME STATEMENT	1,457,985	573,586	2,031,571
		NON-CASH ITEMS IN INCOME STATEMENT			
9,519,979	4,809,752	Depreciation	9,669,979	-	9,669,979
330,286	(17,443,700)	Increase (decrease) in provisions - nett	330,286	-	330,286
9,850,265	(12,633,948)	TOTAL NON-CASH ITEMS	10,000,265	-	10,000,265
		CASH ITEMS NOT IN INCOME STATEMENT			
(6,965,698)	(3,170,331)	Capital Expenditure	(14,168,771)	(516,500)	(14,685,271)
(1,581,196)	(2,101,254)	Loan Repayments - External	(1,581,196)	-	(1,581,196)
-	-	Proceeds from Borrowings - External	2,300,000	-	2,300,000
208,797	241,969	Repayments of loans (principal) by community groups	208,797	-	208,797
230,750	96,636	Proceeds from Disposal of Assets	304,390	-	304,390
-	(655,033)	Net Proceeds - Aged Care Facility Deposits	-	-	-
(8,107,347)	(5,588,013)	TOTAL CASH ITEMS	(12,936,780)	(516,500)	(13,453,280)
2,309,933	1,855,295	NET INCREASE/(DECREASE)	(1,478,530)	57,086	(1,421,444)
		IN CASH AND CASH EQUIVALENTS			

CITY OF HOLDFAST BAY
PROJECTED CONSOLIDATED SUMMARY OF OPERATING AND CAPITAL INVESTMENT ACTIVITIES
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
63,490,901	49,930,648	Operating Revenues	63,642,717	546,228	64,188,945
(62,923,886)	(30,302,633)	less Operating Expenses	(63,295,732)	(395,642)	(63,691,374)
567,015	19,628,015	Operating Surplus/(Deficit) before Capital Amounts	346,985	150,586	497,571
Less net outlays on Existing Assets					
6,965,698	2,000,454	Capital Expenditure on renewal & replacement of existing assets	8,123,283	15,000	8,138,283
(9,519,979)	(4,809,752)	Less Depreciation	(9,669,979)	-	(9,669,979)
(2,554,281)	(2,809,298)		(1,546,696)	15,000	(1,531,696)
Less outlays on New and Upgraded Assets					
-	1,169,877	Capital Expenditure on new & upgraded assets	6,045,488	501,500	6,546,988
-	(449,241)	Less amounts received for for new & upgraded assets	(1,111,000)	(423,000)	(1,534,000)
-	720,636		4,934,488	78,500	5,012,988
<u>3,121,296</u>	<u>21,716,677</u>	Net lending/(borrowing) for financial year	<u>(3,040,807)</u>	<u>57,086</u>	<u>(2,983,721)</u>

PROJECTED FINANCIAL INDICATORS
FOR THE YEAR ENDED 30TH JUNE 2018

<u>2017-18</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/17</u>		<u>2017-18</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2017-18</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
567,015	19,628,015	OPERATING SURPLUS/(DEFICIT) - BEFORE CAPITAL AMOUNTS	346,985	150,586	497,571
OPERATING SURPLUS RATIO (Operating surplus/(deficit) before capital amounts as % of total operating revenue)					
0.9%	39.3%		0.5%	NA	0.8%
35,140,880	10,377,603	NET FINANCIAL LIABILITIES - (Total liabilities less financial assets)	34,592,092	-492,552	34,535,006
NET FINANCIAL LIABILITIES RATIO (Total liabilities less financial assets as % of total operating revenue)					
55%	21%		54%	NA	54%
INTEREST COVER RATIO (Net interest expense as % of total operating revenue less investment income)					
1.2%	0.2%		1.1%	NA	0.9%
ASSET SUSTAINABILITY RATIO (Capital expenditure on renewal/replacement of existing assets, excluding new capital expenditure as % of depreciation expense)					
73%	42%		84%	NA	84%