



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 14 August 2018 at 7.00pm

Roberto Bria
A/CHIEF EXECUTIVE OFFICER

Ordinary Council Meeting Agenda

1. OPENING

The Acting 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 24 July 2018 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 Liam Hanna
Acting Mayor Wilson has approved a five minute deputation from Liam Hanna from Own the Beach Protest regarding a possible licence extension for a beach club on Glenelg Beach for next summer.

8.3.2 Luke Donaldson
Acting Mayor Wilson has approved a five minute deputation from Luke Donaldson, Director Operations of RD Jones Group regarding their application for a licence to operate the Moseley Beach Club for next summer.

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

9.2.1 Question on Notice – McCauley Community School Project
(Report No: 280/18)

10. MEMBER'S ACTIVITY REPORTS

10.1 Members' Activity Report (Report No: 267/18)

11. MOTIONS ON NOTICE

11.1 Motion on Notice – Request to Review Current Development and Planning Policy Guidelines – Councillor Aust (Report No: 266/18)

11.2 Motion on Notice – Brighton Oval Complex Redevelopment – Background Papers – Councillor Bouchee (Report No: 274/18)

12. ADJOURNED MATTERS

12.1 Adjourned Report – Moseley Beach Club [Report No: 219/18] (Report No: 269/18)

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

13.1 Minutes – Alwyndor Management Committee – 17 July 2018 (Report No: 264/18)

13.2 Minutes – Jetty Road Mainstreet Management Committee – 1 August 2018 (Report No: 271/18)

14. REPORTS BY OFFICERS

14.1 Items in Brief (Report No: 265/18)

14.2 Jetty Road Mainstreet Governance Model (Report No: 270/18)

14.3 Brighton Oval Redevelopment Tender Documents (Report No: 272/18)

14.4 2017-18 Preliminary Funding Statements and 2017-18 Budget Carried Forwards (Report No: 277/18)

14.5 Angus Neill Reserve Playspace Tree Engagement (Report No: 268/18)

- 14.6 Broadway Commercial Precinct – Side Road Time Limit Survey (Report No: 273/18)
- 14.7 Draft State Planning Policies (Report No: 275/18)
- 14.8 Memorial Seats (Report No: 257/18)
- 14.9 Autonomous Bus Trial (Olli Bus) – Landlord’s Approval (Report No: 278/18)
- 14.10 Appointment Extension to Southern Region Waste Resource Authority Board (Report No: 279/18)
- 14.11 Nominations Sought for the Greater Adelaide Regional Organisation of Council (GAROC) (Report No: 276/18)

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 – McCAULEY COMMUNITY SCHOOL PROJECT**

Date: 14 August 2018

QUESTION

Councillor Donaldson asked the following question:

“Given the report in the Messenger regarding the increased size of the proposed McCauley Community School, and the K- 5 nature requiring parental, not public transport, what steps are Council able to take to avoid a traffic gridlock on King George Avenue, King Street and Crescent intersection?”

ANSWER – General Manager City Assets & Services

The Development Application for the McCauley School development, which is presently with Council for assessment, is supported by a traffic and car parking analysis prepared by an independent traffic consultant. The consultant's report acknowledges that the younger student population will result in higher parking demands, and therefore the modelling, which projects the parking and traffic impacts of the proposed development on surrounding streets, has been based on traffic and parking generation rates for a primary school and this has been applied to determine the adequacy of car parking. This modelling has also been used to determine the forecast traffic generation in surrounding streets.

As part of the DA assessment, staff have requested further specifics regarding the maximum anticipated student population. Once this information is available, staff will commission a further report from our own traffic consultant to provide an independent forecast of the traffic generated by the proposal on the local street network. This report will provide insight as to the likely parking and traffic implications, which will inform a decision as to whether changes to the design of the proposed development are required to address any identified areas of concern/deficiency.

Item No: **10.1**

Subject: **MEMBERS' ACTIVITY REPORTS**

Date: 14 August 2018

SUMMARY

These activity reports are presented for the information of Members.

After noting the report any items of interest can be discussed, if required with the leave of the meeting.

RECOMMENDATION

That the following activity report from Councillor Aust be noted.

REPORT

Councillor Aust:

Date	Activity
5/4/18	Alwyndor Forum
12/4/18	LGA Conference
20/4/18	Interviews for Alwyndor Management Committee
1/5/18	Interviews for Alwyndor Management Committee
10/5/18	Farewell for Trish Auckett
22/5/18	Bike pump track shelter opening
1/6/18	Meeting with community services
7/6/18	Meeting with resident re Jetty development
6/7/18	Tutti concert
25/7/18	Meeting with CEO
29/7/18	Book launch at Cummins House

Item No: **11.1**

Subject: **MOTION ON NOTICE – REQUEST TO REVIEW CURRENT DEVELOPMENT AND PLANNING POLICY GUIDELINES – COUNCILLOR AUST**

Date: 14 August 2018

PROPOSED MOTION

Councillor Aust proposed the following motion:

- 1. That Administration review the current development and planning policy guidelines to confirm that they meet the changing needs of our residents as they get older.**
 - 2. That Administration report the findings to Council.**
-

BACKGROUND

Our population is ageing; skills and abilities alter with that ageing process. There are instances where we have been unable to meet the changing needs of the residents because of our current planning restrictions.

One such example is a couple who purchased their home over 35 years ago when they were in their early forties. The home has a long, very narrow driveway into an existing garage. Now in their late 70s with arthritic and cardiac issues, they can no longer negotiate the driveway. They have a very small car but if it stopped in the driveway, the car doors cannot be opened to get into or out of the car.

Because they now cannot access the garage their vehicle has no protection. They applied to build a car port but it would need to be beyond the front lines of the house which contravenes the current guidelines. The application and subsequent appeals were refused.

Council will permit them to put up a temporary structure such as an umbrella or a tent. They did not want to do this because it will detract from the amenity of their home. They had the full support of the neighbours and other residents. The carport would not have caused any problem other than being outside of the required distance from the fence.

We do not want to be a council that forces ageing residents into situations that cause stress and unhappiness.

ADMINISTRATION COMMENT

The provisions in Council's Development Plan are applied without prejudice, meaning if a policy is amended to specifically benefit one group, then it is applicable to all applicants thereafter, irrespective of their special needs. In this regard, if concessions were applied to car ports, then the Council would be required to give favourable consideration to all subsequent proposals for car ports located forward of the dwelling façade. In her Judgement delivered on 27 February 2018 in the Environment, Resources and Development Court, relating directly to this matter, Commissioner Nolan cautioned against providing such an allowance:

"Consideration must be had to the prospect that the proposed development may contribute to an incremental change in character by establishing a new building setback alignment from Wallace Street. It will represent the first intrusion of garaging forward of the dwelling both in the locality and under the current quite explicit policy regime."

In this regard, it is Administration's view that a single policy revision of this type, whilst of good intent, will have irreparable consequences for the character of the city's streets and should not be pursued.

Notwithstanding the arguments around the merits of the Motion, the Minister for Planning is not processing any new Development Plan Amendment (DPA) requests, meaning there is little chance for any DPA being considered in the lead-up to implementation of the new planning regime. Administration will be progressively reviewing the development plan as part of the State Government Planning Reforms and particularly when the new Planning Code library is released for comment later this year. The policy on carports forward of a dwelling is unlikely to change much, however, other age-conscious planning policy will be considered. For example Administration continues strategic planning work on the Housing Strategy which envisages providing a greater diversity of housing options so that there are more housing choices available for people as they transition through their different life stages.

Item No: **11.2**

Subject: **MOTION ON NOTICE – BRIGHTON OVAL COMPLEX REDEVELOPMENT –
BACKGROUND PAPERS – COUNCILLOR BOUCHEE**

Date: 14 August 2018

PROPOSED MOTION

Councillor Bouchee proposed the following motion:

That the background papers supporting the motion, together with all other supporting documentation be presented to Audit Committee for review and comment.

BACKGROUND

This motion relates to the Brighton Oval Complex – Redevelopment (Report No: 240/18 – 10 July 2018) and the Motion on Notice – Brighton Oval Development – Tender Documents (Report No: 255/18).

At a workshop preceding the Motion on 10 July 2018 and subsequently in response to questions during discussion of the item during the meeting on the same evening, Administration recommended adoption of a project management and tendering process for supply of 3 buildings and ancillary services by way of a "Managing Contractor" model.

The model was/is acknowledged as being a departure from standard Council tender/contracting arrangements, one with attendant increased financial risk for Council.

On the night, notwithstanding the potential risk of cost blowouts, Council considered adoption of the Managing Contractor model necessary as a consequence of the upcoming Local Government Elections and due to timing pressures for delivery of the completed project, imposed by the State Government Grant approved for the project.

It is expected that an Audit Committee review will assist Council in further identifying, understanding and mitigating all potential areas for financial risk arising from the project.

ADMINISTRATION COMMENT

Council has authorised the call for tenders via Resolution No: C100718/1211. This process is underway and a further report seeking approval of the tender and commencement of the project delivery is expected at the Council Meeting on 28 August 2018.

From Administration's viewpoint, the current motion is unclear. Specifically the wording is too general in that it calls for "background papers supporting the motion, together with all other supporting documentation". It is not clear how to interpret this part of the motion in so far as it may require the potential presentation of hundreds of emails, working files and notes.

Administration would recommend, subject to Council agreement, that if the intent of the resolution is to brief the Audit Committee for the purposes of risk management that the motion be worded: Administration develop a risk management framework for the project (including how to manage financial risks going forward), and with this brief the Audit Committee on the contract process, and the pros and cons of the risk strategies planned for the project.

Item No: **12.1**

Subject: **ADJOURNED REPORT - MOSELEY BEACH CLUB [REPORT NO: 219/18]**

Date: 14 August 2018

Written By: General Manager Community Services

General Manager: Community Services, Ms M Lock

SUMMARY

Council at its meeting held 26 June 2018, resolved to adjourn Report No: 219/18 *Moseley Beach Club* so that a workshop could be held for elected members. The workshop was held on 7 August 2018.

Council approved in principle support to RD Jones Group (Moseley Bar and Kitchen) on 14 November 2017 Beach Activation (Report No: 417/17). Subsequently administration completed planning and activation delivery as per the strict conditions specified by Council.

RD Jones Group successfully operated within the approved Liquor License for a period of 75 days from 17 January through to 1 April 2018 issued by Liquor Licensing – Consumer and Business Services. Prior to operating, By-Law exemptions were prepared and finalised by Council’s Liquor Licensing and Public Safety Officer and Regulatory Services.

Thereafter 10 April 2018 Council requested a public consultation consistent with our Public Consultation Policy, on whether the City of Holdfast Bay community supports or doesn't support the use of the beach for such a purpose.

400 residents and 103 businesses were surveyed with nearly 60% of all people surveyed positive. 21% not sure as to whether the activity should return and 23% opposed. Qualitative negative responses received centered around accessibility and alcohol consumption on the beach.

Administration has received a formal proposal from the RD Jones Group for the Moseley Beach Club to operate for 122 days from 16 November 2018 until 17 March 2019. The proposed activation foot print is identical to that of the 2018 Moseley Beach Club.

RECOMMENDATION

That Council:

- 1. receive and note this review of the beach activation;**

2. **approve RD Jones Group, Moseley Beach Club activation subject to conditional use and appropriate Liquor Licensing approval for the 2018/2019 season;**
 3. **having considered Attachment 2 to Report No: 269/18 - Moseley Beach Club in confidence under section 83(5) of the Local Government Act 1999, the Council, pursuant to section 91(7) of the Act orders that Attachment 1 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Boosting our visitor economy

STATUTORY PROVISIONS

Glenelg Foreshore is Crown Land that is under the care and control of Council (acquired through Division 2 of the Local Government Act 1999) and is managed by way of the council's Community Land Register (Management plan).

In accordance with the City of Holdfast Bay's Community Land Management Plans and Registers – Part 2, the Glenelg Foreshore has been classified as Regional Open Space, and as the party vested with the management of the land, Council may program events, and/or utilise the space accordingly for the purposes of maintaining community and public use and/or enjoyment.

Pursuant to the Harbors and Navigation Act 1993, the 'low water mark' is defined as approximately 50 metres from the high water mark (note: this changes seasonally). This is the point at which Crown Land ceases.

Council By-Law 7 implements guidelines for the City of Holdfast Bay to regulate the respective land that is comprised of beach and foreshores under the care, control and management of Council.

Importantly Event Terms and Conditions prescribe use, responsibility and liabilities of all parties which align with Council By-Laws.

Administration have now commenced research into a beach use policy which will be returned to Council for consideration once the investigation is completed.

BACKGROUND

Report No: 219/18 was considered at the meeting on 26 June 2018, and Council resolved (Resolution No: 260618/1200) to:

“That Council adjourn the motion for one month in order to afford administration the time to initiate a workshop for elected members to:

- *elaborate on the consultation and results of the survey underpinning this report;*
- *receive a police report on incidents reported during the operation of the beach bar last summer;*
- *review the proposed starting and closing times for the bar, in particular, new year’s eve, during the national surf life championships;*
- *consider the appropriate ground rental, and bonding requirements for the site; and*
- *commence building a comprehensive beach use policy for Holdfast Bay going forward.”*

Refer Attachment 1

Council approved in principle support to RD Jones Group (Moseley Bar and Kitchen) on 14 November 2017 Beach Activation (Report No: 417/17).

Subsequently administration as outlined within the Report No: 417/17, completed planning and activation delivery as per the strict conditions specified by Council. Prior to operating, By-Law exemptions were prepared and finalised by Council’s Liquor Licensing and Public Safety Officer and Regulatory Services.

The RD Jones Group, Moseley Beach Club operated for a 73 Days period from 16 January until 1 April 2018. Approved Liquor License allowed for 75 days, however inclement weather prohibited 2 days of operations. Importantly Council were not formally notified by Liquor Licensing – Consumer and Business Services and or SAPOL of any breach of notice as the land owner during the Moseley Beach Club operating period.

Holdfast Bay Council, as part of a research project undertaken every 3 years to inform tourism development, engaged Intuito Market Research in December/January 2017.

Our research via Intuito found that all 3 market segments, including international visitors, day trippers and residents, would visit Glenelg more often subject to:

- more music concerts and other events,
- a beach restaurant on the sand,
- sunset outdoor markets,
- Jetty Road free of cars on weekends,
- summer food trucks,
- pop up bars or small bars on Jetty Road, and;
- a licensed pop-up bar on Glenelg Beach were on offer.

Strategic Plan Alignment:

The Moseley Beach Club activation aligned with City of Holdfast Our Place Community Plan 2030 as outlined below, to ensure visitors increase expenditure and length of stay.

Economy: A diverse and resilient local economy

4. Boosting our visitor economy

> Increase the number of visitors to Holdfast Bay: target increase – 15 % by 2022

Value Proposition/Community Benefit:

The activation also supported our Tourism Vision where the City of Holdfast Bay is committed to providing a lively, diverse, safe and accessible tourism destination for visitors and residents alike whilst ensuring sustainability and economic benefits for our immediate community and region.

The Moseley Beach Club also aligns with our four tourism focus areas to facilitate sustainable tourism growth and will impact on the key event deliverables of:

- Increase visitor length of stay and expenditure during off peak visitation
- Increase repeat visits to Glenelg and surrounds
- Increase destination awareness
- Increase number of day-tripper and intrastate visitors

REPORT**Activation Outcomes**

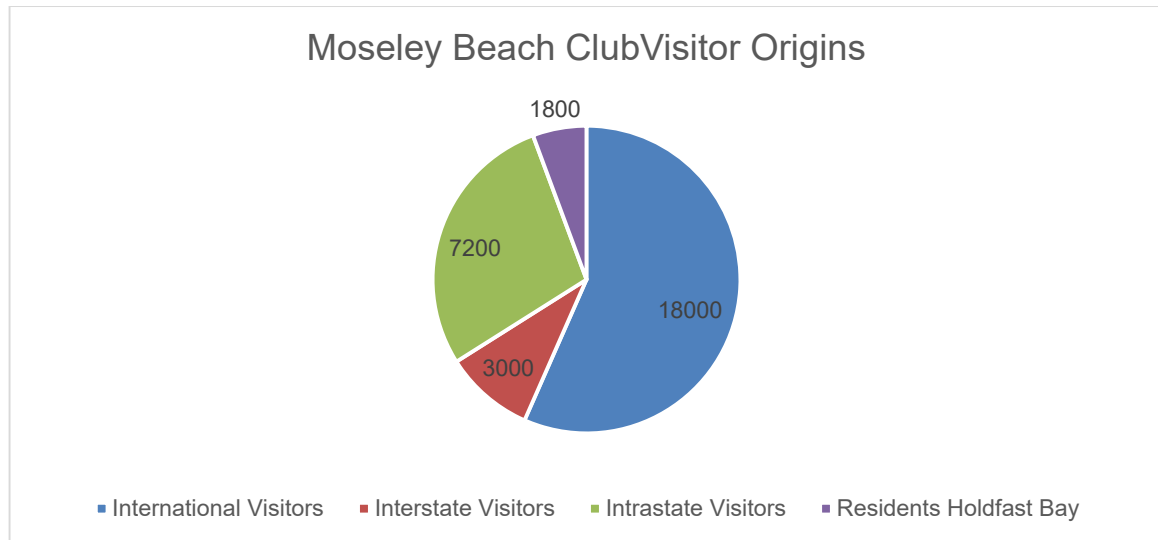
Moseley Beach Club employed 40 new staff which included previously retrenched staff from the Lone Star Rib House situated in Moseley Square, Glenelg. In addition 20 musicians were employed to perform during operating hours.

Daily average capacity was 360 people peaking at 600 people on Saturdays, totalling more than 30,000 people for the 11 weeks.

Details outlining The RD Jones' Group's capital investment was substantial, as outlined in Attachment 2 of this report in confidence.

Refer Attachment 2

Average age of attendees was determined to be 45 years old and visitor origins outlined below:



Economic Impact

International visitors 18,000 x \$106 = \$1,908,000
 Intrastate visitors 9000 (1800 being local residents) x \$114 = \$1,026,000
 Interstate visitors 4500 x \$167 = \$751,500

Total Visitors = 30,000

***1Total Economic Impact - \$3,685,500**

Importantly, more than 50% of all fresh produce was sourced from local suppliers to meet consumer demand.

Social media reach totaled in excess of 10,000,000.

Complaints

Council received sixteen formal complaints regarding the activation and noted 6 letters to the editor of the Coast City Weekly Messenger. Administration responded to each respective complaint, and personally met with those residents who made complaints on a number of topics, including Big Wedgie and restoration of the Buffalo as part of the formal complaint process.

¹ National Visitor Survey and International Visitor Survey from Tourism Research Australia, Department of Resources Energy and Tourism (Aust), Australian Bureau of Statistics (ABS)

Since the Council adjournment of Motion C260618/1200 Administration have received and responded to a further eleven complaints pertaining to the Moseley Beach Club with an additional three responses supporting the activation.

Whilst the number of complaints were minimal in comparison to the number who attended the activation, Council commissioned Intuito Market Research to determine the true level of contentment versus discontent amongst local businesses and residents. Please see below a summary of results.

Survey Methodology

Local residents were interviewed using a face-to-face intercept method with 400 interviews conducted 1 - 12 May 2018. 104 local businesses completed an online survey by 13 May 2018.

Survey summary

66% of respondents were female and 34% males,
25% of people interviewed were aged under 40
50% were aged 40-64 years
25% were aged 65 and above years.

Around a third low income earners,
20% middle income earners,
third high income and 17 % preferred not to indicate.

66% of Glenelg businesses were surveyed and another 34% were from Council areas other than the City of Holdfast Bay.

Subsequently during the 7 August 2018 Council workshop Jan Turbill, Managing Director Intuito Market Research presented survey findings and provided clarification on the survey methodology.

Survey Findings

A quarter of all residents surveyed attended the activation. Those more likely to have attended were from Somerton Park and Seacliff, aged 54 years, professional executives and white collar workers, with high incomes.

Overall, residents see the importance of beach events/activations as high for vibrancy and reputation of the area, attracting visitors, boosting the local economy and recognise that there needs to be diversity of offerings.

56% of all people believe the activation should occur next year with another 21% not sure and 23% opposed with responses indicating the activation was unique, innovative and added value to the current offerings. Those most likely to oppose the activation were aged over 65 years and of lower incomes. 95% of all those that attended recorded a high level of satisfaction and would attend again next year.

Only 13% of businesses surveyed indicated an improvement in traffic and sales, the large majority believe it had a neutral effect on their businesses. Most businesses were unaware of the activation when asked.

44% of all residents believed the activation should be extended to either 100 or 125 days, 28% indicated same duration and 30% shorter. 38.5% of businesses stated the activation should be extended to either 100 or 125 days, 32% indicated same duration and 30% shorter.

Survey Conclusion

Both residents and Holdfast Bay businesses alike understand the value of events and activations to the local community. Whilst there was some negativity recorded in principle to a licensed venue on beach, those that attended the Moseley Beach Club were highly satisfied with the experience and had a positive sentiment. More than half of all residents indicated they were likely to visit the Moseley Beach Club in 2018/2019, indicating growth in demand for the activation moving forward.

2018/2019 Activation Proposal

Administration has received and carefully reviewed a formal proposal from the RD Jones Group for the Moseley Beach Club to operate for 122 days from 16 November 2018 until 17 March 2019 which will encompass the Life Saving World Championships from 16 November until 2 December 2018. The proposed activation foot print is identical to that of the 2018 Moseley Beach Club. Importantly New Year's Eve will be omitted from the proposal due to an exclusion zone imposed by SAPOL of a 25 meter radius around Glenelg Jetty ensuring public safety during pyrotechnic displays.

Operating times:

Monday – Thursday 10am until 10pm
Friday 10am until 11pm,
Saturday 8am – 11pm
Sunday 8am – 10pm.

Additional operating hours have been requested to capture breakfast and sundown trade.

Discussions with applicant will align with draft license terms and conditions as prescribed by Council.

Refer Attachment 3

BUDGET

The license holder would pay Council a negotiated fee of \$1,500 per week for each full week, or part thereof, the event occupies the agreed section of beach. Total fee payable \$26,143.00.

The license holder will pay Council a bond of \$2,200, to be returned only when the beach has been returned to its pre-event condition. Agreed bond is in line with activation as determined by City of Holdfast Bay Depot.

LIFE CYCLE COSTS

License to be offered for period of 1 year and reviewed thereafter with a subsequent report to Council.

Item No: **14.6**
Subject: **MOSELEY BEACH CLUB**
Date: 26 June 2018
Written By: Manager, City Activation

Acting General Manager: Community Services, Ms M Lock

SUMMARY

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STATUTORY PROVISIONS

Not Applicable.

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Our research via Intuito found that all 3 market segments, including international visitors, day trippers and residents, would visit Glenelg more often subject to:

- more music concerts and other events,
- a beach restaurant on the sand,
- sunset outdoor markets,
- Jetty Road free of cars on weekends,
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- pop up bars or small bars on Jetty Road, and;
- a licensed pop-up bar on Glenelg Beach were on offer.

Strategic Plan Alignment

The Moseley Beach Club activation aligned with City of Holdfast Our Place Community Plan 2030 as outlined below, to ensure visitors increase expenditure and length of stay.

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4. Boosting our visitor economy

> Increase the number of visitors to Holdfast Bay: target increase – 15 % by 2022

Value Proposition/Community Benefit;

The activation also supported our Tourism Vision where the City of Holdfast Bay is committed to providing a lively, diverse, safe and accessible tourism destination for visitors and residents alike whilst ensuring sustainability and economic benefits for our immediate community and region.

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ACTIVATION OUTCOMES

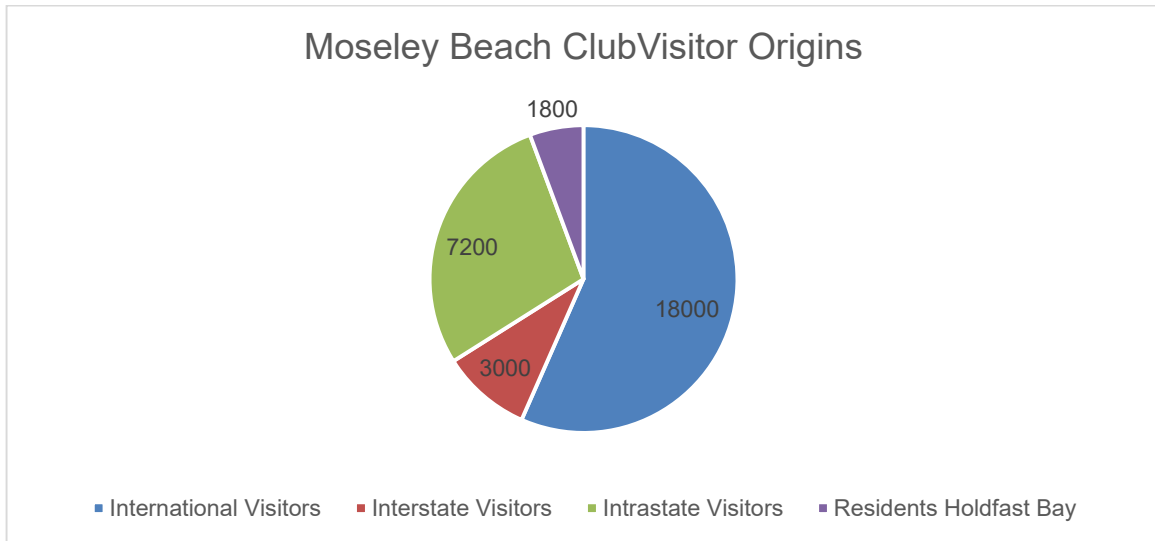
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Importantly, more than 50% of all fresh produce was sourced from local suppliers to meet consumer demand.

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Whilst the number of complaints were minimal in comparison to the number who attended the activation, Council commissioned Intuito Market Research to determine the true level of

¹ National Visitor Survey and International Visitor Survey from Tourism Research Australia, Department of Resources Energy and Tourism (Aust), Australian Bureau of Statistics (ABS)

contentment versus discontent amongst local businesses and residents. Please see below a summary of results.

Survey Methodology

Local residents were interviewed using a face-to-face intercept method with 400 interviews conducted 1 - 12 May 2018. 104 local businesses completed an online survey by 13 May 2018.

Survey summary

66% of respondents were female and 34% males,
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Survey Findings

A quarter of all residents surveyed attended the activation. Those more likely to have attended were from Somerton Park and Seacliff, aged 54 years, professional executives and white collar workers, with high incomes.

Overall, residents see the importance of beach events/activations as high for vibrancy and reputation of the area, attracting visitors, boosting the local economy and recognise that there needs to be diversity of offerings.

56% of all people believe the activation should occur next year with another 21% not sure and 23% opposed with responses indicating the activation was unique, innovative and added value to the current offerings. Those most likely to oppose the activation were aged over 65 years and of lower incomes. 95% of all those that attended recorded a high level of satisfaction and would attend again next year.

Only 13% of businesses surveyed indicated an improvement in traffic and sales, the large majority believe it had a neutral effect on their businesses. Most businesses were unaware of the activation when asked.

44% of all residents believed the activation should be extended to either 100 or 125 days, 28% indicated same duration and 30% shorter. 38.5% of businesses stated the activation should be extended to either 100 or 125 days, 32% indicated same duration and 30% shorter.

Conclusion

Both residents and Holdfast Bay businesses alike understand the value of events and activations to the local community. Whilst there was some negativity recorded in principle to a licensed venue on beach, those that attended the Moseley Beach Club were highly satisfied with the experience and had a positive sentiment. More than half of all residents indicated they were likely to visit the Moseley Beach Club in 2018/2019, indicating growth in demand for the activation moving forward.

2018/2019 Activation Proposal

Administration has received a formal proposal from the RD Jones Group for the Moseley Beach Club to operate for 122 days from 16 November 2018 until 17 March 2019. The proposed activation foot print is identical to that of the 2018 Moseley Beach Club.

Operating times

Monday – Thursday 10am until 10pm

Friday 10am until 11pm,

Saturday 8am – 11pm

Sunday 8am – 10pm, (earlier starts have been sought to accommodate for a breakfast offering and yoga classes on the weekends only).

BUDGET

The license holder would pay Council a negotiated fee of \$1,500 per week for each full week, or part thereof, the event occupies the agreed section of beach.

The license holder will pay Council a bond of \$2200, to be returned only when the beach has been returned to its pre-event condition. Agreed bond is in line with activation as determined by CoHB Depot.

LIFE CYCLE COSTS

License to be offered for period of 1 year and reviewed thereafter with a subsequent report to Council.



holdfast.sa.gov.au

Brighton Civic Centre 24 Jetty Road, Brighton SA 5048

PO Box 19 Brighton SA 5048

P 08 8229 9999 F 08 8298 4561

Glenelg Customer Service Centre and Library

2 Colley Terrace, Glenelg SA 5045

(INSERT DATE)

(INSERT ADDRESS)

Dear (INSERT NAME),

Re: Licence Approval for 'The Moseley Beach Club'

Thank you for your application to activate 'The Moseley Beach Club' in Glenelg this summer. Below you will find the confirmed dates and location The Moseley Beach Club has been approved to operate within the City of Holdfast Bay.

Operate dates: 16th November 2018 – 17th March 2019

Operate times: Monday 10.00 am – 10.00 pm

Tuesday 10.00 am – 10.00 pm

Wednesday 10.00 am – 10.00 pm

Thursday 10.00 am – 10.00 pm

Friday 10.00 am – 11.00 pm

Saturday 8.00am – 11pm

Sunday 8.00 am – 9.00pm unless abutting a public holiday Monday then close is 11pm

Set up dates: 13th -15th November, 2018

Set up times: 7am – 9pm

Vacate location: No later than 21st March, 2019

Location: Glenelg Beach

The City of Holdfast Bay is pleased to advise that approval has been granted for The Moseley Beach Club in accordance with your application and subject to the following conditions:

- Maximum occupancy of 350 people
- The license holder will pay Council a fee of \$1,500 per week for each full week, or part thereof, the event occupies the agreed section of beach.
- The license holder will pay Council a bond of \$2200, to be returned only when the beach has been returned to its pre-event condition.
- The period of the event (November 2018– March 2019) is a 12 month term and any extension will only be negotiated at the conclusion of the 12 month term.
- The license holder to ensure that there is no antisocial behaviour and the site is maintained in a clean state at all times.
- That the duty manager who is onsite is available at all times for residents to contact
- Compliance with Council's Event Licence Conditions 2018-2019.
- The licence holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the licence.

- Please provide a copy of Public Liability Insurance for not less than twenty million dollars (\$20,000,000) covering the period of the event.
- The current risk management plan needs to include identification and management of the risks of set up and pack down.
- All infrastructure for the event is the responsibility of license holder therefore appropriate security measures need to be undertaken including the times for set up and dismantling of the event.
- Electrical equipment used at events in the City of Holdfast Bay must be tagged and tested for the safety of spectators and participants. If the equipment is not tagged, not in approved cable covers, or is found to be faulty by a Council representative, Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified or the event will be shut down. Please ensure that electrical leads do not create a trip hazard for the safety of participants and spectators.
- Contractors employed at this event and equipment is required to comply with SafeWork SA Guidelines and all OHW&S procedures.
- To report any serious workplace accidents or incidents at your event, please contact SafeWork SA on 1800 777 209 (24 hours service) and advise Council that this call has been placed.
- The licence holder must familiarise themselves with Council's Noise Control conditions outlined in the Event Licence Conditions 2017-2018.
- The event site must be left in a clean and tidy condition and all debris, especially cable ties, metal stakes/fragments, empty bottles, food scraps etc, must be removed by the user immediately after the event. Failure to do so will entitle Council to employ the necessary labour to clean up the site, the cost of which will be recovered from the licence holder. Any costs incurred by Council to repair any damaged infrastructure directly caused by failure to clean up following your event will also be passed onto the licence holder.
- Please be aware of the following Council by-law:
 - “No person on Council land shall give out or distribute to any bystander or passer-by any handbill, book, notice, or other printed matter; unless otherwise approved by the City of Holdfast Bay events team”.

Council confirms the following:

- Storage containers, ticket booth, food stalls and associated infrastructure will be stored in the leased area.
- The site may be fenced for security reasons.
- Promotional signage may be displayed at this event.
- Residents and businesses must be notified of the event via letter box drop and or email at least two weeks prior to the event.

- If the State Emergency Service (SES) advises that hot weather is of concern and has issued an extreme heat watch notification, please activate your extreme heat action items on your risk management plan.

Council will deliver/provide the following:

- Five (5) bins will be delivered (please move them to positions that are suitable to this event and return them to the drop off point at the end of each day for waste collection).
- Appropriate site levelling and sand movement.

This licence is liable to be revoked by Council if the licence holder fails to comply with any condition of this licence or may be revoked in any other justifiable circumstance.

If you require any assistance during the event in regard to parking issues, access issues, disruption to your event from other reserve users, please call Council's Inspectors on (08) 8229 9999 (this call will be answered and actioned by an after-hours answering service).

If inclement weather is expected leading up to the event, the City of Holdfast Bay in discussion with RD Jones Group will make the decision whether to continue with the staging of the event in the interests of public safety and best management practice.

If you require any further information or assistance please phone (08) 8179 9509 or 0417 947 271.

If you are in agreement with all of the above, **please sign and return a copy** of this document to confirm your acceptance of the above conditions of this licence for the 'The Moseley Beach Club'.

Kind Regards,

Sacha Sewell
Event Management Specialist

I acknowledge that I have read and understood the licence conditions and agree to abide by and be bound by the said conditions.

.....
Signed for the City of Holdfast Bay

Name: Justin Lynch

Title: Chief Executive Officer

Date: _____

.....
Signed for the Rd Jones Group

Name: Luke Donaldson

Title: Managing Director Operations

Date: _____

Item No: **13.1**

Subject: **MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 17 JULY 2018**

Date: 14 August 2018

Written By: Personal Assistant, GM Alwyndor

General Manager: Alwyndor, Mr R Kluge

SUMMARY

The minutes of the Alwyndor Management Committee meeting held on 17 July 2018 are provided for information.

RECOMMENDATION

1. **That the minutes of the Alwyndor Management Committee meeting on 17 July 2018 be noted.**
 2. **That Council notes the appointment of Ms Trish Aukett as Chairperson and the re-appointment of Mr Ollie Peters as Deputy Chairperson for the year ending 30 June 2019.**
 3. **That having considered Attachment 2 to Report No: 264/18 Minutes – Alwyndor Management Committee – 17 July 2018 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 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
-

COMMUNITY PLAN

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

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

BACKGROUND

This report is presented following the Alwyndor Management Committee Meetings.

The Alwyndor Management Committee was established to manage the affairs of Alwyndor Aged Care 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 17 July 2018 at 6.30 pm.

PRESENT

Elected Members

Councillor R Aust
Councillor S Lonie

Independent Members

Deputy Chairperson – Mr O Peters
Mr T Bamford
Mr K Whitford
Ms L Wills

Staff

General Manager Alwyndor– Mr R Kluge
Personal Assistant – Ms R Gordon
Chief Financial Officer – Ms N Andjelkovic

Observer

Mr K Cheater

1. OPENING

The Deputy Chairperson declared the meeting open at 6.30 pm.

The Deputy Chairperson welcomed Mr Whitford to the Committee, and Mr Cheater as an observer to the meeting. Mr Whitford and Mr Cheater provided the Committee with personal introductions.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Deputy Chairperson 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, Ms J Bonnici, Ms J Cudsi

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 19 June 2018 be taken as read and confirmed.

Moved by Cr Lonie, Seconded by Ms Wills

Carried

6. REPORTS/ITEMS OF BUSINESS**6.1 Appointment of Chairperson and Deputy Chairperson (Report No: 44/18)**

At the first meeting of the Management Committee in every financial year, the AMC shall appoint, for an annual term, a Chairperson and a Deputy Chairperson from amongst the Management Committee Members. The incumbent office bearers shall be eligible for reappointment at the expiry of their term, at the AMC's discretion.

Motion

That the Alwyndor Management Committee declares the positions of Chairperson and Deputy Chairperson vacant and appoints the General Manager to act as the Returning Officer for the election of Chairperson and Deputy Chairperson.

Moved Mr Bamford, Seconded Ms Wills

Carried

The General Manager sought nominations for the positions of Chairperson and Deputy Chairperson.

Chairperson

Nominations for the position of Chairperson were received from Ms Trish Aukett.

As there was only one nomination for the position of Chairperson, the Returning Officer declared that Ms Trish Aukett was elected Chairperson of the Alwyndor Management Committee.

Deputy Chairperson

Nominations for the position of Deputy Chairperson were received from Mr Ollie Peters.

As there was only one nomination for the position of Deputy Chairperson, the Returning Officer declared that Mr Ollie Peters was elected Deputy Chairperson of the Alwyndor Management Committee.

Motion

That the Alwyndor Management Committee:

- 1. Appoints Ms Trish Aukett to the position of Chairperson for the year ending 30 June 2019; and that Council be advised accordingly.**
- 2. Appoints Mr Ollie Peters to the position of Deputy Chairperson for the year ending 30 June 2019; and that Council be advised accordingly.**

Moved Cr Aust, Seconded Cr Lonie

Carried

The Returning Officer then vacated the Chair, and Mr Peters assumed the role of Chairperson for the remainder of the meeting.

With leave of the meeting the Chairperson agreed to adjust the order of matters before the committee.

At the discretion of the Chairperson and with support of all members, Mr Cheater remained at the table.

7. CONFIDENTIAL

7.1 Monthly Financial Report – June 2018 (Report No: 47/18)

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

- 1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 47/18 Monthly Financial Report – June 2018 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: 47/18 Monthly Financial Report – June 2018 on the following grounds:**
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.**

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

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

Moved Cr Lonie, Seconded Mr Bamford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 7.1 Monthly Financial Report – June 2018 (Report No: 47/18) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Ms Wills

Carried

Ms Andjelkovic left the meeting at 6.54pm

7.2 Residential Services Update (Report No: 48/18)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 48/18 Residential Service Update 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: 48/18 Residential Service Update 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 Report No: 48/18 Residential Service Update is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being staff and residents of Alwyndor because it details of staff performance and resident care.

- 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 Bamford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

- 2. That having considered Agenda Item 7.2 Residential Services Update (Report No: 48/18) 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 report and minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**

Moved Cr Lonie, Seconded Cr Aust

Carried

The order of the meeting resumed at 7.05pm.

6.2 Minutes – Governance and Operations Committee – 3 July 2018 (Report No: 49/18)

The minutes of the Governance and Operations Committee meeting held on 3 July 2018 are provided for information.

The General Manager offered to meet with any members interested in going over the governance structure incorporating internal committee meetings and the organisation structure.

Motion

That the minutes of the Governance and Operations Committee meeting held on 3 July 2018 be noted.

Moved Cr Lonie, Seconded Mr Bamford

Carried

6.3 General Manager’s Report (Report No: 46/18)

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 advised that there is a delay in the governance report scheduled to be provided this month and will be presented at the August meeting of the AMC. The General Manager indicated to the Committee that he is happy with where the WHS Action Plan is sitting noting that Contractor Management has slowed and may run over as it will likely shoehorn with Council’s process.

Register of interest – please complete and return.

Legal advice relating to CCTV installation, obtained via Council's legal counsel, advice supports ability to install at Alwyndor. The General Manager undertook a small verbal poll of 76 residents and all were in favour of having them installed.

The Committee sought clarity from the General Manager on the progress of the CCTV business plan. The General Manager assured the Committee that the CCTV installation process would commence with a new policy and communication plan prior to installation. It was noted that the key reason for the CCTV upgrade is predominantly for resident security, safety and assurance. The Committee agree to in-principle installation of CCTV at Alwyndor by progressing to the tender process, with the results of the tender, a new policy and communication plan be provided to the Committee prior to implementation. The Committee also indicated that Committee approval will need to be sought if costs look to exceed the budgeted amount.

The Committee deliberated the need to start reviewing the Terms of Reference and consider the Alwyndor medium-term strategic and long-term financial plan. The Committee agreed to participate in a facilitated workshop in early September to consider re-prioritising the current strategic plan with a view to building a 5-year plan. The Committee discussed the interrelation of the Terms of Reference, Strategy, and professional development for members. The Committee noted that they have expected staff to undertake a lot of change and it is important for the Committee to consider the way they work and communicate. Members discussed the importance of determining if engaging a facilitator is for the strategic planning process or working relationships and development of the Committee.

The Committee sets the vision, works with senior management to plan how that is communicated and delivered to the organisation, then the organisation delivers on that vision.

The Committee sought a one-page timeline and who will be involved for the review of Terms of Reference and that this be reviewed with the Chairperson. The Committee also discussed the obvious updates necessary for the Terms of Reference including: services we provide; term of appointment and election of members; strategic timeframes; clarity of Trust.

Motion

- 1. That the following items be noted and items of interest discussed:**
 - 1. Meeting Dates and Task Schedule**
 - 2. WHS Implementation Plan**
 - 3. Register of Interest Form – Related Party Disclosure**
 - 4. CCTV Upgrade**
 - 5. Strategic Plan Review**
 - 6. Review of AMC Terms of Reference**

2. **That the Alwyndor Management Committee approves proceeding to tender for the acquisition of a fully comprehensive CCTV system for installation at Alwyndor at a cost as per the budget.**

Moved Ms Wills, Seconded Cr Lonie

Carried

8. URGENT BUSINESS – Nil

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 21 August 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 8.14 pm.

CONFIRMED 21 August 2018

DEPUTY CHAIRPERSON

Item No: **13.2**

Subject: **MINUTES – JETTY ROAD MAINSTREET COMMITTEE – 1 AUGUST 2018**

Date: 14 August 2018

Written By: General Manager Community Services

General Manager: Community Services

SUMMARY

The minutes of the meeting of the Jetty Road Mainstreet Committee meeting held on 1 August 2018 are attached and presented for Council’s information.

Jetty Road Mainstreet Committee Agendas, Reports, and Minutes are all available on Council’s website and the meetings are open to the public.

RECOMMENDATION

That Council notes the minutes of the meeting of the Jetty Road Mainstreet Committee of 1 August 2018.

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.

Jetty Road Mainstreet Committee Agendas, Reports, and Minutes are all available on Council's website and the meetings are open to the public.

REPORT

Minutes of the meeting of JRMC held on 1 August 2018 are attached for member's information.

BUDGET

Not applicable

LIFE CYCLE COSTS

Not Applicable

CITY OF HOLDFAST BAY

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 1 August 2018 at 6:00 pm.

PRESENT

Elected Members

Nil

Community Representatives

Chairman – Mr M Faulkner, Enve Hair and Beauty
Caruso Fruit and Veg, Mr R Caruso
Ikos Holdings Trust, Mr A Fotopoulos
Cibo Espresso, Mr T Beatrice
Beach Burrito Company, Mr A Warren
GU Film House, Mr S Robinson
Fassina SA Family Liquor Stores, Ms E Fassina

Staff

Jetty Road Development Coordinator – Ms A Brown
General Manager Community Services – Ms M Lock

Guests

Acting Mayor A Wilson

1. OPENING

The Chairman declared the meeting open at 6.00 pm.

2. APOLOGIES

2.1 Apologies - Councillor S Charlick, Councillor A Bradshaw, Ms E Leenearts and Mr C Maios

2.2 For 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 4 July 2018 be taken as read and confirmed.

Moved S Robinson, Seconded T Beatrice

Carried

5. QUESTIONS BY MEMBERS

5.1 Without Notice Nil

5.2 With Notice Nil

6. MOTIONS ON NOTICE Nil**7. REPORTS/ITEMS OF BUSINESS**

7.1 JRMC Monthly Finance Report (Report No: 259/18)

The Jetty Road Mainstreet Committee end of 2017/18 financial year report is prepared by the Jetty Road Development Coordinator and is presented for information of the members of the Jetty Road Mainstreet Committee.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved A Warren, Seconded E Fassina

Carried

7.2 Events Update (Verbal Update)

Ms Brown provided a verbal update on Winter Wonderland, work in progress on the Adelaide Fashion Festival Street Party and the Jetty Road Trader Awards. A Winter Wonderland debrief report will be presented to the Jetty Road Mainstreet Committee on the 5 September 2018.

Motion

That the Jetty Road Mainstreet Committee note the verbal update provided on events.

Mr A Fotopoulos entered the meeting at 6.12pm.

Moved A Warren, Seconded E Fassina

Carried

7.3 Draft Jetty Road Retail Strategy 2018-2022 and JRMCM Governance Model- Council Workshop 7 August 2018 (Report No: 262/18)

Council's workshop to be held on 7 August 2018 will relate to the following Jetty Road Mainstreet Committee (JRMCM) business:

1. The Draft Jetty Road Retail Strategy 2018-2022, and;
2. The JRMCM governance model.

The workshop will provide an opportunity for the JRMCM Chair to brief the Elected Members on the Strategy along with David West, Principal of Premier Retail Marketing.

Elected Members will be briefed on JRMCM's preferred governance model, being Business Incorporated Association.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved S Robinson, Seconded T Beatrice

Carried

7.4 Jetty Road Lighting and Banners (Report No: 263/18)

The branded Jetty Road banners that line Jetty Road require maintenance due to their age and exposure to the elements. On a high wind day recently, one of the signs came loose and is irreparable. In addition to this, affixed to the light poles along the street are spot lights that illuminate the banners at night. A number of these lights are broken and require replacement. Minor banner maintenance and replacement can be delivered by Council Depot staff while the lighting replacement work will need to be undertaken by an external contractor. This report provides an interim and cost effective maintenance option for the Committees' consideration.

Motion

That Administration prepare a report for the Jetty Road Mainstreet Committee that investigates the costings for the replacement of all Jetty Road street banners and lighting that takes into account a re-design and planned road closures to minimize impact to Tram services and reduce project cost.

Moved R Caruso, Seconded E Fassina

Carried

7.5 Jetty Road Websites – Upgrade Update (Report No: 261/18)

The report provided an update on the website upgrades that have been undertaken to transform the www.jettyroadlifestyle.com website to www.jettyroadglenelg.com

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved T Beatrice, Seconded A Fotopoulos

Carried

7.6 Jetty Road Trader Workshop: Participating in Jetty Road Events (Report No: 260/18)

The report provided an update on the upcoming Jetty Road Trader Workshop that will be held on 15 August 2018 covering the topic of Participating in Jetty Road Glenelg Events.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved A Warren, Seconded E Fassina

Carried

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

8.1 Jetty Road Shop Vacancies

Mr A Warren asked about the current vacancy rates on Jetty Road.

Ms M Lock provided a response. Ms A Brown will be conducting an audit and will discuss with landlords what they are doing to occupy tenancies.

8.2 Moseley Beach Club

Motion

That the JRMC advise Council that they strongly support the Moseley Beach Club application.

Moved, T Beatrice Seconded E Fassina

Division Called

A division was called and the previous decision was set aside:

Those voting for: Mr M Faulkner, Mr R Caruso, Mr A Fotopoulos, Mr T Beatrice, Mr A Warren, Mr S Robinson and Ms E Fassina (7)

Those voting against: (0)

The Chairman declared the motion

Carried

9. DATE AND TIME OF NEXT MEETING

Council Workshop to discuss the Draft Jetty Road Retail Strategy 2018-2022 and JRMC Governance Model will be held on Tuesday 7 August 2018 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 5 September 2018 in the Glenelg Library Meeting Room, Colley Terrace, Glenelg.

10. CLOSURE

The meeting closed at 7.06 pm.

CONFIRMED Wednesday 5 September 2018

CHAIRMAN

Item No: **14.1**
Subject: **ITEMS IN BRIEF**
Date: 14 August 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. Benefits of Local Government Association Membership**
 - 2. Sports Awards**
 - 3. Reform of the Natural Resource Management (NRM) Act**
 - 4. Community Centres Management Update**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT

- 1. Benefits of Local Government Membership**

A letter has been received from the Chief Executive Officer of the Local Government Association, Matt Pinnegar including some leaflets highlighting the benefits of Councils having membership with the Association. The leaflets give a summary as to where the subscriptions are spent and the core services they fund.

Refer Attachment 1

2. **Sports Awards**

With over 50 recreation and sporting clubs in the area, the annual City of Holdfast Bay Sports Awards are designed to celebrate the people and clubs who help keep our community healthy and connected. Previously held as just a recognition program for Clubs the awards have grown in 2018 to include 3 categories; Club of the Year, Leader of the Year and Volunteer of the Year.

The Club of the year awards previously have gone to: Glenelg District Cricket Club (2017), Somerton Park Tennis Club (2016) and Seacliff Community Recreation Association (2015)

For the first time local business have come on board as awards sponsors and contributed either cash or in kind support. Those involved in 2018 include Flight Centre Glenelg, Good Physio and Gelatissimo Glenelg. Each partner has selected a specific category to be connected with and they are:

- CLUB OF THE YEAR presented by Flight Centre, Glenelg
- LEADER OF THE YEAR presented by Good Physio
- VOLUNTEER OF THE YEAR presented by Gelatissimo, Glenelg.

The nomination period for the awards is Monday 30 July – Friday 12 August with Tuesday 30 October seeing the finalists come together at Kauri Community and Sport Complex to find out the winners for each category.

3. **Reform of the Natural Resources Management (NRM) Act**

A letter has been received from Hon David Speirs MP, Minister for Environment and Water advising of a proposal to reform natural resources management.

The letter outlines the extensive engagement process, a discussion paper that is available, stakeholder workshops between August and October 2018 and a website for feedback.

The City of Holdfast Bay will participate in this important reform process on natural resources management to ensure our community benefits from any improvements in this important policy.

Refer Attachment 2

4. **Community Centres Management Update**

At the Council workshop held on 3 July 2018, where Council discussed the future management options for the four Community Centres, Council supported the progression of Management Option 4, being the retention of the Current Model but with a formalised Coordination Committee. This option, as detailed in the Community Centres Discussion Paper circulated at the workshop, enables Council to work collaboratively with the Community Centres in a more formalised sense, through the recently formed Coordination Committee.

Following the workshop, Council staff have met with the Community Centres Coordination Committee to progress the implementation of this management option and are now developing a draft Memorandum of Understanding (MOU) between Council and the Committee. This will be a simple document that outlines some basic reporting requirements and expectations of Council for our four Community Centres and provides a formal line of reporting and communication to Council.

In addition, Council is looking at ways to continuously improve and streamline systems, processes and governance across all centres, and in doing so, help build on the operational improvements being implemented in recent times by each of the community centres.

Since the formation of the Coordination Committee, strong collaboration is already taking place between each of the centres, helping improve alignment to Council's strategic plan objectives and the Principles of the Community Centres Policy.

Once a draft MOU is agreed upon with the Community Centres Coordination Committee, it will be tabled for Council's consideration.



In reply please quote our reference: ECM 663215 AW/KJ

20 July 2018

Mr Justin Lynch
Chief Executive Officer
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048
Emailed: jlynch@holdfast.sa.gov.au

Dear Justin

LGA Membership Subscriptions 2018/19

The Local Government Association of SA's membership subscriptions for the 2018/19 financial year are now due. Please find attached an invoice for your membership.

The LGA remains focused on delivering value for members through advocating for local government, assisting councils, and advancing the sector.

We produce an annual value proposition that quantifies the value of LGA services to members, and the 2018 report indicates that councils receive an average annual benefit of \$2 million in value through their LGA membership. This report can be downloaded here: <http://www.lga.sa.gov.au/lgamembership>.

An achievement from the past year include the review and restructure of the sector's Mutual Liability and Workers Compensation Schemes, which are expected to deliver additional savings of \$43 million over the next ten years. We also delivered the \$24 million State Local Government Infrastructure Partnership program.

Some of the other achievements and services provided to members in 2017/18 included:

- Provided traineeships for 108 people in regional areas.
- Hosted websites for 56 councils.
- Provided training to 2,846 council staff and elected members and held more than 40 forums on key issues for the sector.
- Issued 499 circulars providing information on state government policies, standardized templates, pressing issues and updates to councils.
- Logged 2,537 issue reports from members of the public through the My Local Services App.
- \$90 million of purchases managed through LGA Procurement contracts including \$24 million for electricity.

A key focus for the LGA in 2018-19 will be launching a new suite of member services complementary to LGA Procurement that will save councils money through more opportunities to aggregate spend. The Association is also committed to working with the Government and Parliament on progressing reforms for the sector that will improve transparency and drive efficiencies on behalf of communities.





Local Government Association
of South Australia

The voice of local government.

2018-19 is the second year of the three-year phase-in period for our new subscription methodology. Should you have any concerns regarding your invoice or would like more information about the value of LGA membership please contact me on 8224 2039.

Yours sincerely

Matt Pinnegar

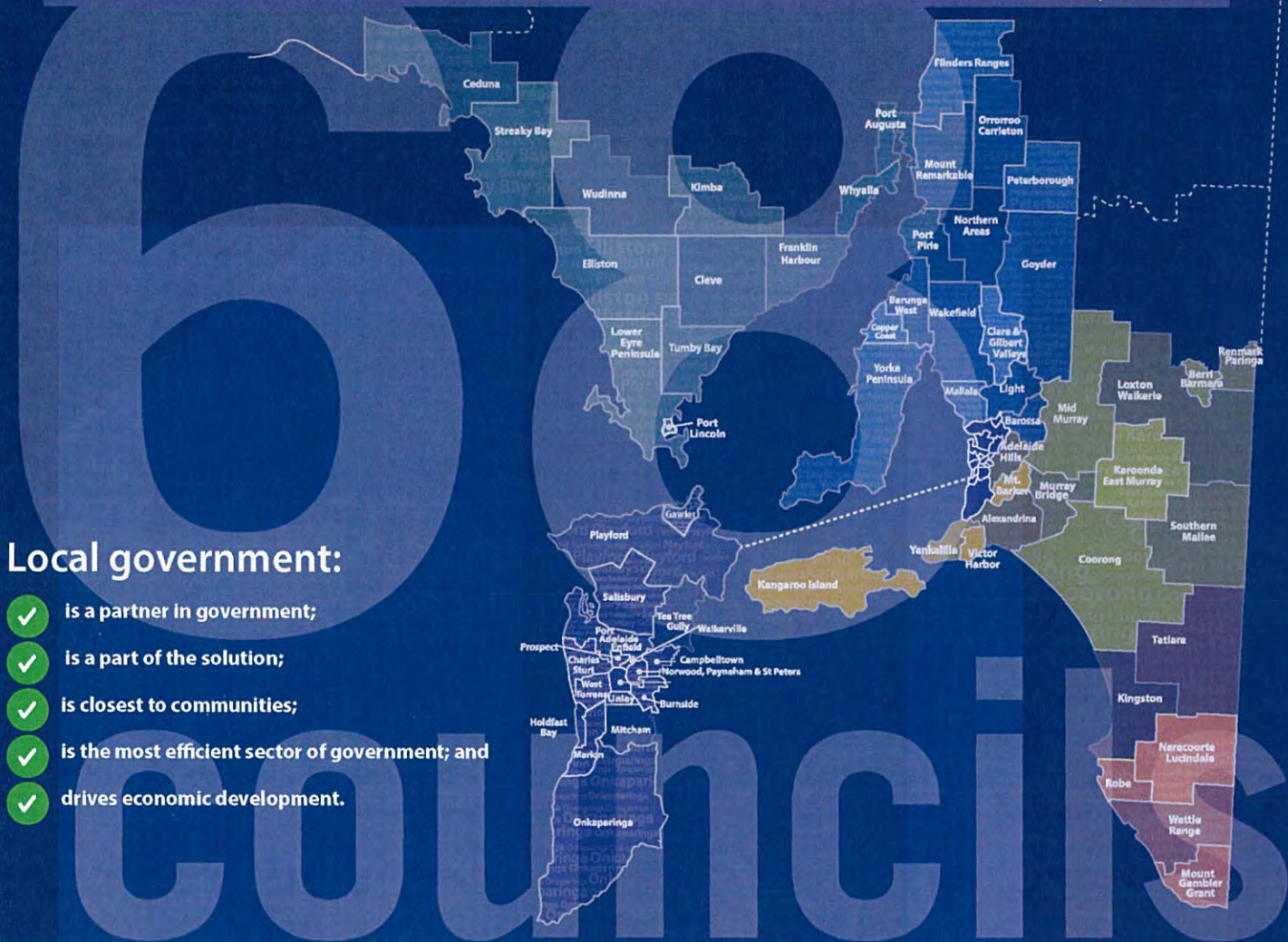
Chief Executive Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au



The mission of the LGA is to provide leadership to councils for the benefit of the South Australian community.



Local government:

- ✓ is a partner in government;
- ✓ is a part of the solution;
- ✓ is closest to communities;
- ✓ is the most efficient sector of government; and
- ✓ drives economic development.

Services funded by member council subscriptions

A summary of the core services funded by the LGA's members subscriptions are highlighted below.

Governance and Legislation	Economic Development	Member Services	Transport and Infrastructure
<ul style="list-style-type: none"> • Policies, Codes and Guidelines • Standard Operating Procedures & Templates • Governance • Delegations • Authorised Persons • Code of Conduct • Governance Network • Governance Panel 	<ul style="list-style-type: none"> • Engaging with China • Tourism • Regional Development • Mining • Economic Development Research & Resources • Economic Development Upcoming Events • Small Business • Local Infrastructure • Local Government in Live Music 	<ul style="list-style-type: none"> • Electronic Services Program • Education and Training • I-Responda • Industrial Relations and Human Resources panels & advice • Workforce Planning • CEO Salaries Comparison • Benchmarking information • Media advice • Media coverage • Awareness campaign 	<ul style="list-style-type: none"> • Fair Federal Funding • Fund my Neighbourhood • Infrastructure Partnership • National Heavy Vehicle Law • Powerlines & Vegetation • Roads & Transport • Transport Advisory Panel
			Financial sustainability
			<ul style="list-style-type: none"> • Model financial statements
Community	Planning & Development	Research and publications	Environment
<ul style="list-style-type: none"> • Ageing • Arts and Culture • Aboriginal Affairs • Libraries • Volunteers • Community Wellbeing • Community Engagement • Public Health • Emergency Management • Disability • Liquor Licensing 	<ul style="list-style-type: none"> • Planning Reform • Development Guide • Local Government Planners' Kit • Standard Section 51 Bonding Agreement • Housing & Urban Developments • Planning & Development Resources • Heritage & Planning • 30 Year Plan for Greater Adelaide • Building upgrade finance 	<ul style="list-style-type: none"> • LG Research & Development Scheme Projects • LG Research & Development Scheme • About the LG Research & Development Scheme • LG Research & Development Scheme - How to apply • LGA Surveys • Data Sources 	<ul style="list-style-type: none"> • Climate Change • Natural Resource Management • Environment Protection • Native Vegetation Markers • Stormwater • Waste and Recycling • Illegal Dumping Toolkit • Local Nuisance and Litter Control

Value of Membership 2017-18*

Councils gain financial benefit from membership of the LGA through savings and contributions.



Overall value to sector - \$139 million

Average value per council - \$2 million



Advocate

Achieving greater influence for local government in matters affecting councils and communities.

\$49 million
sector

\$700,000
average per council



Assist

Working with members councils to build capacity and increase sustainability. An integrated and coordinated local government.

\$17 million
sector

\$283,000
average per council



Advance

Facilitating continuous improvement in councils and the LGA.

\$73 million
sector

\$1 million
average per council

Top 5 priorities

*Source: LGA of South Australia Membership Survey 2018



Infrastructure funding, emergency management and response



Cost shifting and local government reform



Financial sustainability and rate capping



Economic development and job creation



Community engagement expectations

Non-financial benefits include:

- Being part of a strong, united voice when working with State and Federal Governments, as well as national advocacy through ALGA Membership;
- Economic Development initiatives that supported councils to grow their local economies and create employment in their areas;
- Events such as the Showcase, AGM and Roads & Works Conferences providing knowledge sharing and networking opportunities;
- Careers in Council website designed to improve public awareness of council services and job opportunities;
- Climate Change resources to assist councils address climate change risks;
- Policies and guideline templates to provide council staff and elected members with best practice examples;
- Increasing staff capabilities by facilitating formal training and networking opportunities;
- Assistance to councils with the implementation of the new planning legislation.

*Source: LGA of South Australia Value of Membership 2018 report by UHY Haines Norton

2017-2018

68
member
councils



Training

Subsidised training (fee based):

1,228 Council Staff and Elected Members received training from the LGA education and training unit

Free training:

1,618 council staff received free training in the areas of Financial Risk Management and Asset Management; Planning and Climate Risk Management; Public Health and Climate Risk Management, Disability Inclusion Transitioning for Councils & iResponda (emergency management)



Grants

\$2.4 million Research and Development

\$2.239 million Community Wastewater Management Scheme in 6 regional communities

\$1.067 million Regional Youth Traineeships Program

\$24.080 million State Local Government Infrastructure Partnership program



Communication

499 circulars distributed - including policy updates and legislation changes

39 direct email 'CEO's Update' (to 130 recipients) - average open rate 59%

46 direct email 'President's Update' (to 660 recipients) - average open rate 50%

130,602 council election promotional items supplied to councils in SA (refer back page for details)

52,933 website files downloaded (2,948 were secured files) & **100,000** interactions with information/content on the website



My Local Services

46 councils registered

51,369 app downloads total (average per month 1712 - for 2017/18 financial year)

2,537 reports lodged directly to councils through the 'Report it' feature *as at 1 July 2018



Unity CMS

56 councils use Unity to host **113** websites and other subsites

- ✓ **54** corporate council websites
- ✓ **14** staff intranets
- ✓ **30** elected member extranets
- ✓ **15** tourism or other specific websites

Fee for service - offered at a greatly reduced fee for member councils only



Events

Forums hosted more than 40 covering a range of topics and issues relevant to local government

Eg Sustainable Urban Growth, Land Use Costs, Public Health Planning, Communications Network

Major events Annual General Meeting, Ordinary General Meeting and Roads & Works Conferences attracted 392 local government attendances

- councils, for the -
**FRIENDS,
BOOKS**
- and -
NOOKS



- SA councils -
PART
- of your -
**EVERY
DAY.**

5,028
social media
engagement



48,984
social media
reach



#sacouncils

- council, for the -
**RUNS,
WALKS**
- and -
RIDES.



- councils, for the -
**SWINGS,
RIDES**
- and -
SLIDES.



- make a difference -
**COUNCIL
ELECTIONS**
- 2018 -



60,600
brochures



68,600
bookmarks



710
posters



346 banners



346 corflute signs

18EW0001455



**Government
of South Australia**

David Speirs MP

**Minister for Environment
and Water**

Level 10
81-95 Waymouth Street
Adelaide SA 5000

GPO Box 1047
Adelaide SA 5001
Australia

Ph: (08) 8463 5680

Minister.Speirs@sa.gov.au

Mr Justin Lynch
Chief Executive Officer
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048
Email: jlynch@holdfast.sa.gov.au

Dear Mr Lynch

In March of this year, a new state government was elected by the people of South Australia.

One of the most important policies of the new government is the reform of natural resources management.

These reforms will empower local communities and land managers, focussing on getting back to basics, with an emphasis on soil quality, water management and pest plant and animal controls, while recognising the importance of sustaining high quality biodiversity in our landscapes.

A key component of the reform agenda is a new piece of legislation – the proposed Landscape South Australia Act that will replace the *Natural Resources Management Act 2004*. The development of this new legislation represents a unique opportunity to reset and reform natural resources management in South Australia, holding on to what is working well and making important improvements to ensure the system is delivering for the people of this state.

In drafting this important legislation, I need strong engagement, creativity and frank advice from a range of stakeholders, including local government. Local government has significant investment in the natural resources management system and, as such, your council's advice to me as minister is critical to help inform the development of this vital new legislation. It is my view that the relationship between local government and state government in the area of NRM delivery has not been as strong or as fruitful as it could be, and I want to reinvigorate this relationship so that we can deliver for our government and communities.

Over the coming months I will be undertaking an extensive engagement process, and have recently appointed independent facilitators, Ms Becky Hirst, Mr Jon Bok and Mr Steve Dangerfield to help oversee this important work.

Between August and October 2018, there will be a series of facilitated stakeholder workshops and regional community forums. Workshop and forum dates, times and locations, as well as additional information, can be found at <https://yoursay.sa.gov.au/landscape-reform>.

A discussion paper has been developed that outlines the proposed reforms and will support the important conversations over the coming months. You can also find this at <https://yoursay.sa.gov.au/landscape-reform>.

You can provide your organisation's feedback on the reforms through the YourSAy website <https://yoursay.sa.gov.au/landscape-reform>.

If you have any questions about this process please email LandscapeReform@sa.gov.au or telephone (08) 8124 4772.

I look forward to working with you as we shape the future of natural resources management in South Australia.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Speirs', with a horizontal line underneath the name.

DAVID SPEIRS MP
Minister for Environment and Water

Date: 27 / 7 / 2018

Item No: **14.2**

Subject: **JETTY ROAD MAINSTREET GOVERNANCE MODEL**

Date: 14 August 2018

Written By: General Manager Community Services

General Manager: Community Services, Ms M Lock

SUMMARY

The Jetty Road Mainstreet Committee (JRMC) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999*. Membership consists up to 11 members and aligns with the current term of Council and is required to operate in accordance with Part 4 of the Local Government Act 1999. The JRMC conducted a Special Meeting on 20 June 2018 to workshop alternative governance models with a facilitator and external subject matter experts.

At its meeting on 4 July 2018, the Committee discussed a discussion paper on alternative governance models, and noted by way of a recommendation, that their preferred model is an Incorporated Association established under the *Associations Incorporation Act 1985* ("the AI Act").

Council conducted a workshop on 7 August 2018 presented by Tracey Riddle, Kelledy Jones Lawyers in conjunction with Mark Faulkner, Chair Jetty Road Mainstreet Committee to clarify JRMC positioning on the preferred governance model and provide an overview of alternative governance models under consideration.

RECOMMENDATION

That:

- 1. Council notes that the Jetty Road Mainstreet's preferred governance model is an Incorporated association established under the *Associations Incorporation Act 1985* "the AI Act");**
 - 2. Council reconsider the governance models for Jetty Road following trader engagement, with a report being returned to Council upon completion.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Boosting our visitor economy

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The JRMC conducted a Special Meeting on 20 June 2018 to workshop alternative governance models with a facilitator and external subject matter experts including:

Tracey Riddle and Natasha Jones – Kelledy Jones Lawyers

David West, Premier Retail Marketing

Melissa Kretschmer, City of Holdfast Bay Team Leader Governance, Strategic and Commercial Services

Rob McKay – Deputy Chairperson, Rundle Mall Management Authority

Virginia Miller, Business Partner, City of Holdfast Bay

REPORT

A discussion paper on the alternative models has been provided to the Committee and been updated as new information has come to light the various subject matter experts. The updated discussion paper is attached and is provided for the Committee to recommend the preferred model to Council as well as notes from the 20 June Workshop.

Refer Attachment 1

Subsequently Council conducted a workshop on 7 August 2018 presented by Tracey Riddle, Kelledy Jones Lawyers in conjunction with Mark Faulkner, Chair Jetty Road Mainstreet Committee to clarify JRMC positioning on the preferred governance model and provide an overview of alternative governance models under consideration.

A further report will be returned to Council following trader engagement on the various governance model options.

BUDGET

The JRMC 2018/19 budget has been approved by Council without consideration of the proposed changes for a new governance model.

LIFE CYCLE COSTS

The JRMC need to consider budget implications associated with establishing a new governance model.



JETTY ROAD MAINSTREET GOVERNANCE MODELS DISCUSSION PAPER

Author: General Manager Community Services
Title: Jetty Road Mainstreet Governance Models
Date: June 2018

Background

The Jetty Road Glenelg Precinct (“the Precinct”) is recognised throughout South Australia and beyond as one of the best examples of a thriving traditional retail, hospitality and business district, servicing the needs of the community and around 1.3 million visitors each year.

In 1994, the former City of Glenelg established the Jetty Road Mainstreet Board (“the Board”) with the aim of supporting the Precinct to flourish and expand, to strengthen partnerships between businesses, the Council and local community. In 2007, the name was changed to the Jetty Road Mainstreet Management Committee (JRMMC).

Current Model

The Jetty Road Mainstreet Committee (JRMC) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999* (“the LG Act”). The JRMC operates in accordance with the Terms of Reference adopted by the Council.

Membership of the JRMC consists up to 11 members and aligns with the current term of Council and is required to operate in accordance with Part 4 of the *Local Government Act 1999*.

The JRMC is established to advise Council on:

- enhancing and promoting the Precinct as a vibrant shopping, leisure and recreational area with year-round appeal to residents and visitors;
- furthering the economic development of the Precinct and encouraging further retail investment in the Precinct;
- a consistent marketing and brand strategy for the Precinct; and
- initiatives required to operate the Precinct in accordance with the Council’s Strategic Management Plans.

Subject to compliance with all Council policies, plans and procedures, the purpose of the JRMC is to:

- recommend a strategic management and financial plan for the Precinct for a period of at least four years for consideration and adoption by Council;
- promote the Precinct and to encourage its use by residents, visitors and the greater community in general;
- To make recommendations to Council in relation to the maintenance and upgrade of the Precinct’s existing infrastructure and physical appearance to ensure it is maintained to a high standard in keeping with a historic seaside village concept; and
- to recommend annually to Council a budget to support the performance of its activities and functions. Through regular reporting to Council on the JRMC’s financial and general performance, monitor the aspects of the budget approved by Council relating to the JRMC and the Precinct.

The JRMC also facilitates and maintains communication between the Council, traders, landlords, tourism providers, consumers and residents within the Precinct.

Meetings of the JRMC are held at least once every 2 months and conducted in accordance with Part 3, of the *Local Government Act (Procedures at Meetings) Regulations 1999*, the City of Holdfast Bay Code of Practice for Meeting Procedures and any additional procedures discussed within the Terms of Reference.

Importantly, during preparation of the draft retail strategy in 2017, JRMC expressed an interest in exploring alternative governance models to improve functionality, independence and effectiveness in pursuit of continuous business improvement.

Interim investigations have identified that the following are options regarding the governance models for the JRMC moving forward:

1. Section 41 Committee – retain as per status quo;
2. Section 41 Committee that enjoys delegated authority to make decisions on behalf of the Council;
3. Incorporated association established under the *Associations Incorporation Act 1985* (“the AI Act”);
4. Council subsidiary established pursuant to section 42 of the LG Act.

Of the above, the following two options are considered to be a viable proposition if the Council wishes to move away from the section 41 Committee governance model:

- Option 1 – incorporated association in the nature of a ‘Business Improvement Association’;
- Option 2 – Council subsidiary established under section 42 of the *Local Government Act 1999*.

Further details regarding these models are set out below.

OPTION 1.

Business Improvement Association (BIA)/Association Model

This model is based on the concept of establishing an independent Business Improvement Association (BIA). A BIA is an organisation distinct from the Council that is established to service a specific geographic zone. Commercial buildings within the defined zones or districts pay a special levy, which funds activities focused on improving that specific area.

A BIA works alongside local government to supplement services and activities. To establish a BIA, businesses within a geographic area need to informally agree to the concept. The businesses then approach Council to conduct a formal consultation process to enable

businesses that would be affected by a levy, to provide feedback. Under this model, the Council is still responsible for raising the special levy (i.e. as a separate rate under the LG Act) and providing it to the BIA to be administered. The model necessitates the BIA and Council entering into a funding agreement that addresses the terms on which the levy is raised and provided and ensures accountability by the BIA in its management of public funds.

Jetty Road Mainstreet traders and service providers would be required to set up a non-profit incorporated body under the AI Act via Consumer and Business Services.

An incorporated association is a legal entity in its own right and is governed by an executive committee which usually includes the following; Public Officer, Chair, Secretary, Treasurer and committee members. An incorporated association is ultimately accountable to its members (membership entitlements are a matter dealt with under the Rules of the association).

Incorporated associations that are prescribed with gross receipts of more than \$500,000 per year, need to lodge annual financial statements with Consumer and Business Services. Associations must follow legal standards of accounting and annually audit association finances in accordance with the AI Act.

Funding

The BIA is responsible for administering the levy paid to the Council by commercial building owners within the agreed geographic boundaries. As above, the Council will collect the levy via the rating process and distribute the revenue to the BIA.

The BIA is responsible for undertaking business planning annually to determine the amount of the levy required to be collected and making recommendations to the Council regarding the same. The Council is ultimately responsible, having regard to the BIA's recommendations, to determine the amount that will be raised by a separate rate to fund the levy.

This funding model is similar to a grant arrangement, where an annual plan of business improvement activities is provided to Council, and upon the Council declaring and collecting the separate rate, the revenue is forwarded to the BIA to financially manage. The BIA would report twice a year to the Council acquitting the levy expended.

As above, the terms of the funding model will be set out in a funding agreement between the BIA and the Council.

BIA is structured as a non-profit organisation, separate from Council, and is eligible to engage in fee-for-service arrangements. Additionally, they can seek funding and grants from other bodies.

Governance

BIAs are a separate legal entity from the Council. Although globally BIAs work closely with Council to ensure strategic objectives are achieved and all funds raised are fully acquitted.

The incorporated association is member based organisation governed by a constitution (otherwise known as 'Rules') which is lodged with Consumer and Business Services.

A committee of management, is charged with management of the organisation. The committee of management, is made up of volunteers, drawn from members or their nominees, in accordance with the constitution. The Rules of the association provide for membership of the committee of management. By way of example, a common approach is that each year at the AGM of the association, the committee of management positions are declared vacant. All full members of the incorporated association are eligible to vote at the AGM as well as to stand for election, or to nominate someone to stand on their behalf.

The committee of management may employ staff (i.e. an executive manager) to oversee the day to day activities of the organisation. In this case, the executive manager reports each month at management meetings on the running of the organisation.

Responsibility

A BIA is responsible for all associated expenses drawn from the levy raised by Council on behalf of the BIA including;

- Audit committee
- Internal and external auditors
- Human Resource management and all associated functions
- Finance systems – produce an annual budget which meets all of the financial regulations and standards
- Business plans
- Annual reports

This envisages any services provided by Council, would be on-charged to the BIA for reimbursement from Levy funds.

OPTION 2.

Subsidiary Model

Ministerial approval is required under the LG Act to establish a Council subsidiary. A subsidiary is a legal entity in its own right and is governed by a board. Membership of the board is provided for in the Subsidiary's Charter.

Specifically, to establish a subsidiary, a Charter is prepared by Council addressing matters including (but not limited to) the following;

- Purpose of the subsidiary
- Constitution of the board of management
- Determine whether board members need to submit returns under the LG Act
- Powers, functions and duties of the subsidiary
- Scope and description of any activities undertaken out of the Council area

- Staffing issues – can the subsidiary employ staff and if they are able to the conditions and processes of employment
- Funding arrangements – fully self-funding or partially funded and any other relevant arrangements relating to costs and funding
- Any special accounting, internal auditing or financial systems or practices to be established or observed by the subsidiary
- Acquisition or disposal of assets
- Manner in which surplus revenue is to be dealt with by the subsidiary
- Nature and scope of any investments the subsidiary can undertake
- Reporting obligations to Council – operations, financial position and other relevant issues.

Council can include any other relevant matters and has the power to review the Charter at any time to align with Council’s strategic plans and amend the Charter as required.

Funding

Council would need to agree to raise a compulsory levy paid by all businesses within precinct. Again, the levy would be raised by way of the Council declaring a separate rate. The precinct’s geographic boundaries would be determined by Council.

The subsidiary would manage, expend and acquit all funds raised by Council from the levy in accordance with the requirements of the Charter

Governance

A subsidiary appoints a board of management with the membership determined by Council. The board of management may consist of or include persons who are not members of Council. Board members are appointed for a term not exceeding 4 years and at the expiration of a term of office are eligible for reappointment (unless the Charter provides to the contrary).

The board of management is responsible for the administration of the affairs of the subsidiary, and for ensuring that:

- The subsidiary observes all plans, targets, structures, systems and practices required or applied to the subsidiary by the Council
- The subsidiary prepares and adopts a business plan consistent with its charter including:
 - Performance targets to be met,
 - Statement of financial and other resources,
 - internal processes that will be required to meet the targets,
 - Performance measures that are to be used to monitor and assess performance.

The board’s liabilities are guaranteed by Council and any borrowings need to be approved.

The Council has the ability to direct the Subsidiary.

Responsibility

Under the subsidiary model, the subsidiary will be responsible for all associated expenses drawn from the levy raised by Council on behalf of the subsidiary, including:

- audit committee
- internal and external auditors
- Human Resource management and all associated functions
- finance systems – produce an annual budget which meets all of the financial regulations and standards
- business plans
- annual reports

Overview

	BIA	Subsidiary	Current
Established under	Associations Incorporation Act 1985	Local Government Act (s42)	Local Government Act (s41)
Governance structure	Executive committee appointed in accordance with Constitution (may include members and non-members)	Board (determined by Council)	Committee (determined by Council)
AGM	Annually	Not required	Not required
Governing Rules	Constitution	Charter	Terms of Reference
Direction & Control	Members	Council	Council
Liability	Own assurance	Guaranteed by Council	Guaranteed by Council
Reporting to	Members	Council	Council
Financial management	Annual audited accounts as per AI Act	Annual audited accounts as per LG Act	Annual audited accounts as per terms of reference
Staff	Employed by Association	Employed by Subsidiary	Employed by Council
Employees	Manager, plus required admin. staff	Manager, plus required admin. staff	n/a – see above
Ability to raise funds	BID requests Council to raise agreed funds	Council to raise a compulsory levy	Council to raise a compulsory levy

Budget	Agreed by members	Recommended to and agreed by Council	Recommended to and agreed by Council
---------------	-------------------	--------------------------------------	--------------------------------------

Discussion Points

- Risks/liabilities associated with each respective governance model
- Financial implications associated with each respective governance models
- Human resource management implications with each respective governance model.
- Accountability/Responsibility with each respective governance model.

Next Steps

The timeframes outlined below are associated with the consideration of the alternate governance models for JRMC:

- 6 June JRMC Meeting - **Discussion Paper** Tabled for Consideration
- 20 June Special JRMC Meeting – **Workshop** with facilitator and external governance experts
 - Tracey Riddle – Kelledy Jones Lawyers
 - David West, Premier Retail Marketing
 - Melissa Kretschmer, CHB Team Leader Governance, Strategic and Commercial Services.
 - Rob McKay – Deputy Chairperson, Rundle Mall Management Authority
- 4 July 2018 JRMC Meeting - **JRMC Endorse** the preferred Governance model to be approved by Council.

Item No: **14.3**

Subject: **BRIGHTON OVAL REDEVELOPMENT - TENDER DOCUMENTS**

Date: 14 August 2018

Written By: General Manager

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

At its meeting 24 July 2018 Council resolved (Resolution No: C240718/1220) that a further report be submitted to table the tender documents prepared by Administration for the Brighton Oval Redevelopment.

This report presents the tender documents as prepared by Administration and issued to the Tenderers. As a number of addendums have been issued, only the final version of the documents is presented to avoid confusion and avoid unnecessary printing.

RECOMMENDATION

That Council notes Report No: 272/18.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Placemaking: Developing walkable connected neighbourhoods
Placemaking: Building character and celebrating history
Community: Building a healthy, active and resilient community
Community: Celebrating culture and diversity
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community
Environment: Fostering an environmentally connected community
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Development Act 1993

BACKGROUND

- **Council Report No: 240/18; Item No. 14.6 'Brighton Oval Complex – Redevelopment', 10 July 2018.**
- **Council Report No: 255/18; Item No. 11.2 'Motion on Notice – Brighton Oval development – Tender Documents', 24 July 2018 (resolution C240718/1220).**

REPORT

Since confirmation of State Government funding in March 2018, Council has progressed this project to a point where a Request for Tender (RFT) process is underway.

The activities undertaken prior to the RFT included:

- Consultation with the 4 clubs that are currently tenants within the existing buildings
- Development of a draft concept designs for the proposed three (3) clubrooms
- Preparation for technical (on-ground) investigations
- Assessment of an appropriate contract model and project risks
- An expression of interest to gauge construction industry interest and short list a number of suitable companies to tender for the project. This process selected four companies who offered the best methodology, team, experience, process and systems.
- Preparation of Request for Tender documents

The Request for Tender documents comprise a number of parts:

- Request for Tender documentation & related schedules
- General Conditions of Contract
- Principal's Project Requirements (technical specifications)

Concept Design drawings

The Request for Tender and General Conditions of Contract were prepared by Council's lawyers MinterEllison. The Principal's Project Requirements documentation was prepared by Tonkin Consulting. Architects Folland and Panozzo prepared the Concept Design Drawings in association with Council staff and Club representatives.

As a number of addendums have been issued, only the final versions of the documents which will form the basis of the tender submissions are presented to avoid confusion and avoid unnecessary printing. Copies of the documents are also available of The Hub.

*Refer Attachment 1
(Due to the size of the Attachment it will be sent electronically)*

Tender close on 10 August 2018. The selection of the managing contractor will be predominantly based on the following:

- Overhead /fee basis for the design development and project delivery phases, inclusive of liaison with Principal and stakeholders and obtaining development approval.
- Capability, systems and experience of the contractor's project team.
- Processes and methodology – a commitment to work in partnership with Council's project delivery team to deliver the project within the target price and project timeline.
- Innovation and/or alternative ideas the contractor can bring to the project.
- Incentive mechanism to adjust the price under or over runs.
- Project management, quality and safety systems proposed by the contractor.
- Any other relevant matters.

BUDGET

The overall budget for this project is \$8.0m, with \$2.0m being provided by the State Government. The 2018/19 budget allocation is \$4m (funded \$2.0m by Council and \$2m in external funding) with a further 2019/20 budget allocation of \$4m (funded \$4.0m by Council).

LIFE CYCLE COSTS

There is no life cycle cost impact as a result of this report.

Item No: **14.4**

Subject: **2017-18 PRELIMINARY FUNDING STATEMENTS AND 2017-18 BUDGET CARRIED FORWARDS**

Date: 14 August 2018

Written By: Manager Finance

General Manager: Business Services, Mr R Bria

SUMMARY

This report provides preliminary funding statements for the 2017/18 financial year including explanations of the interim results and major budget variations as well as detailing yet to be finalised projects to be brought forward and budgeted for in 2018/19.

The preliminary result for municipal operations shows an operating surplus of \$2,713,306, compared with the adopted forecast surplus of \$1,077,734 resulting in a positive budget variance of \$1,635,572.

The municipal operational variance results are detailed by business unit within this report. The major variances compared to the adopted forecast are summarised as follows:

Major Municipal Operational Variances	Amount
Lower employment costs	\$63,903
Lower materials, contract, other expenditure	\$730,743
Yet to be finalised operational projects	\$231,705
Lower interest on borrowings expense	\$189,066
Lower depreciation expense	\$53,000
Timing of Financial Assistance Grant	\$63,064
Higher Caravan Park user income	\$101,341
Higher planning and hoarding fees	\$99,498
Higher contributions and reimbursement income	\$103,252
Total variance to forecast	\$1,635,572

The preliminary result for Alwyndor operations shows an operating deficit of \$653,000 compared with the adopted forecast deficit of \$299,653 resulting in a negative budget variance of \$353,347. Major budget variances have occurred in employee training and transition costs, brokered home support services and consulting fees.

The consolidated result for both operations shows an operating surplus of \$2,060,306, compared with the adopted surplus forecast of \$778,081 resulting in a positive budget variance of \$1,282,225.

RECOMMENDATION

That Council:

1. notes the provisional unaudited 2017/18 funding statements and carried forward budgets;
 2. approves the carried forward amounts from the 2017/18 budget to the current year 2018/19 budget being \$231,705 operating expenditure, \$1,768,284 capital expenditure and \$163,352 capital income.
-

COMMUNITY PLAN

Culture: Being financially accountable

COUNCIL POLICY

Treasury Management

STATUTORY PROVISIONS

Local Government (Financial Management) Regulations 2011

BACKGROUND

The financial management regulations require an annual report showing the audited results of the Council for the previous financial year compared with the estimated financial results set out in the budget.

Preliminary unaudited funding statements have been prepared in order to inform the Council in a timely manner of financial performance for 2017/18.

A full set of audited 2017/18 financial statements will be presented to Council in October when the financial statements have been finalised, considered by the Audit Committee and audited in the prescribed format.

REPORT

Preliminary 2017/18 Funding Statements

Preliminary unaudited funding statements with explanatory variance notes for the year ended 30 June 2018 are provided.

Refer Attachment 1

Non-cash items not included in Funding Statements

A number of end-of-year non-cash items are required to be accounted for and are not included in the funding statements. They will have an impact on the final financial position including the balance sheet and include asset revaluations, the Southern Region Waste Resource Authority (SRWRA) equity gain, in-kind library grants, net gain/loss on disposal of assets and provision for asset impairment.

Asset revaluations in 2017/18

Open Space assets were revalued by Jones Lang LaSalle. The last revaluation on these assets was performed in 2013. There has been a 9.5% increase in the value of open space assets from \$44.5m to \$48.8m.

SRWRA Equity Gain

Council has a 15% equity share in SRWRA. The final equity share is dependent on the audited financial result for SRWRA and is yet to be finalised.

Net Gain/Loss on disposal of assets

A number of assets were disposed of during 2017/18 including machinery, vehicles and property. In addition a number of infrastructure assets were replaced or renewed while still having remaining useful lives. While the amounts are non-cash the accounting for these assets is yet to be finalised.

Impairment of Assets

The Australian Accounting Standard (AASB 139) requires an annual assessment of whether any financial asset is impaired. Impairment means the carrying amount of the asset is more than the amount that is expected to be recovered. This assessment will be completed as part of the finalisation of the financial statements.

Carried Forward Budget Amounts

Council adopted its 2017/18 annual business plan and budget in June 2017. During the 2017/18 year, Council regularly reviewed its budget and adopted a revised operating forecast of \$1,077,734 surplus for Municipal activities and a \$299,653 deficit for Alwyndor activities.

A number of capital and operational projects are yet to be finalised at the 30 June 2018. A full detailed listing including explanations of these projects which require funding to be brought forward from 2017/18 to 2018/19 are included in Attachment 2.

Refer Attachment 2

Jetty Road Mainstreet Budget

The Jetty Road Mainstreet budget is fully funded from a separate rate, event sponsorships and event sale income. Due to the separate funding arrangements the remaining unspent balance of \$77,167 is required to be carried forward.

Capital Expenditure

The overall capital expenditure incurred is \$1,793,561 less than forecast. The total amount of incomplete capital projects to be carried forward is \$1,768,284 and the individual project amounts are listed in attachment 2 including comments on the status of each project. The three largest projects are Coast Park \$606,570, major plant and equipment \$371,816, and storm water upgrades \$152,845.

Capital Income

A number of capital income budgets are also required to be carried forward to part fund capital projects. The major budget amount refers to trade-ins on major plant and equipment of \$113,752.

Carried forward funding – Municipal Operations

The net carried forward budget amount is to be funded from available cash and previously approved borrowings. Council's Treasury Management Policy prescribes the use of available cash before drawing down any new borrowings. As at 30 June 2018 Council had uncommitted available cash of \$299,714.

The 2017/18 revised budget provided for new borrowings totalling \$3.6m. No new borrowings were made during the year as there was sufficient available cash to meet actual expenditure. In order to fund the carried forward budgets it is proposed to borrow the balance being \$1,536,923 during 2018/19 in accordance with the Treasury Management Policy.

The following summary outlines the funding breakdown:

Project	2017/18 Carried Forward \$
<i>Total Operating Expenditure</i>	231,705
<i>Total Capital Expenditure</i>	1,768,284
<i>Less Total Capital Income</i>	(163,352)
Total Funding Requirement	1,836,637
<u>Funding source:</u>	
<i>Uncommitted Cash and Cash Equivalents @ 30 June 2018</i>	299,714
<i>New loan borrowings (as required during 2018/19)</i>	1,536,923

Commercial Activities

Comparative financial reports to 30 June 2018 have been provided for councils major commercial activities including Brighton Caravan Park, Partridge House and Partridge Street carpark.

Refer Attachment 3

Financial Indicators/Ratio Analysis

The results contained in this report are preliminary and include a number of non-cash items yet to be finalised therefore a full ratio analysis would not be meaningful. A full set of financial indicators will be included as a note to the completed audited financial statements which will be presented to the Audit Committee and Council during October and November 2018.

BUDGET

This report provides an analysis of Council's 2017/18 preliminary funding statements and confirms the carried forward projects and latest preliminary result prior to external audit. The 2018/19 forecast will be amended to include all approved carried forward budgets.

LIFE CYCLE COSTS

This report has no direct implication for full life cycle costs.



City of Holdfast Bay Preliminary Municipal Funds Statement as at June 2018

2017 - 2018 Original Budget \$'000	Year to Date				Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000		
(737)	(774)	(760)	(13)	Administrative Services	
1,659	1,847	1,910	(63)	FAG/R2R Grants	1
(1,058)	(994)	(997)	2	Financial Services	
(8,623)	(8,773)	(8,720)	(53)	Financial Services-Depreciation	2
(241)	(241)	(310)	69	Financial Services-Employee Leave Provisions	3
(1,070)	(900)	(712)	(188)	Financial Services-Interest on Borrowings	4
230	383	383	-	Financial Services-SRWRA	
33,187	33,175	33,169	6	General Rates	
(633)	(550)	(524)	(26)	Human Resources	
(3,659)	(3,906)	(3,717)	(189)	Strategic and Commercial Services	5
(644)	(539)	(535)	(4)	Strategy and Policy	
(522)	(519)	(488)	(31)	Business Development	
(952)	(959)	(900)	(59)	Community Development	6
(340)	(340)	(340)	1	Community Engagement Admin	
(848)	(767)	(690)	(77)	Community Events	7
(299)	(302)	(260)	(41)	Community Services Administration	
(135)	(135)	(118)	(18)	Community Transport	
(59)	(62)	24	(86)	Community Wellbeing	8
(517)	(517)	(521)	5	Customer Service	
-	(37)	41	(78)	Jetty Road Mainstreet	9
(1,337)	(1,308)	(1,294)	(14)	Library Services	
4	(16)	53	(69)	Lifelinks	10
(310)	(310)	(304)	(7)	Tourism & Marketing Admin	
(1,471)	(1,501)	(1,388)	(113)	Asset Management	11
(1,422)	(1,093)	(1,109)	16	Assets and City Services	
30	30	58	(28)	Cemeteries	
612	491	611	(119)	City Regulation	12
878	988	1,009	(20)	Commercial - Brighton Caravan Park	
(15)	(15)	(12)	(2)	Commercial - Partridge House	
436	439	396	44	Commercial - Recreational Clubs Leases	
(865)	(777)	(690)	(86)	Development Services	13
(633)	(618)	(752)	134	Environmental Services	14
(373)	(373)	(392)	19	Infrastructure Maintenance	
(18)	(18)	(16)	(1)	Property Maintenance	
(7,432)	(7,331)	(6,880)	(451)	Public Spaces	15
(3,519)	(3,399)	(3,305)	(94)	Waste Management	16
796	796	796	-	Less full cost attribution - % admin costs capitalised	
103	1,078	2,713	(1,635)	=Operating Surplus/(Deficit)	
8,623	8,773	8,720	53	Depreciation	2
11	(141)	(72)	(69)	Other Non Cash Items	3
8,634	8,632	8,648	(16)	Plus Non Cash Items in Operating Surplus/(Deficit)	
8,737	9,709	11,361	(1,651)	=Funds Generated from Operating Activities	
-	1,731	1,778	(48)	Amounts Received for New/Upgraded Assets	
231	304	208	96	Proceeds from Disposal of Assets	17
231	2,035	1,986	49	Plus Funds Sourced from Capital Activities	
(5,125)	(6,432)	(5,729)	(703)	Capital Expenditure on Renewal and Replacement	
(1,099)	(7,750)	(6,660)	(1,091)	Capital Expenditure on New and Upgraded Assets	
(6,224)	(14,182)	(12,389)	(1,794)	Less Total Capital Expenditure	18
209	209	260	(51)	Plus:Repayments of loan principal by sporting groups	19
209	209	260	(51)	Plus/(less) funds provided (used) by Investing Activities	
2,952	(2,229)	1,218	(3,447)	= FUNDING SURPLUS/(REQUIREMENT)	
Funded by					
1,371	4,103	4,103	-	Increase/(Decrease) in Cash & Cash Equivalents	
-	(4,337)	(3,102)	(1,235)	Non Cash Changes in Net Current Assets	
-	(3,577)	218	(3,794)	Less: Proceeds from new borrowings	
1,581	1,581	-	1,581	Plus: Principal repayments of borrowings	
2,952	(2,229)	1,218	(3,447)	=Funding Application/(Source)	

Note 1 – Financial Assistance Grant - \$63,000 (3%) favourable

The first two instalments of the 2018/19 Financial Assistance Grant were received by Council in June 2018 and, under accounting standards, have been included as revenue in 2017/18 even though they relate to 2018/19. As the same process occurred in 2016/17 this has resulted in a timing issue across two financial years and a variance in 2017/18 of \$63,000.

Note 2 – Financial Services - Depreciation - \$53,000 (1%) favourable

The creation of a number of new assets were completed later in the year than planned, resulting in less depreciation being charged than originally budgeted for.

Note 3 – Financial Services – Employee Leave Provisions - \$69,000 (29%) unfavourable

Final movements in the provisions made for Annual Leave and Long Service Leave owed to employees.

Note 4 – Financial Services – Interest on Borrowings - \$188,000 (21%) favourable

Cash flow requirements are managed throughout the year by utilising available cash and short-term cash advance debentures (CAD) arranged through the Local Government Finance Authority. Low interest rates and less reliance on short term variable CADs has meant the final interest on borrowings was lower than forecast.

Note 5 – Strategic and Commercial Services - \$189,000 (5%) favourable

Savings on Elected Members' allowances of \$20,000 (\$12,000 diverted as per Council resolution to the painting of a mural on Glenelg Community Centre), Governance expenses (\$34,000), insurance premiums (\$44,000), employment costs (\$17,000), Jetty Road, Glenelg Masterplan (\$49,000) and as yet uncompleted grant applications for business startups to be carried forward to 2018/19 (\$24,000).

Note 6 – Community Development - \$59,000 (6%) favourable

Savings on employment costs (\$13,000), cleaning costs (\$8,000) and donation program (\$5,000). Additional income from Glenelg Community Centre room hire (\$6,000) and an Arts SA grant received in advance for 2018/19 (\$9,000). Open Space Strategy project to be carried forward to 2018/19 (4,000).

Note 7 – Community Events - \$77,000 (10%) favourable

Savings on various Council events including New Year's Eve (\$8,000), Life Saving Championship (\$13,000), Civic Receptions (\$4,000), Fringe at the Foreshore (\$7,000), Citizenship Ceremonies (\$6,000), Christmas Pageant (\$4,000) and other public functions (\$25,000).

Note 8 – Community Wellbeing - \$86,000 (139%) favourable

Additional Home Maintenance/Assistance fee income (\$20,000), savings in employment costs due to vacancies (\$32,000) and the Domestic Assistance program (\$40,000).

Note 9 – Jetty Road Mainstreet - \$78,000 (211%) favourable

Underspend on Winter Wonderland (\$39,000), Tour Down Under (\$8,000) and Christmas Pageant (\$5,000) events. Glenelg Mainstreet budget underspent on employment costs (\$16,000) and other minor variances.

Note 10 – Lifelinks - \$69,000 (431%) favourable

Unspent 2016/17 grant funding which will need to be returned to Department for Communities and Social Inclusion (\$43,000), savings on employment costs due to vacancies (\$16,000) and the use of temporary staff (\$10,000).

Note 11 – Asset Management - \$113,000 (8%) favourable

Building operational costs savings on cleaning (\$47,000), water (\$15,000) and repairs and maintenance (\$39,000). Utilities reimbursements from lessees higher than budgeted for (\$12,000)

Note 12 – City Regulation - \$119,000 (24%) favourable

Less than anticipated income from parking and fines for both on-street parking (\$10,000) and off-street parking (\$40,000) offset by savings on employment costs (\$28,000), additional hoarding fee income (\$100,000) and food inspection registrations and licences (\$32,000).

Note 13 – Development Services - \$86,000 (11%) favourable

Additional planning fee income (\$30,000) and savings on the Shopfront Character/Heritage Grant scheme (\$57,000).

Note 14 – Environmental Services - \$134,000 (22%) unfavourable

The allocation for tree maintenance employee costs are within the Public Spaces budget which offsets this negative variance (\$212,000) – see note 15. Offset by additional tree removal income (\$11,000), savings on employee costs (\$7,000) and uncompleted projects to be carried forward to 2018/19; Green Bag Retail Pilot Program (\$14,000), Stormwater Retention Plan (\$33,000).

Note 15 – Public Spaces - \$451,000 (6%) favourable

Employee costs accounted for within Environmental Services (\$212,000) - see Note 14. Additional memorial seat income (\$48,000), employment cost savings including the use of temporary staff (\$29,000), lower electricity (\$135,000) and telecommunication (\$19,000) costs.

Note 16 – Waste Management - \$94,000 (3%) favourable

Disposal costs lower than anticipated (\$39,000) and savings on the collection and disposal of street litter bin waste (\$52,000).

Note 17 – Proceeds from disposal of assets - \$96,000 (32%) unfavourable

Two Council trucks and one tractor will now be disposed in 2018/19 due to delay in the receipt of replacement vehicles.

Note 18 – Capital expenditure - \$1,794,000, (12%) favourable

A number of projects were not completed at the 30 June 2018. Details of these projects and the amount requested to be carried forward to 2018/19 are listed in Attachment 2.

Note 19 – Repayment of loan principal by sporting groups - \$51,000, (24%) favourable

Brighton Tennis Club negotiated to repay the total principal outstanding on their loan when it had been due for roll-over this financial year.



City of Holdfast Bay Preliminary Capital Expenditure Summary to June 2018

2017-18 Original Budget \$'000	Year to Date			
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000	
(796)	(796)	(796)		- Full Cost Attribution
(370)	(603)	(624)	21	Information Technology
(10)	(10)	(9)	(1)	Commercial and Economic Enterprises
-	(11)	(18)	7	Tourism
(91)	(101)	(108)	7	Brighton Library
-	(15)	(6)	(9)	Home and Community Care
(90)	(90)	-	(90)	Sport and Recreation
-	(29)	(28)	(1)	Life Links to SRF Facilities
(35)	(35)	(30)	(5)	Depot and Stores
(793)	(1,119)	(747)	(372)	Machinery Operating
(1,152)	(1,129)	(1,022)	(107)	Road Construction and Re-seal Program
(150)	(150)	(109)	(41)	Car Park Construction
(98)	(98)	(52)	(46)	Footpath Program
(300)	(2,864)	(2,760)	(105)	Stormwater Drainage Program
(60)	(118)	(89)	(30)	Traffic Control Construction Program
(523)	(545)	(602)	57	Kerb and Water Table Construction Program
(30)	(30)	(25)	(5)	Other Transport - Bus Shelters etc.
(361)	(2,040)	(1,766)	(274)	Reserve Improvements Program
(1,295)	(2,122)	(2,031)	(91)	Land, Buildings and Infrastructure Program
(70)	(148)	(141)	(6)	Streetscape Program
-	(2,008)	(1,409)	(599)	Foreshore Improvements Program
-	(121)	(19)	(102)	Caravan Park - General
(6,224)	(14,182)	(12,389)	(1,794)	Total

Note: Details of yet to be finalised capital projects are provided in Attachment 2



Alwyndor Aged Care Funds Statement as at 30 June 2018

2017-18 Original Budget \$'000	Year to Date				Note
	Adopted Forecast \$'000	Actual YTD \$'000	Variance \$'000		
4,480	3,859	3,763	96	User Charges	1
10,486	10,059	10,207	(148)	Operating Grants and Subsidies	1
374	478	509	(31)	Investment Income	
1,670	2,254	2,442	(188)	Reimbursements	2
1,121	1,589	1,736	(147)	Other Income	3
18,130	18,239	18,658	(419)	Operating Revenue	
(12,944)	(13,927)	(14,387)	460	Employee Costs - Salaries & Wages	4
(3,745)	(3,689)	(3,951)	262	Materials, contracts and other expenses	5
(80)	(90)	(134)	44	Finance Charges	6
(897)	(832)	(839)	7	Depreciation	
(17,666)	(18,538)	(19,311)	773	Less Operating Expenditure	
464	(299)	(653)	354	=Operating Surplus/(Deficit)	
897	832	839	(7)	Depreciation	
897	832	839	(7)	Plus Non Cash Items in Operating Surplus/(Deficit)	
1,361	533	186	347	=Funds Generated from Operating Activities	
(742)	(702)	(639)	(63)	Capital Expenditure on New and Upgraded Assets	
(742)	(702)	(639)	(63)	Less Total Capital Expenditure	
620	(169)	(453)	284	= Funding SURPLUS/(REQUIREMENT)	
				Funded by	
620	(169)	(453)	284	Increase/(Decrease) in Cash & Cash Equivalents	
620	(169)	(453)	284	=Funding Application/(Source)	

Note 1 – User Charges – negative variance

To be read in conjunction with government subsidies as the split between government funding and consumer contribution is dependent on resident means testing. Overall combined variance is minimal.

Note 2 – Reimbursements – positive variance

Continued growth in Consumer Directed Care services being provided.

Note 3 – Other Income - positive variance

Continued growth in Consumer Directed Care packages resulting in administration and case management fee income.

Note 4 – Employee Costs – Salaries & Wages – negative variance

Salary costs associated with the continued growth in providing Home Care services, as is evidenced by the growth in service income. Additionally, increased staff training costs and ongoing transition costs that are quarantined to the current financial year.

Note 5 – Materials, contracts and other expenses – negative variance

An increase in brokered services for Home Support consumers, which is offset in part by increased reimbursement income. Also, the additional costs of consulting fees in relation to internal reviews.

Note 6 – Finance Charges – negative variance

Delay with Grants of Probate for Accommodation Bond refunds, resulting in higher interest payments.

Operational Project	2017/18 Budget \$	2017/18 Spent \$	2018/19 Carried Forward \$
Local History "Bay to Battlefield" - Grant Funded <i>Project approval is for 4 years being the period of the Great War and includes imagery of WW1 military service men and women who once lived in Holdfast Bay. Imagery remains in place for 3-4 month period.</i>	9,085	5,145	3,940
Life Links Program - Grant Funded <i>Surplus funds not spent in 2017/18.</i>	28,249	(47,792)	76,041
Jetty Road Mainstreet <i>Balance of unspent allocated funds for 2017/18</i>	36,858	(40,309)	77,167
Open Space Strategy <i>Final stages of strategy still to be completed.</i>	40,000	35,877	4,123
New Business Startup Grants <i>A number of applications were received in June 2017 which will be processed in July and August.</i>	50,000	26,500	23,500
Green Bag Retail Pilot Program <i>Grant funded scheme to provide supermarkets with compostable green bags. Scheme to be continued in 2018/19.</i>	80,000	66,018	13,982
Stormwater Retention Plan <i>Development of an implementation plan, which is the second stage of the project, to be undertaken in 2018/19.</i>	50,000	17,048	32,952
Total Operating Expenditure	294,192	62,487	231,705
Net operational carry forwards requested			231,705

Capital Project	2017/18 Budget \$	2017/18 Spent \$	2018/19 Carried Forward \$
Major Plant & Equipment <i>2 Trucks, 1 tractor and 3 trailers ordered, but with delivery now expected in August 2018.</i>	1,119,000	747,184	371,816
Stormwater Drainage Program <i>Cost savings on the 2017/18 program are to be used for additional stormwater projects during 2018/19.</i>	1,517,436	1,364,591	152,845
Kerb Construction Program <i>The replacement of kerbing at Warratah Street was delayed as additional scoping works were required before commencement of project.</i>	25,000	-	25,000
Car Park Construction <i>Completion of works at Kibby Reserve Community Centre car park delayed due to weather.</i>	150,000	108,757	16,000
Road Construction Program <i>Road program substantially complete, however, there are a few patch repairs still to be carried out in the first few months of 2018/19.</i>	1,129,000	1,021,990	50,000
Footpath General Repairs <i>A number of footpaths have been identified for minor repairs.</i>	22,100	10,694	11,406
Kauri Parade Community and Sports Complex <i>Final scope clarification delayed by contractor. Works due to be completed August 2018.</i>	937,534	846,731	90,803
Streetscape Improvements <i>Green Room project at Jetty Road, Glenelg, almost complete. Remaining installation and planting required in front of Telstra building.</i>	47,424	8,798	10,000
Playground Equipment Alf Smedley Reserve <i>A long wait time for playground equipment has meant installation will now occur in August/September 2018.</i>	17,000	-	17,000
Coastal Fencing Project Kingston Park <i>Due to urgent works needed to coastal fencing along South Esplanade remaining capital funds allocated to other coastal projects will be reallocated to support the required works. Expected to be completed in August 2018.</i>	22,000	-	22,000
Glenelg Oval Masterplan Design <i>Awaiting notification of State Government grant programs before project can start.</i>	100,000	-	100,000
Brighton Community Garden <i>Awaiting community consultation to occur on alternative location for garden.</i>	49,600	-	49,600

Capital Project	2017/18 Budget \$	2017/18 Spent \$	2018/19 Carried Forward \$
Brighton Civic Centre Renovation Works <i>Painting and ancillary works to be completed in August 2018.</i>	271,000	254,075	16,925
Partridge House Lighting and CCTV <i>Final works to be completed in August 2018.</i>	54,000	24,765	29,235
Kingston Park Stages 4 & 6 - Detailed Design <i>Project has recommenced following delays with designs to be completed in 2018/19.</i>	90,000	-	90,000
Coast Park Shared Pathway - Precinct 7A + 7B <i>Additional scope for revegetation and car park reseal.</i>	1,977,488	1,370,918	606,570
Brighton Caravan Park upgrade <i>Investigation and design works for Stage 2 of the Brighton Caravan Park due to commence during 2018/19.</i>	121,366	18,977	102,389
Partridge House Improvements <i>Paving works to be undertaken in the first few months of 2018/19.</i>	9,310	2,615	6,695
Total Capital Expenditure	7,659,258	5,780,095	1,768,284
Sale Income - Major Plant & Vehicles <i>Trade-in of three council vehicles as part of the purchase of new trucks and tractor expected in August 2018.</i>	(304,390)	(190,638)	(113,752)
Brighton Community Garden Grant Funding <i>Funding has been received, but due to delay in project is to be accounted for in 2018/19.</i>	(49,600)	-	(49,600)
Total Capital Income	(353,990)	(190,638)	(163,352)
Net capital carry forwards requested			1,604,932

BRIGHTON CARAVAN PARK	Actual \$ 01/07/16 to 30/06/17	Actual \$ 01/07/17 to 30/06/18
Revenue From Cabins and Sites		
Oceanview Spa Villas	116,338	121,091
Waterview Villas	285,034	305,064
Seaside Cabins	150,081	157,438
Budget Cabin - No Ensuite	48,086	67,352
Special Access Hillside Cabin	28,118	28,297
Hillside Cabins	56,739	68,650
Powered Grass Sites	214,853	286,048
Unpowered Sites	22,898	20,933
Premium Powered Sites	89,966	121,490
Powered Slab Sites	310,747	365,070
Beachfront Powered Grass Sites	119,156	119,017
Sea Breeze Cabins	463,160	527,826
Miscellaneous Income	38,786	24,840
	1,943,962	2,213,116
Operational Costs		
Management costs	(740,958) *	(849,209) *
Repairs and Maintenance	(127,755)	(68,632)
Marketing/Website	(36,370)	(26,673)
Site Operational Costs	(62,728)	(59,149)
Office Operational Costs	(74,662)	(90,564)
Water	(17,597)	(21,249)
Electricity	(41,441)	(45,556)
Gas	(34,103)	(39,073)
Insurance	(3,759)	(4,214)
	(1,139,373)	(1,204,319)
Earnings Before Interest, Tax and Depreciation (EBITD)	804,589	1,008,797
Depreciation	(160,920)	(160,920)
Earnings Before Interest and Tax (EBIT)	643,669	847,877
EBIT Margin	33.1%	38.3%

* Note: 2017/18 Management Costs inflated due to 2016/17 performance payment not accrued into 2016/17 year.

OCCUPANCY RATES	Actual % 01/07/16 to 30/06/17	Actual % 01/07/17 to 30/06/18
Accommodation Type		
Cabins	58.27%	63.54%
Sites	47.46%	56.33%
Average Total	54.41%	60.97%

PARTRIDGE HOUSE	Actual \$	
	01/07/16 to 30/06/17	01/07/17 to 30/06/18
Revenue From Functions and Room Hire		
Wedding Ceremony Only	25,368	29,082
Wedding Ceremony with Reception	11,273	15,964
Wedding Reception Only	1,364	-
Catering Contract	6,777	12,575
Catering - Internal	11,841	16,609
Funeral Service	20,099	29,300
Private Function	25,619	24,375
Corporate Meeting	3,064	2,386
Community Benefit Group	31,559	37,941
Equipment Hire	3,846	7,837
	140,991	176,070
Operational Costs		
Employment Costs	(102,915)	(114,202)
Repairs and Maintenance	(13,565)	(14,601)
Marketing/Website	(3,805)	(7,608)
Property Operational Costs	(15,912)	(21,630)
Office Operational Costs	(7,726)	(7,825)
Electricity	(6,538)	(7,613)
	(150,460)	(173,480)
Earnings Before Interest, Tax and Depreciation (EBITD)	(9,469)	2,589
Depreciation	(37,089)	(37,089)
Earnings Before Interest and Tax (EBIT)	(46,558)	(34,500)
EBIT Margin	(33.0%)	(19.6%)

NUMBER OF EVENTS BY TYPE	Actual No.	
	01/07/16 to 30/06/17	01/07/17 to 30/06/18
Event Type		
Wedding *	31	42
Funeral	53	71
Community Function	330	327
Private Function	25	42
Conference/Meeting	25	27
Total Number of Events	464	509
* Wedding income received on a prepayment basis		

PARTRIDGE STREET CAR PARK	Actual \$ 01/07/16 to 30/06/17	Actual \$ 01/07/17 to 30/06/18
Car Parking Revenue	96,113	107,827
Operating Costs	(93,093)	(102,050)
Operating Costs - Property	(40,924)	(34,832)
Earnings Before Interest, Tax and Depreciation (EBITD)	(37,904)	(29,055)
Depreciation	(118,815)	(118,815)
Earnings Before Interest and Tax (EBIT)	(156,719)	(147,870)
EBIT Margin	(163.1%)	(137.1%)

CAR PARK USAGE	Actual No. 01/07/16 to 30/06/17	Actual No. 01/07/17 to 30/06/18
Car Park		
Eastern Car Park - No. of Transactions	198,240	161,539
Western Car Park - No. of Transactions	130,037	133,022
Total No. of Transactions	328,277	294,561

Item No: **14.5**

Subject: **ANGUS NEILL RESERVE PLAYSPACE TREE ENGAGEMENT**

Date: 14 August 2018

Written By: Youth and Recreation Officer

General Manager: Community Services, Ms Marnie Lock

SUMMARY

Residents surrounding Angus Neill Reserve highlighted their concerns regarding the tree species that had been selected for planting around the new Angus Neill Reserve Nature Playspace. These concerns include the effects the trees could have on residential views, safety site lines through the park and family usage due to cool temperatures under trees during winter months. Additional information was requested regarding how high the selected species can grow in compact coastal conditions and this was provided to local residents through a letter box drop and Information Session held on Wednesday 18 July 2018. Via these engagement avenues a decision was made by Council staff and supported by the relevant residents, to continue with the nine tree plantings on site but to exchange one of the proposed Hill's Weeping Figs positioned on the Northern end of the challenge embankment wall, with a Tuckeroo.

RECOMMENDATION

That Council notes the species selected for planting at Angus Neill Reserve Nature Playspace as a result of further community consultation with local residents, as shown in Attachment 2 to Report No: 268/18.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Placemaking: Developing walkable connected neighbourhoods
Community: Building a healthy, active and resilient community
Community: Fostering an engaged and contributing community
Environment: Protecting Biodiversity
Environment: Building an environmentally resilient city

COUNCIL POLICY

Tree Management Policy
Open Space and Public Realm Strategy

STATUTORY PROVISIONS

Not applicable

BACKGROUND

At the Council Meeting on 26 June 2018 a Motion on Notice was raised regarding Angus Neill Reserve Playspace tree selection and the perceived lack of community engagement. This accompanied a petition and deputation on behalf of thirty City of Holdfast Bay's residents and 4 non-residents requesting further information and consultation surrounding the tree species selected for planting around the new playspace. A resolution was endorsed (C260618/1193) for a further 21 day consultation period to allow local residents the opportunity to review the proposed Planting Plan.

A 21 day engagement was held from 27 June to 18 July 2018 which included a letter box drop to residents surrounding the reserve located on Marine Pd, Young St, The Esplanade and Portland St and an Information Session at 6pm on Wednesday 18 July 2018 held at the Brighton Civic Centre.

Refer Attachment 1

The Information Session was attended by eight residents and two elected members and included detailed information on the 4 tree species proposed for Angus Neill Reserve Playspace plus 3 alternative species that were also suitable for the reserve conditions. The session was facilitated by Council's Acting Manager Field Services, Youth and Recreation Officer and Technical Officer-Arboriculture.

REPORT

As a result of the additional consultation period with local residents, it was suggested to remove one of the two Hill's Weeping Figs positioned on the Northern side of the embankment and replace it with a Tuckeroo, a species that grows to a lower height and spread and that currently grows on site. There was an agreement to proceed with the 9 tree plantings around the new playspace and the Revised Planting Plan.

Refer Attachment 2

There are several reasons why Council have chosen to increase vegetation at this playspace, which include:

- Increasing the aesthetics of the reserve and attracting native bird species,
- Assisting Council in meeting the target from the Our Place "2030" Strategic Plan to 'Increase tree canopy within our city by 10%',
- Creating natural shade and cooling for children and families using the playspace
- Creating spaces where children feel hidden and in a secret world of their own, while visibility is still maintained for parents and carers.

Due to the Reserve's location on the sea front there are only a small number of suitable species that will survive in these conditions, including:

- *Cupaniopsis anacardioides* (Tuckeroo)
- *Ficus microcarpa* var. *hillii* (Hill's Weeping Fig)
- *Allocasuarina verticillata* (Drooping Sheoak)
- *Banksia integrifolia* (Coastal Banksia)
- *Metrosideros excelsa* (New Zealand Christmas Tree)
- *Araucaria columnaris* (Cook Island Pine)
- *Araucaria heterophylla* (norfolk Island Pine)

BUDGET

Within existing project capital budget

LIFE CYCLE COSTS

Within existing open space maintenance budget



holdfast.sa.gov.au

Brighton Civic Centre 24 Jetty Road, Brighton SA 5048

PO Box 19 Brighton SA 5048

P 08 8229 9999 F 08 8298 4561

Glenelg Customer Service Centre and Library

2 Colley Terrace, Glenelg SA 5045

05/07/2018

Dear Resident/s

ANGUS NEILL RESERVE NATURE PLAYSPACE- TREE SPECIES INFORMATION SESSION

Construction for the new Angus Neill Reserve Nature Playspace is well underway and we're very excited to be opening the new space to the community in August 2018.

As part of the playspace redevelopment and to fit in with the nature play theme, Council are increasing trees and vegetation around the playspace. There are several reasons why Council have chosen to increase vegetation at this playspace, which include:

- Increasing the aesthetics of the reserve,
- Assisting Council in meeting the target from the Our Place "2030" Strategic Plan to 'Increase tree canopy within our city by 10%',
- Creating natural shade and cooling for children and families using the playspace
- Creating spaces where children feel hidden and in a secret world of their own, while visibility is still maintained for parents and carers,
- Adding to the play experience for children by providing natural elements for them to use for imagination play and turn into houses, shop fronts and imaginary villages.

Because of your connection to this reserve we would like to provide you with further information about the trees that have been selected to be planted around this playspace. Due to the reserves location on the sea front there are only a small number of suitable species that will survive in these conditions which include:

- *Cupaniopsis anacardioides* (Tuckeroo)
- *Ficus microcarpa* var. *hillii* (Hill's Weeping Fig)
- *Allocasuarina verticillata* (Drooping Sheoak)
- *Banksia integrifolia* (Coastal Banksia)
- *Metrosideros excelsa* (New Zealand Christmas Tree)
- *Araucaria columnaris* (Cook Island Pine)
- *Araucaria heterophylla* (norfolk Island Pine)

(Species Information Sheets and Planting Plan provided within envelope)

We would like to invite you to an **Information Session at 6pm on Wednesday 18 July 2018** at the Brighton Civic Centre, 24 Jetty Road Brighton. At this session Council's qualified Technical Arboriculture Officer and horticultural expert, will provide further information on the tree species mentioned above, provide examples of where they are currently growing, the estimated heights and width of each species and discuss the locations for the nine tree plantings at Angus Neill Reserve.

The alternative to planting shade trees at Angus Neill Reserve Playspace is to extend the existing shade structure to cover the entire playspace and provide protection to children using the space.



Information Session

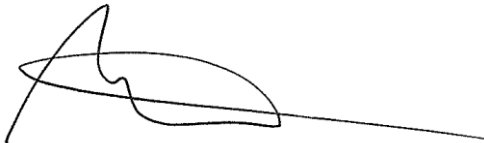
6pm to 7pm, Wednesday 18 July 2018

Brighton Civic Centre

24 Jetty Road, Brighton

RSVP: If you will be attending this Information Session please register your attendance to Melissa Priest on 8229 9999 or mpriest@holdfast.sa.gov.au by 5pm Tuesday 17 July 2018. The session will not go ahead if nil registrations are received.

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'M' followed by a horizontal line that extends to the right.

Melissa Priest

Youth and Recreation Officer



INFORMATION SHEET: *Cupaniopsis anacardioides*

COMMON NAME: Tuckeroo



Holdfast Bay Examples: This is a Tuckeroo located 150 meters back from the coast at 54 Young Street, Seacliff. After being in the ground for approximately 8 years, it has reached a height of 7 meters. This is a species that often gets planted under powerlines due to the low broad habit.

Features/qualities: Wide spreading shade, attractive glossy green foliage with yellow flowers and orange seed.

Typical uses:

- Coastal tolerant
- Shade tree
- Hardy street tree

Maximum height: 8 meters

Maximum spread: 5 to 8 meters

Quantity proposed at Angus Neill Reserve: 2 trees



INFORMATION SHEET: *Ficus microcarpa* var. *hillii*

COMMON NAME: Hill's Weeping Fig



Holdfast Bay Examples: The Avenue of Hills Weeping Fig along Jetty Road, Brighton is a great example of how coastal conditions stunt growth habits. Here we see two *Ficus* of the same age (30-40 years old). On the left we see tree one at 50 meters back from the coast, supporting a height of just 8 meters whilst the *Ficus* 50 meters further east thriving in the position with a height of 12 meters. This tree has also taken on this substantial form due to the protection of all the trees located between it and the coast.

Features/qualities: Fast growing evergreen shade trees suitable for parks and gardens.

Typical uses: Shade trees, streetscapes, displays, hedge plant

Maximum height: Up to 15 meters. Although *Ficus Hillii* or Weeping Fig will naturally grow into a large tree (10 -15m) they can be grown in a container and pruned, easily kept to around 2 meters.

Maximum spread: 8 to 12 meters in right conditions

Quantity proposed at Angus Neill Reserve: 2 trees



INFORMATION SHEET: *Allocasuarina verticillata*

COMMON NAME: Drooping Sheoak



Holdfast Bay Examples: Almost at maximum height for the species, this Drooping Sheoak is approximately 10 years old. The species reaches heights of 10 meters and grows with a sparse canopy. The species is also known to attract the endangered South-eastern Red-tailed Black Cockatoo. This particular tree is located in Kingston House Reserve in Kingston Park.

Features/qualities: This is a small, upright evergreen tree, usually with a rounded crown.

Typical uses: Suitable as a street tree or shade tree and useful on coastal sites and windy locations where the choice of a suitable tree is sometimes limited.

Maximum height: 7 meters

Maximum spread: 6 meters

Quantity proposed at Angus Neill Reserve: 2 trees



INFORMATION SHEET: *Banksia integrifolia* COMMON NAME: Coastal Banksia



Holdfast Bay Examples: Here are two examples of the Coastal Banksia, both planted 8 years ago. The Banksia shown on the left is situated out the front of the City of Holdfast Bay Depot on Seaforth Avenue in Somerton Park, whilst the Banksia on the right is located at less than 50 meters from the coast in Wattle Reserve. These two specimens provide a great example of how the Banksia takes on a lower dense type habit when planted by the coast rather than a tall slender type habit when compared to being planted in land.

Features/qualities: Fast-growing tree suitable for coastal plantings where resistance to wind and salt exposure is important.

Typical uses: Ideal for planting in coastal regions, due to its ability to tolerate exposure to salt winds. Can also be used to stabilise sand dunes.

Maximum height: 12 meters

Maximum spread: 7 meters

Quantity proposed at Angus Neill Reserve: 3 trees



INFORMATION SHEET: *Metrosideros excelsa*

COMMON NAME: New Zealand Christmas Tree



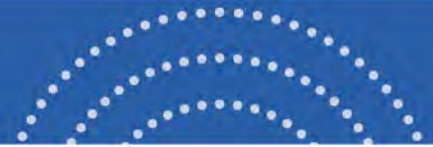
Holdfast Bay Examples: The first example is located less than 50 meters from the coast in Whyte Street, Somerton Park. At approximately 30+ years old this specimen has only reached a maximum height of just 5 meters tall. The second example is situated in Angus Neill Reserve. At approximately 20+ years old this specimen has only reached a maximum height of approximately 5 meters tall.

Features/qualities: Striking red flowers, grows in coastal conditions. These trees withstand strong ocean winds, salt spray and drought, and can live for up to 1000 years.

Maximum height: up to 25 metres

Maximum spread: up to 25 meters

Quantity proposed at Angus Neill Reserve: 0 currently



INFORMATION SHEET: *Araucaria columnaris* COMMON NAME: Cook Island Pine



Holdfast Bay Examples: This fine example of a Cook Island Pine is located on the Broadway in Glenelg South. Although reaching great heights, if strategically planted, it can reach full potential without spreading a broad canopy to disrupt views. This species has a substantial coastal tolerance and can serve as an impressive feature tree.

Features/qualities: The Cook pine is a cone-bearing evergreen tree native to New Caledonia, just east of Australia. It is a large, tall, upright, elegant tree with whorled branches and dark green, needle-type foliage. Cook Island Pine is quite tolerant along salty beaches.

Typical uses: Quite often used as a street tree, focal plant or beach row windbreak.

Maximum height: 60 meters

Maximum spread: 3 to 6 meters

Quantity proposed at Angus Neill Reserve: 0 currently



INFORMATION SHEET: *Araucaria heterophylla* COMMON NAME: Norfolk Island Pine



Holdfast Bay Examples: The iconic Norfolk Island Pine has proven to be resilient in our coastal conditions. With the ability to reach heights of 60 meters, the species plays a major part in bringing character to the City of Holdfast Bay. These examples in Colley Reserve show how the structure of branches grow with more sparsity than that of the Cook Island Pine enabling extreme wind to pass through the canopy. This characteristic also lends itself to being able to see through the structure when the canopy is level with the dimensional view.

Features/qualities: The trees grow to a height of 50–65 m, with straight vertical trunks and symmetrical branches, even in the face of incessant onshore winds that can contort most other species.

Typical uses: Focal tree, wind break.

Maximum height: In nature the Norfolk Island pine can grow to a height of 60 meters, with a trunk sometimes reaching 3 meters in diameter.

Quantity proposed at Angus Neill Reserve: 0 currently

Use figured dimensions in preference to scaled. It is the responsibility of the contractor to verify all staked and services on site prior to commencing works.
 Notify the Landscape Architect before proceeding if any anomaly is found between the drawing and conditions on site.

AMENDMENT	Date	Details	Approved
Issue	20.11.17	PLANT SPECIES ADJUSTMENT	PS

REFERENCE

Plant Schedule

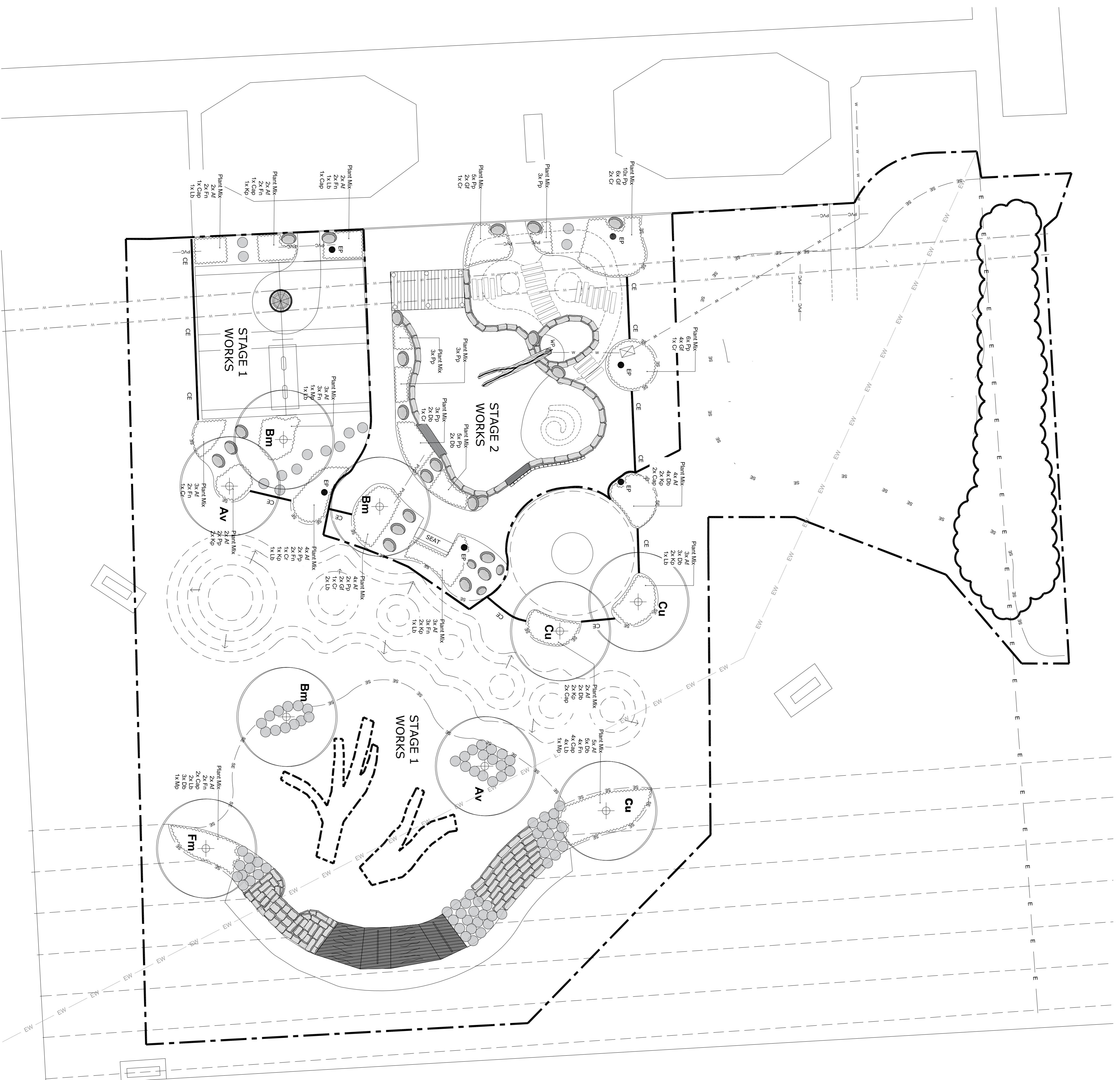
Trees

Key	Botanical Name	Common Name	Installation Quantity
Av	<i>Allocasuarina verticillata</i>	Drooping sheoak	45L 2
Bm	<i>Banksia marginata</i>	Silver Banksia	45L 3
Cu	<i>Cupaniopsis anarcardioides</i>	Tuckeroo	45L 2
Fm	<i>Ficus macrophylla</i> var. <i>Hilli</i>	Hills Weeping Fig	100L 2
		Total	9

Shrubs / Groundcover / Grasses

Cap	<i>Chrysocephalum apiculatum</i>	Common ever lasting	140mm 13
Kp	<i>Kennedia prostrata</i>	Running postman	140mm 12
Pp	<i>Poa polifloris</i>	Coastal tussock grass	140mm 42
Cr	<i>Carphobrotus rossi</i>	pig face	140mm 8
Af	<i>Austrostipa flavescens</i>	Coast spear grass	140mm 37
Lb	<i>Leucophyta brownii</i>	Cushion Bush	140mm 14
Mp	<i>Myoporum parvifolium</i>	creeping boobialla	140mm 3
Gf	<i>Ghania filum</i>	Smooth cutting grass	140mm 14
Fn	<i>Ficinia nodosa</i>	Knobby club rush	140mm 20
Db	<i>Dianella brevicaulis</i>	Knobby c short stem flax lily	140mm 21
			184

NOTE:
 PLANT SHRUBS AND GRASSES EVENLY IN GROUPINGS OF 2 & 3S THROUGHOUT THE GARDEN BED UNLESS INDICATED OTHERWISE. LOCATE GROUNDCOVER PLANTING AS SINGLE PLANTS SPREAD EVENLY THROUGHOUT GARDEN BED ALLOWING OPPORTUNITY TO ALLOW NATURE SPREAD.
 ALL SHRUBS GROUNDCOVER AND GRASSES TO BE PLANTED OFFSET 300mm FROM EDGE OF ALL PATHS AND STEPPING STONE / LOG PATHWAYS.
 TREES AND SHRUBS HIGHER THAN 1M IN HEIGHT TO BE PLANTED 1m OFFSET FROM PATHS.
 PLANT SETOUT TO BE CONFIRMED ONSITE WITH COUNCILS SUPERINTENDENT
 SERVICES
 IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO VERIFY THE LOCATION OF ALL SERVICES WITH THE APPROPRIATE AUTHORITY AND SERVICES CONTRACTOR PRIOR TO COMMENCING ANY EXCAVATION.



FOR APPROVAL

0 1 2 4 6 8 10 M

PSLA

PSLA
 DESIGNING PLAYFUL AND LIFESTYLE CONNECTIONS WITH NATURE

PSLA
 PTG BENTLEY LANDSCAPE ARCHITECT
 E. HENNINGSON
 M. HALLIDAY

PROJECT No. 17019

PROJECT
 ANGUS NEILL RESERVE
 NATURE PLAY UPGRADE

CLIENT
CITY OF HOLDFAST BAY

DRAWING
 PLANTING PLAN

DRAWN PS / PS /
 SCALE AS SHOWN @ A1 DWG No. 17019-01
 DATE 19/07/2018 ISSUE

CHECKED PS /
 DATE 19/07/2018 ISSUE

Item No: **14.6**

Subject: **BROADWAY COMMERCIAL PRECINCT – SIDE ROAD TIME LIMIT SURVEY**

Date: 14 August 2018

Written By: Traffic & Transport Technical Officer

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

Council Motion C120618/1174 resolved that Council Administration

“review unrestricted parking on side roads north and south of the Broadway Commercial Precinct (Hastings/Alma/Morley/Ramsgate Streets) for the possible introduction of parking restrictions to encourage reasonable turnover of parking for the benefit of businesses, residents, and particularly their visitors; and, undertake Community Consultation to determine demand for such a change.”

In accordance with this motion, Council Administration conducted a survey proposing the following changes to parking controls to improve access to parking: to install 2 hour parking areas (2P) operating 9am-6pm all days in proximity of Broadway on Ramsgate Street, Morley Street and Hastings Street.

89 surveys were sent to residents, business and property owners to which the time limit would directly apply, at their frontage, as well as adjacent residences. 33 responses were received of which 10 respondents supported the proposal, 20 did not support the proposal and 3 respondents did not indicate whether they supported or did not support the proposal.

Given that 23 of the 33 respondents did not indicate support for the proposal, the recommendation is that Council does not proceed with the installation.

RECOMMENDATION

- 1. That Council does not proceed with the installation of the proposed time limit.**
 - 2. That Administration advise residents, businesses and property owners of the decision not to proceed with the installation of the proposed time limit.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Economy: Supporting and growing local business

Economy: Making it easier to do business

COUNCIL POLICY

Asset Management Policy

Community Consultation and Engagement Policy

STATUTORY PROVISIONS

Road Traffic Act 1961

Australian Road Rules 1999

Local Government Act 1999

BACKGROUND

Broadway Commercial Precinct, between Moseley Street and Partridge Street, currently has 1P, 1/2P and 1/4P time restrictions installed that apply 9am-6pm all days to provide short term parking turnover.

There are also time restrictions on some, but not all of the side roads, which intersect with Broadway. The current restrictions on the side roads are: 1/2P 9am-6pm on the eastern side of Ramsgate Street; 1P 9am-6pm on Hastings Street, south of Broadway, on both sides of the road; and, 1/2P at the frontage of Bread at the Guardian. These parking restrictions are all adjacent businesses.

Residents have raised concerns with Councilors that in areas where no time limits exist, the vehicles of traders' staff and visitors to the precinct are limiting and preventing residents' access to on-street parking for themselves, their visitors, service delivery and trades people.

Council's Motion sought to canvas opportunities and the opinions of residents as to whether the introduction of timed parking is warranted on side roads north and south of the Broadway Commercial Precinct.

Council Administration assessed the side roads north and south of Broadway; and, in order to maximise the use of available parking spaces and to improve the residential amenity, it was proposed to install 2 hour parking areas (2P) operating 9am-6pm all days in proximity of Broadway on Ramsgate Street, Morley Street and Hastings Street.

The introduction of these 2P areas is intended to provide a medium term turnover of parking, to increase the opportunity for residents and their visitors to access parking at the frontage of their homes.

In accordance with the Motion, Council Administration conducted a survey proposing the following changes to parking controls: the installation of 2 hour parking areas (2P) operating 9am-6pm all days in proximity of Broadway on Ramsgate Street, Morley Street and Hastings Street.

Refer Attachment 1

REPORT

89 surveys were sent to residents, businesses and property owners to which the time limit would directly apply, at their frontage, as well as adjacent residences. 33 responses were received of which 10 respondents supported the proposal, 20 did not support the proposal and 3 respondents did not indicate whether they supported or did not support the proposal.

Refer Attachment 2

Five respondents were concerned that the installation of time limit would push the all day parkers further afield, effectively replicating the original concern: that where no time limits exist, the vehicles of traders' staff and visitors to the precinct will limit and prevent residents' access to on-street parking for themselves, their visitors, service delivery and trades people.

Eight respondents requested parking permits to exempt them from the proposed time limit; whereas, Council does not currently offer exemptions to 2P time limits.

Four residences on Hastings Street, opposite the Broadway Hotel car park, do not have access to any off-street parking; and, all of these residents responded that they did not want time limits to be installed for this reason.

Also the Broadway Hotel and Broadway Hotel Motel expressed concerns that installing time limits could have the effect of increasing people using their car parks in search of all day parking who were not their patrons.

Given that 23 of the 33 respondents did not indicate support for the proposal, the recommendation is that Council does not proceed with the installation.

BUDGET

There are no budget implications related to the recommendations.

LIFE CYCLE COSTS

There are no life cycle costs related to the recommendations.

9 July 2018

To the Property Owner

Dear Property Owner,

At their meeting on 12 June 2018, Council Elect resolved that Council Administration review unrestricted parking on side roads north and south of the Broadway Commercial Precinct, for the possible introduction of parking restrictions to encourage reasonable turnover of parking for the benefit of businesses, residents and particularly their visitors; and, to undertake community consultation to determine demand for such a change.

Broadway, between Moseley Street and Partridge Street, currently has 1P, 1/2P and 1/4P time restrictions installed that apply 9am-6pm all days to provide short term parking turnover. There are also time restrictions on some, but not all of the side roads, which intersect with Broadway. The current restrictions on the side roads are: 1/2P 9am-6pm on the eastern side of Ramsgate Street; 1P 9am-6pm on Hastings Street, south of Broadway, on both sides of the road; and, 1/2P at the frontage of Bread at the Guardian. These parking restrictions are all adjacent businesses.

Residents have raised concerns with Councillors that in areas where no time limits exist, the vehicles of traders' staff and visitors to the precinct are limiting and preventing residents' access to on-street parking for themselves, their visitors, service delivery and trades people.

Council Administration have assessed the side roads north and south of Broadway; and, in order to maximise the use of available parking spaces in the Broadway precinct and to improve the residential amenity, it is proposed to install 2 hour parking areas (2P) operating 9am-6pm all days in proximity of Broadway on Ramsgate Street, Morley Street and Hastings Street. The introduction of these 2P areas is intended to provide a medium term turnover of parking, to increase the opportunity for residents and their visitors to access parking at the frontage of their homes. A sketch of the proposed changes is enclosed for your consideration.

To assist Council in this matter, it would be appreciated if you could complete the enclosed survey form and return it in the reply paid envelope by Friday 20 July 2018. Your participation in the survey is appreciated and you will be advised of the survey results and outcomes soon after the closing date.

If you have any queries regarding the proposal, please contact me on telephone 8229 9943.

Yours sincerely,



Damian Landrigan
TRAFFIC & TRANSPORT TECHNICAL OFFICER

Proposed Parking Controls on Ramsgate Street, Morley Street & Hastings Street, Glenelg South





PROPOSED PARKING CONTROLS AT GLENELG SOUTH

INSTALL, 2P 9am-6pm all days on Ramsgate Street, Morley Street & Hastings Street as highlighted in green on sketch enclosed.

I/We **SUPPORT** the proposal as described above

I/We **DO NOT SUPPORT** the proposal as described above

COMMENTS:

WOULD YOU PREFER A DIFFERENT TIME LIMIT? (Please Circle) YES / NO

IF YOU WOULD PREFER A DIFFERENT TIME LIMIT, WHAT WOULD IT BE?

(Please Circle) 1HR 3HR OTHER _____

Property Owner

Resident

Name: _____

Property Address: _____, GLENELG SOUTH

Contact telephone: _____

Email: _____

***Thank you for participating in the survey.
Please return completed form in the reply paid envelope by Friday 20 July 2018.***

The information you supply in this submission will be used to assist Council in its decision making. This information, including personal information, may be included in a Council report which is available to the public. You can find more information on how the City of Holdfast Bay manages your personal information in the City's Privacy Policy, available on our website www.holdfast.sa.gov.au

Attachment 2 - Broadway Side Road Time Limit Survey Response Summary July 2018

Response Number	Support 2P TIME LIMIT	Object to 2P TIME LIMIT	Neither Support or Object to 2P TIME LIMIT	Would you prefer a different time limit?	Wat would the different time limit be?	Comments
1		1		Yes	No Limit or Resident's Permits	My house does not have off street parking. I do not generally drive my car to work so it is out the front of my house at most times. Having to leave work to come home to move my car every 2 hours is impossible. There was a 2 hour parking limit in place a decade or so ago. 6-8 years ago after residents complained about getting tickets it was removed. The base of the sign is still out the front. Unless I can be issued with a residents permit, a 2 hour restriction will have a significantly negative influence on my amenity and therefore I object to its introduction. P.S. As my and my neighbours cars (they too do not have off street parking) are usually out the front we do not have an issue with other people parking there.
2			1			We would like to support the proposal on the provision that residents are able to obtain permits to park in in front of their homes, our house has no off street parking so this proposal would make it impossible to park near our home. Our residence is also directly across from the pub which already makes parking difficult.
3	1			Yes	1HR	An issue that should be noted is the traders still may park in Baker and Victoria St. These streets are very narrow, my suggestion is to limit parking on one side of these roads. There should be permits for residents after all it is our house and we pay the Rates!
4		1				I would prefer a worker park out the front of my house all day - At least they know how to park. I am sick of people that want a quick park don't take anytime to look and park over driveways - I agree to the other streets but leave MORLEY out of it please.
5	1			No		No comments provided.
6		1				Hi Damien, This email is my response after our phone conversation regarding the above subject matter. A survey was mailed out the second week of July requesting the opinion of residents regarding timed parking. My brother completed this survey (unknowingly) on our behalf while we were away. His answers are exactly what we don't want to see occur. Amanda Wilson kindly organised for white lines to be painted marking car parks - x3 spaces outside the entrance to our property at 35 Broadway (unlimited) and x2 alongside the Organik (currently 30 mins zone- make these unlimited too please along with 'NO DELIVERY VEHICLES'). Let me state clearly the ongoing and unresolved issues regarding parking - almost all noise related. The Organik and takeaway are businesses (same owner) that operate 7 days per week from 0700 to 2000 - staff and deliveries enter/exit the property opposite us via 2 banging gates and a banging back door from 0630- 2100. Well outside what would normally be considered 'normal' business hours. Refrigerated delivery trucks and vans park on both our side and the Organik side to deliver through these gates. Every day vehicles park across our driveway blocking our access, and on the yellow line marked opposite on Organik side. Engines ON of course. I have countless photos dating back 6 years or so, many of which the council should still have on file, I can add 1000's more! I call the council with regular, boring monotony to get these drivers fined. The inspectors almost always arrive too late, and to date no more than a few (I'm being generous) delivery vehicle drivers have been fined (check your records). This excludes all the waste collection and recycling trucks - they are permitted to park on the yellow line apparently. Not only do they park on the yellow line, they often face the wrong way, and obstruct traffic flow while collecting dumpsters (large metal dumpsters from down the laneway, as well as the hard plastic ones left daily on the footpath opposite our property 2/3/4/5 per day). Waste oil is also collected from this yellow lined area - that truck stinks like sewerage and the engine/pump roars for over an hour while pumping the waste- another pleasure for us as the stench fills our property and house even with all doors and windows shut. All apparently legal. In addition to the constant noise from delivery vehicles and waste collection trucks, these businesses attract short term parkers, including Uber Eats drivers. We suffer constant noise from car engines left running, mobile phone conversations, loud music, screaming kids and barking dogs (left in cars while the owners 'duck in' to the shops for coffee or takeaways. More often than not our family and friends have to park well down the street, or if we know in advance, we park our cars on the street so they can park in our garage (our Mums are 83 and 92). We do NOT want short term parking outside our house- this is a residential property and we have a right to park next to it. The constant coming and going of vehicles is an absolute constant bloody noise nuisance, and for this reason any local staff are most WELCOME to park outside our house for 8-12 hours straight!!! Timed parking would no doubt lead to us requiring to pay for a permit to park outside our own property (this being the case at my former property in Rose Street). Reminder- our side is residential. I've taken dozens of photos of the Broadway between 0700 and 0900 - there is plenty of parking available at these times. There needs to be a truck loading zone in front of the commercial businesses, in conjunction with the back laneway access to the shops. Your comments regarding loading zones being only on side roads are incorrect. Loading zones exist on main thoroughfares too - but one example is outside the pharmacy next to St Andrews church on Jetty Road Glenelg. The argument re trucks taking up parking spaces is inane as they take up two spaces opposite us routinely (but that's okay ?) So the short response is NO TIMED PARKING on Ramsgate Street. Regards Karen Brown
7		1		No		Our house was built in the 1890s without off street parking. We have no choice but to park our car on the street. Moving our car throughout the day is not possible, even someone is home; generally nobody is home during the day. Time limits were applied in the early 1990s, then again in the early 2000s. Both times they were removed by Council as they could not work for residents and Council had to endure regular complaints from residents. The current parking works fine for us please do not change it.
8	1			No		No comments provided.
9	1					I do not have a preference for 1hour or 2hour restrictions. I am pleased that after years of frustration, something is being done - thank you.
10		1		Yes	1HR	I find it difficult to park at the front of my property as owners and workers from businesses park at the front of my property from 5.30am onwards all days. As such I believe one hour is sufficient because this would allow more frequent movement. I request a parking permit for 3 vehicles - my own - wife & daughters as it is unpredictable to use the near lane driveway due to trucks in the way of my gate.
11		1				Not aloud to park my car in front of my house. Why?
12	1					No comments provided.
13	1			No		Would appreciate parking bays painted on the highlighted spaces as often poor parking reduces available spaces.
14		1				I currently park my vehicle in front of my house on the street, as I have no driveway or off street car space. This proposed time limit will force me to park further from my house. I would support resident parking zones in favour of time limits.
15		1		No		Due to being a money making scheme for the Council. It's wrong the businesses receive plenty of business, being an owner in the area I notice these things. Your Council are really wrong totally unfair to visitors etc.
16		1		Yes	No Limit	I do not have off-street parking. During the day I cannot go home to move my car every two hours, I have to work. Having to move my car to enable someone who is not necessarily a resident to park while I move my car in front of another residents house is plainly ludicrous. The current system works fine. Changing it is unnecessary and will cause me many problems.
17		1				There is already a problem with employees parking all day in the Eastern end of Victoria Street. If this proposal was to proceed this would have the effect of forcing more BROADWAY employees to park in Victoria Street where parking can be a problem at the moment.
18	1			No		
19		1		No		Not unless residents got permits to park all day.
20		1		No		I do not want to incur parking fines for parking out the front of my residence. Look at Jetty Road, Glenelg, it is a ghost town due to paid and limited parking. Why deter people from coming to Broadway?
21			1			As property owner and part time resident at the corner of Broadway and Ramsgate, I can see the benefit of 2 hour parking to keep a turnover of parking for shoppers. However this will inconvenience my visitors and tradespersons doing maintenance. I suggest an exemption display ticket be issued to property owners for these purposes.
22	1			No		Often difficult to get parking in Ramsgate Street near our unit.

Response Number	Support 2P TIME LIMIT	Object to 2P TIME LIMIT	Neither Support or Object to 2P TIME LIMIT	Would you prefer a different time limit?	Wat would the different time limit be?	Comments
23		1		No		Looking at the proposed map, I believe the parking issue will just move further up Ramsgate Street and into Baker Street. It is often difficult to park out the front of 18 Ramsgate St now an this proposal does not go far enough. I would be happy to see it extended past my place. (Bruce also rang to request a permit exemption.)
24	1					(Rang and emailed to support the proposal)
25		1		No		All this will do is have everyone park further down the street causing problems for those residents. I want to be able to park my car outside my house and for friends and family to be able to visit without time restrictions. We would require 2 parking permits to be able to park near our house. We do not have enough off street parking for our cars and I don't want to have to move my car every 2 hours. (I work shift work).
26		1				Will just push the problem further down Hastings & Ramsgate streets & into Baker Street where we live. Baker Street is quite narrow and cars & trucks often have difficulty passing through when cars on both sides of the street. This is where trader staff will end up parking for the day and make problem in Baker Street worse.
27		1				We fully understand the concerns of some residents regarding the lack of off street parking however there are 42 properties on Hastings Street between Broadway and Pier St – of which only 3 properties (7%) have no off street parking. Again, we understand the concerns however 2 hour parking in the street is not going to alleviate the issue for 3 properties particularly if the restriction is only until 6pm. The hotel car park is relatively vacant during most of the day however if restrictions are made, we feel extra pressure may be placed on both The Broadway Hotel and The Bay Motel Hotel to carry the burden of people parking in these car parks who aren't patrons of either venue. If this is the case, we would expect council to assist in some way to compensate us (as rate payers) as we already pay a hefty amount of land tax as well as rent for this area. Also, the fact that there is a council laneway between the hotel and the car park, means we are unable to chain the car park off outside of operating times. If any restrictions are to be placed on this area, we would prefer 2 hour parking and not 1P or ½ P. We could put 'private parking signs' up however we believe this to be counter-productive as most people simply ignore them anyway and if they were to go up it actually may deter our own customers for staying longer than the allocated time. We understand patrons could collect a 'hotel patron' tag from inside the hotel but at this stage we would prefer not to have to further inconvenience our patrons with having to do this as no other hotel venues around Glenelg (and surrounds) do it.
28			1			Concern it would push the all day parking down Hastings Street. Either whole street (Hastings street - St Peters Woodlands) to be timed or prefer all untimed. We already have school staff & motel staff parking outside our house. On a side note, St Peters Woodlands school needs to provide adequate parking for staff/dropp off congestion and staff parking on our street is an issue.
29		1				Will only force more cars / non patrons to use my rear car park.
30		1				Leave as is.
31	1					Great idea!
32		1		Yes	3HR	Friends stay longer than 2 hours.
33		1		No	Resident Permits	We do not have off street parking and have a newborn baby. Without resident permits it will be virtually impossible for us to park within reasonable proximity to our home and very difficult to move our car every two hours. Coupled with the fact that many residents on our street work from home or have young families and no off street parking
	10	20	3			
SURVEY RESPONSE SUMMARY						
	TOTAL DELIVERED	89	100%			
	TOTAL RESPONSES RECEIVED	33	37.07%			
	No. SUPPORTING 2P TIME LIMIT	10	11.24%			
	No. OBJECTING TO 2P TIME LIMIT	20	22.47%			
	No. NEITHER SUPPORTING OR OBJECTING TO 2P TIME LIMIT	3	3.37%			
	No. RETURNED TO SENDER	1	1.12%			

Item No: **14.7**

Subject: **DRAFT STATE PLANNING POLICIES**

Date: 14 August 2018

Written By: Manager, Development Services and Team Leader Strategy

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

As part of the ongoing reforms to the South Australian planning system, the State Government has released the draft State Planning Policies for consultation. The draft State Planning Policies set out the state-wide vision for land use planning in South Australia, and represent the platform upon which the detailed policies in future Regional Plans and Design Codes, which are intended to replace council Development Plans, will be based. Sixteen policies are laid out in the draft document that address the economic, environmental and social planning priorities for South Australia. This report looks at the Policies in the context of Holdfast Bay's own strategic vision, providing feedback and identifying some opportunities to strengthen the content where necessary.

RECOMMENDATION

That Council provide a response to the State Government's draft Planning Policies based on the content and format provided in Attachment 2 to this report.

COMMUNITY PLAN

Community: Building a Healthy Active and Resilient Community
Environment: Fostering an Environmentally Connected Community
Placemaking: Creating lively and safe places
Placemaking: Housing a Diverse Population
Placemaking: Building Character and Celebrating History

COUNCIL POLICY

Not Applicable

STATUTORY PROVISIONS

Planning, Development and Infrastructure Act 2016

BACKGROUND

Part of the State Government's Planning Reform agenda involves the replacement of council based Development Plans with Regional Plans and Design Codes, which will become the new reference tool for the assessment of development applications. Before developing the detailed content envisaged for Regional Plans and Design Codes, overarching policies are first required as a starting point to provide some general direction for developing the more refined policies in the future. The State Government has now released these overarching policies for comment. The draft State Planning Policies are intended to establish a clear 'line of sight' between state interests at the strategic level, down to the more specified Regional Plans, and finally through to the localised policies for assessment purposes in the Design Code. Whilst the Design Code is intended to consolidate the current suite of 72 council Development Plans into a single set of rules, it will contain 'overlays' that recognise significant and important local characteristics, similar to how the policy areas currently contained in Development Plans work to distinguish and preserve areas of desirable character. Council and the community will be able to influence the content of Regional Plans, the Design Code, and its overlays, at future stages of consultation, but not before the State Planning Policies have been developed as the starting point.

REPORT

The draft State Planning Policies document is comprehensive, containing sixteen (16) primary policies and ninety-six (96) sub-policies. As the document is intended for state-wide application, not all of the sub-policies are relevant to Holdfast Bay. A summary of the comprehensive document is provided as Attachment 1 to this report.

Refer Attachment 1

Attachment 2 to this report provides an extract of the most relevant policies, with commentary around their appropriateness and how they link with council's own strategic vision. It is recommended that this Attachment form the basis for council's response to the draft State Planning Policies, as it also presents a user friendly reference for our community.

Refer Attachment 2

The draft State Planning Policies address the economic, environmental and social planning priorities for South Australia. These policies consider changes to how and where South Australians live and work, as well as important issues such as housing supply and diversity; design quality; the adaptive re-use of buildings; climate change; and strategic transport infrastructure. The majority of the Policies are well considered and based on a widely accepted vision of how cities should develop. There are, however, Policies that are too broad and overlook the nuances unique to Holdfast Bay, and indeed other locations of distinct character. There are also Policies that have competing interests with one-another, and those which run counter to Holdfast Bay's strategic vision. In this regard, it is important to question the wording and scope of specific Policies. In particular, reconciling the call for good design with dispensing with established character in preference for renewal; espousing livability whilst promoting unencumbered higher densities; advocating for certainty in shaping the urban form whilst endorsing the vagaries that come from developer 'credits' or incentives.

The State Planning Policies will inform the creation of Regional Plans, which in turn inform the creation of the Design Code and the overlays, which will be applied to each local government area. The current Regional Plan for the Adelaide metropolitan area is the *30-Year Plan for Greater Adelaide*. With these new State Planning Policies there may be a revision to the 30-Year Plan, however, based on our early analysis, this would not significantly change the State directions for Holdfast Bay.

The State Planning Reforms continue to be a complex series of processes which are at varying levels of completion. The Manager of Development Services continues to work together with the Team Leader Strategy, and with the State Government (at an administration level) on matters pertaining to the Planning Reforms and matters which require Elected Member input will continue to be put to Council.

BUDGET

There are no budget requirements associated with the draft Planning Policies at this stage.

LIFE CYCLE COSTS

There are no specific life cycle costs associated with the draft Planning Policies.

OUR
NEW
SYSTEM



SUMMARY OF THE DRAFT STATE PLANNING POLICIES FOR SOUTH AUSTRALIA

July 2018





INTRODUCTION

Draft State Planning Policies for South Australia

As part of the new planning and development system being introduced in South Australia, the State Planning Commission has prepared draft State Planning Policies that will set a clear vision and priorities for our state's future.

This document summarises the *Draft State Planning Policies (July 2018) for South Australia* which are open for public consultation until mid-September.

We urge all stakeholders and community members to consider these policies, question whether they provide for the future you envisage for South Australia, and to provide feedback on what you like and/or how they can be improved.



Why are State Planning Policies important?

A clear and collaborative vision for planning and design in South Australia

Establishing a clear set of planning and development priorities will support South Australia's liveability, sustainability and prosperity.

It will help us respond to modern opportunities and challenges including how to create affordable living, design quality spaces to live and work, support industry, meet the challenges of climate change and become a more resilient South Australia.

An early opportunity to have your say on future planning and design in South Australia

Consultation with stakeholders and the community has highlighted a desire to bring together multiple aspirations for South Australia across the whole of government.

These draft State Planning Policies are the result of genuine and inclusive collaboration with agencies and key stakeholders. But that is only the first step. The consultation period for public debate and input on these policies is an opportunity for discussion and improvement, ensuring that our new State Planning Policies will provide a clear and collaborative vision for planning and development across South Australia.

More certainty and consistency for planning authorities and communities in South Australia

Setting clear priorities will guide our planning system and provide greater certainty, consistency and efficiency for planning authorities and communities on decisions around infrastructure, housing, health, education, industry, energy and water and environmental resources.



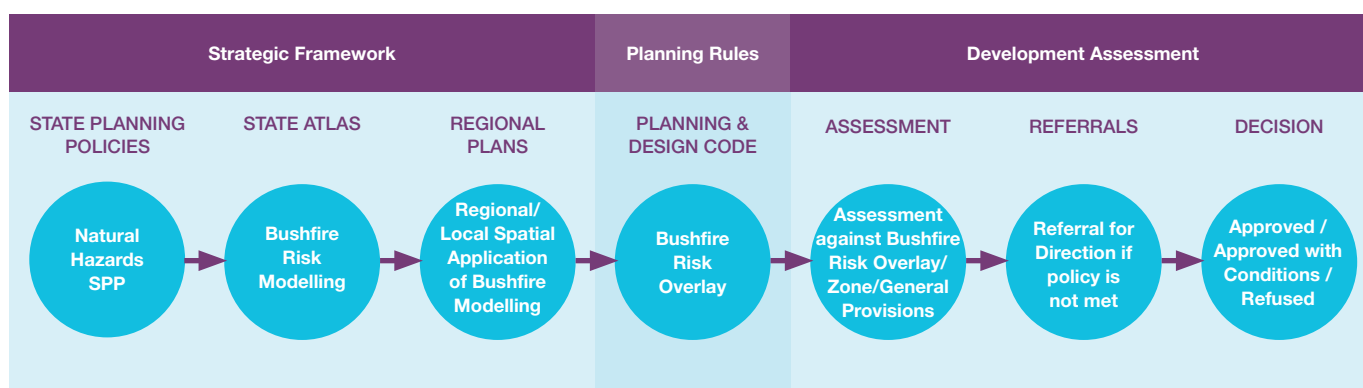
HOW COULD THIS IMPACT ME?

A real life example of South Australia's planning and design priorities in action:

It is critical that we keep communities safe from a range of hazards such as bushfire, flooding or coastal erosion. This is why it is important to ensure that risks associated with bushfires are a key consideration in planning and design.

Once bushfire prone areas are mapped, the level of bushfire risk can then be considered when pinpointing future land uses. For example, development may not be supported in an area of extreme bushfire risk where there are land constraints such as only one access and exit point.

How State Planning Policies will work within the planning system:



State Planning Policies will:

- Set out a collaborative vision for planning and design in South Australia
- Help manage competing aspirations for our state, providing certainty and consistency
- Support regional and local plans for managing land supply and infrastructure
- Support the development of a clear set of planning rules for our state.

State Planning Policies will not:

- Provide rules for specific assessments of proposed developments – except in helping to set assessment guidelines for large complex developments that require environmental impact assessments. Under the new planning system, these specific rules will be contained in our state's new planning rulebook – the Planning and Design Code
- Address local planning issues that are better included within plans for regional areas.

PRIORITIES FOR PLANNING AND DESIGN IN SOUTH AUSTRALIA – DRAFT STATE PLANNING POLICIES



The following is a short summary of the 16 draft State Planning Policies for South Australia, outlining proposed key objectives and policies. For a full explanation of each, please see the consultation paper – *Draft State Planning Policies (July 2018) for South Australia*.

STATE PLANNING POLICY 1: INTEGRATED PLANNING

Objective

Integrated planning is an essential approach for liveability, growth and economic development, maximising the benefits and positive long-term impacts of development and infrastructure investment.

Policies

1. Plan growth in areas of the state that are connected to, integrated with, and protect, existing and proposed transport routes, infrastructure, services, employment lands and their functions.
 2. Ensure that areas of rural, landscape, environmental or food production significance within Greater Adelaide are protected from urban encroachment as provided for by the Environment and Food Production Areas legislation.
 3. Provide an adequate supply of land outside the Environment and Food Production Areas that can accommodate housing and employment growth over the relevant forecast period. Based on current dynamics, the relevant forecast period is considered to be 10 years.
 4. Manage growth in an orderly sequence to enable the cost-effective and timely delivery of investment in infrastructure commensurate with the rate of population growth into the future.
 5. Plan for urban growth to protect and preserve opportunities for high value horticulture, tourism and landscape character areas.
 6. Enable the regeneration and renewal of neighbourhoods to provide diverse, high quality and affordable housing supported by infrastructure, services and facilities.
 7. Support housing choice and mixed-use development around activity centres, public transport nodes and strategic transit corridors with reduced carparking to encourage greater use of active transport options such as public transport, walking and cycling.
 8. Support metropolitan Adelaide as a predominantly low to medium rise city, with high-rise focussed in the CBD, parts of the Park Lands Frame, significant urban boulevards and other strategic locations where the interface with lower rise areas can be managed.
-



STATE PLANNING POLICY 2: DESIGN QUALITY

Objective

The Principles of Good Design are embedded within the planning system to elevate the design quality of South Australia's built and natural environment and public realm.

Policies

1. Ensure plans encourage development that incorporates the Principles of Good Design.
2. Promote best practice in access and inclusion planning in the design of buildings and places by applying the principles of Universal Design, Access for All, Crime Prevention Through Environmental Design, Environmentally Sustainable Design and Water Sensitive Urban Design.
3. Ensure the development of safe, welcoming, comfortable and efficient buildings and places to reduce economic and social disparity.
4. Ensure design advice is considered early in the planning process for complex developments and utilises consistent and credible processes (such as a Design Review) to ensure better outcomes.
5. Promote a culture of good design to foster creative thinking, innovation and effective design processes within the planning industry, allied fields and general public.
6. Provide high quality, functional and accessible public green spaces and streetscapes, particularly in areas with increasing infill development, housing diversity, population growth, medium to high residential densities and urban renewal.
7. Prioritise performance based design quality outcomes in Adelaide City; heritage and character areas; places where medium-rise buildings interface with lower-rise development; mixed-use renewal precincts; transit corridors; and iconic locations that attract high levels of pedestrian activity and/or tourism.
8. Enable quality design solutions in the planning and design code for low-medium density development.

Principles of Good Design

Context

Good design is contextual because it responds to the surrounding built and natural environment and contributes to the quality and character of a place.

Inclusivity

Good design is inclusive because it creates places for everyone to use and enjoy by optimising social opportunity and equitable access.

Durability

Good design is durable because it creates buildings and places that are fit for purpose, adaptable and long-lasting.

Value

Good design adds value by creating desirable places that promote community and local investment, as well as enhancing social and cultural value.

Performance

Good design performs well because it realises the project's potential for the benefit of all users and the broader community.

Sustainability

Good design is sustainable because it is environmentally responsible and supports long-term economic productivity, health and wellbeing.



STATE PLANNING POLICY 3: ADAPTIVE REUSE

Objective

The adaptive reuse of existing buildings accommodates new and diverse uses.

Policies

1. Remove barriers and encourage innovative and adaptive reuse of underutilised buildings and places to inspire urban regeneration, stimulate our economy and unlock latent investment opportunities.
2. Sponsor models of adaptive reuse that allow flexible access to public spaces and infrastructure.
3. Enable the repurposing and adaptive reuse of historical buildings and places that recognise and preserve our state's history.
4. Prioritise the adaptive reuse of buildings within the City of Adelaide and other mixed-use precincts.
5. Facilitate the conversion and adaption of existing commercial office buildings in the City of Adelaide for residential or mixed-use.
6. Provide a range of planning and development incentives and bonus schemes to streamline decision-making processes, provide dispensation on prescriptive requirements that constrain opportunities, and capitalise on related regulatory or financial incentives outside of the planning system.
7. Ensure performance-based building regulations are flexible to encourage the adaptability of existing buildings to new uses without compromising health and safety.

STATE PLANNING POLICY 4: BIODIVERSITY

Objective

Biodiversity is valued and conserved, and its integrity within natural ecosystems protected.

Policies

1. Protect and minimise impacts of development on areas with recognised natural values, including areas of native vegetation and critical habitat.
2. Minimise the loss of biodiversity, where possible, in accordance with the mitigation hierarchy:
 - (a) Avoidance—avoid impacts on biodiversity
 - (b) Minimisation—reduce the duration, intensity and/or extent of impacts
 - (c) Rehabilitation/restoration—improve degraded or removed ecosystems following exposure to impacts.
3. Recognise that modified landscapes have environmental value and that development should be compatible with these values.
4. Encourage nature-based tourism and recreation that is compatible with, and at an appropriate scale for conserving the natural values of that landscape.

STATE PLANNING POLICY 5: CLIMATE CHANGE

Objective

Our greenhouse gas emissions are reduced and development that is climate-ready is promoted so that our economy, communities and environment will be more resilient to climate change impacts.

Policies

1. Create carbon-efficient living environments through a more compact urban form that supports active travel, walkability and the use of public transport.
2. Ensure the design of public places increases climate change resilience and future liveability.
3. Ensure the development of climate-smart buildings that reduce our demand for water and energy and mitigate the impacts of rising temperatures by encouraging water sensitive urban design, green infrastructure, urban greening and tree canopy enhancement.



4. Avoid development in hazard-prone areas or, where unavoidable, ensure risks to people and property are mitigated to an acceptable or tolerable level through cost-effective measures.
5. Facilitate green technologies and industries that reduce reliance on carbon-based energy supplies.
6. Protect areas that provide biodiversity and maximise opportunities for carbon sequestration.
7. Ensure decision-making considers the impacts of climate change using the best available information on climate risk which is regularly reviewed and updated.
8. Support development that does not contribute to increasing our vulnerability or exacerbating the impacts of climate change and which makes the fullest possible contribution to mitigation.

STATE PLANNING POLICY 6: HOUSING SUPPLY AND DIVERSITY

Objective

A range of diverse, affordable, well-serviced and sustainable housing and land choices is provided as, where and when required.

Policies

1. Enable the provision of a well-designed, diverse and affordable housing supply that responds to population growth and targets, and the evolving demographics and lifestyle needs of our current and future communities.
2. Ensure there is a timely supply of land for housing that is integrated with, and connected to, the range of services, facilities, public transport and infrastructure needed to support liveable and walkable neighbourhoods.
3. Support regional centres and town growth and the demand for increases in housing supply within the existing town footprint or outside towns where there is demonstrated demand and it is contiguous with the existing development area.
4. Promote residential and mixed-use development in centres and corridor catchments to achieve the densities required to support the economic viability of these locations and the public transport services.
5. Provide a permissive and enabling policy environment for housing within residential zones, including the provision of small lot housing and aged care accommodation.
6. Increase the amount and diversity of residential accommodation in Adelaide City to support a variety of household types for a range of age and income groups, including students, professionals and the ageing.
7. Enable and encourage the provision of Affordable Housing through incentives such as planning policy bonuses or concessions (e.g. where major re-zonings are undertaken that increase development opportunities).
8. Support the creation of healthy neighbourhoods that include diverse housing options; enable access to local shops, community facilities and infrastructure; promote active travel and public transport use; and provide quality open space, recreation and sporting facilities.

STATE PLANNING POLICY 7: CULTURAL HERITAGE

Objective

Places of cultural heritage significance and heritage areas are conserved for the benefit of our present and future generations.

Policies

1. Support and promote the sensitive and respectful use of our culturally and historically significant places.
 2. Recognise and protect Indigenous cultural heritage sites and areas of significance.
-



STATE PLANNING POLICY 8: PRIMARY INDUSTRY

Objective

A diverse and dynamic primary industry sector making the best use of natural and human assets.

Policies

1. Identify and protect key primary production assets and secure strategic opportunities for future primary industry development.
2. Create local conditions that support new and continuing investment in primary industry while seeking to promote co-existence with adjoining primary industries and avoid land use conflicts.
3. Enable primary industry businesses to grow, adapt and evolve through technology adoption, intensification of production systems, business diversification, workforce attraction, and restructuring.
4. Equitably manage the interface between primary production and other land use types, especially at the edge of urban areas.

STATE PLANNING POLICY 9: EMPLOYMENT LANDS

Objective

Employment lands are protected from encroachment by incompatible development and are supported by appropriate transport systems and infrastructure.

Policies

1. Enable opportunities for employment that are connected to, and integrated with, housing, infrastructure, transport and essential services.
2. Support state-significant operations and industries and protect them from encroachment by incompatible and/or more sensitive land uses.
3. Support and promote adaptable policies that allow employment markets to evolve in response to changing business and community needs.
4. Promote new, latent and alternative employment by enabling a diverse range of flexible land use opportunities.
5. Protect prime industrial land for employment use where it provides connectivity to freight networks; enables a critical mass or cluster of activity; has the potential for expansion; is connected to skilled labour; is well serviced; and is not constrained by abutting land uses.
6. Allow for competition within the retail sector by providing an appropriate supply of land for all retail formats in areas that are accessible to communities.
7. Support sustainable tourism where the social, cultural and natural values underpinning the tourism developments are protected to maximise economic growth.
8. Strengthen the primacy of the city centre as the cultural, entertainment, tourism and economic focus of Greater Adelaide. Enhance its role as the centre for peak legal, financial and banking services, specialty health and medical services, higher education, the arts, and high-quality specialty retailers that contribute to Adelaide City's attributes as a destination.
9. Encourage the development of vibrant employment and residential mixed-use precincts where conflicts between uses can be managed.
10. Plan for employment and industrial precincts that improve economic productivity, are protected from encroachment, connect to efficient supply chains, and minimise transport impacts on existing communities.



STATE PLANNING POLICY 10: KEY RESOURCES

Objective

Key resources continue to contribute to our state's economy and provide valued employment opportunities.

Policies

1. Define and protect mineral resources operations, associated infrastructure and undeveloped mineral resources from encroachment by incompatible land uses.
2. Plan for and implement development in the vicinity of undeveloped energy resources, energy resources operations and associated infrastructure to ensure their ongoing safe and efficient operation.
3. Identify and maintain strategic transport corridors and other key infrastructure required to support resource sector activities and their supply chains.

STATE PLANNING POLICY 11: STRATEGIC TRANSPORT INFRASTRUCTURE

Objective

Land development policies are integrated with existing and future transport infrastructure, services and functions to preserve and enhance the safe, efficient and reliable connectivity for people and business.

Policies

1. Enable an efficient, reliable and safe transport network connecting business to markets and people to places (i.e. where they live, work, visit and recreate).
 2. Promote development that maximises the use of existing and planned investment in transport infrastructure and services.
 3. Enable equitable contribution towards the provision of transport infrastructure and services to support land and property development.
 4. Support the long-term sustainability and management of transport assets and the various modes that use these assets.
 5. Minimise negative transport-related impacts on communities and the environment.
 6. Enable and encourage the increased use of a wider variety of transport modes including public transport, walking and cycling to facilitate a reduced reliance on private vehicle travel.
 7. Allow for the future expansion and intensification of strategic transport infrastructure and service provision (corridors and nodes) for passenger and freight movements.
 8. Identify and protect the operations of key transport infrastructure, corridors and nodes (passenger and freight).
 9. Enable development that is integrated with and capitalises on existing and future transport functions of transport corridors and nodes.
 10. Plan development to take advantage of emerging technologies, including electric and alternative fuel vehicles, autonomous vehicles and on-demand transport opportunities.
-



STATE PLANNING POLICY 12: ENERGY

Objective

The ongoing provision of sustainable, reliable and affordable energy options that meet the needs of community and business.

Policies

1. Support the development of energy assets and infrastructure which are able to manage their impact on surrounding land uses, and the natural and built environment.
2. Support and promote alternative sources of energy supply at the neighbourhood level.
3. Facilitate access to strategic energy infrastructure corridors to support the interconnection between South Australia and the National Electricity Market.
4. Ensure development in the vicinity of major energy infrastructure locations and corridors (including easements) is planned and implemented in such a way as to maintain the safe and efficient delivery and functioning of the infrastructure.
5. Ensure renewable energy technologies support a stable energy market and continued supply and do not adversely affect the amenity of regional communities.

STATE PLANNING POLICY 13: COASTAL ENVIRONMENT

Objective

Protect and enhance the coastal environment and ensure that development is not affected by coastal hazards.

Policies

1. Ensure development is not at risk from current and future coastal hazards (including coastal flooding, erosion, inundation, dune drift and acid sulphate soils) consistent with the hierarchy of avoid, accommodate and adapt.
2. Balance social and economic development outcomes in coastal areas with the protection of the environment.
3. Protect and enhance the natural coastal environment and its resilience to a changing climate, including environmentally important features, such as mangroves, wetlands, sand dunes, cliff tops, native vegetation and important habitats.
4. Locate development in areas that are not subject to coastal hazards unless the development requires a coastal location and suitable hazard mitigation strategies are in place, taking into account projected sea level rise and coastal retreat.
5. Facilitate sustainable development that requires a coastal site, including eco-tourism, aquaculture, marinas and ports, in areas adjoining the foreshore, where environmental impacts can be managed or mitigated.
6. Maintain or enhance the scenic amenity of important natural coastal landscapes, views and vistas.
7. Ensure development maintains and enhances public access to coastal areas with minimal impact on the environment and amenity.
8. Locate low intensity recreational uses where environmental impacts on the coast will be minimal.



STATE PLANNING POLICY 14: WATER SECURITY AND QUALITY

Objective

South Australia's water supply is protected from the adverse impacts of development.

Policies

1. Provide for the protection and security of the state's water supply to support a healthy environment, vibrant communities and a strong economy.
2. Prioritise the protection of water supply catchments including:
 - a. The Mount Lofty Ranges Watershed
 - b. Water Protection Areas under the *Environment Protection Act 1993*
 - c. The River Murray Protection Area under the *River Murray Act 2003*
 - d. Prescribed water resources and wells under the *Natural Resources Management Act 2004*.
3. Provide for infrastructure and land use policy that aims to decrease flood risk and improve water quality and urban amenity.
4. Ensure our water supply, stormwater and wastewater infrastructure meets the needs of a growing population and economy while balancing environmental outcomes.

STATE PLANNING POLICY 15: NATURAL HAZARDS

Objective

Communities and developments are protected from the adverse impacts of natural hazards.

Policies

1. Identify and minimise the risk to people, property and the environment from exposure to natural hazards including bushfire, terrestrial and coastal flooding, erosion, dune drift and acid sulphate soils.
2. Design and plan for development in accordance with a risk hierarchy of avoidance, adaptation and protection.
3. Locate critical infrastructure such as hospitals, telecommunications, transport systems and energy and water services in areas that are not exposed to risk from natural hazards.
4. Mitigate the impact of extreme heat events by designing public spaces and developments to create cooler micro-climates through the use of green infrastructure.
5. Protect key coastal areas and critical infrastructure at risk from sea level rise, coastal erosion and storm surges.

STATE PLANNING POLICY 16: EMISSIONS AND HAZARDOUS ACTIVITIES

Objective

Communities and the environment are protected from risks associated with emissions, hazardous activities and site contamination, whilst industrial development remains viable.

Policies

1. Ensure our communities and the environment are protected from risks associated with emissions and radiation activities while ensuring that industrial and infrastructure development remains viable through:
 - a. Ensuring appropriate zoning and mixed uses are compatible
 - b. Avoiding establishing incompatible land use interfaces through encroachment on industrial sites by maintaining adequate separation distances
 - c. Incorporating engineering controls into building design where emissions or impacts are unavoidable
2. Ensure risk posed by known or potential contamination of sites is adequately assessed and managed to enable the appropriate development and safe use of land.



HAVE YOUR SAY

The State Planning Commission and the Department for Planning, Transport and Infrastructure is committed to preparing the State Planning Policies in collaboration with the community.

Interested parties are invited to provide their feedback on the *Draft State Planning Policies (July 2018) for South Australia*.

For details about engagement activities and how to get involved visit saplanningportal.sa.gov.au

Submissions can be lodged until **Friday 7 September 2018** via the following means:

- SA Planning Portal: www.saplanningportal.sa.gov.au/have_your_say
- YourSAy: www.yoursay.sa.gov.au
- Email: DPTI.PlanningEngagement@sa.gov.au
- Post: **PO Box 1815, Adelaide SA 5001**



**Government
of South Australia**

Department of Planning,
Transport and Infrastructure

Proposed Policy	Resonance with Holdfast Bay Strategic Plan <i>Our Place 2030</i>	Support <div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Support as written </div> <div style="display: flex; justify-content: space-around; align-items: center;"> ✗ Limited support </div> <div style="display: flex; justify-content: space-around; align-items: center;"> ? Request change </div>	Commentary/Recommended Change
PLANNING POLICY 1: INTEGRATED PLANNING			
Plan growth in areas of the state that are connected to, integrated with, and protect, existing and proposed transport routes, infrastructure, services, employment lands and their functions.	Community: <i>Providing welcoming, Accessible Facilities.</i> Economy: <i>Supporting and Growing Local Business</i> Placemaking: <i>Developing Walkable, Connected Neighbourhoods</i>	✓	This Policy recognises the importance of protecting council’s industrial and retail precincts from incompatible uses, and it is recommended that this is carried-through to the development of robust interface requirements in the more refined Regional Plans and Design Code documents.
Provide an adequate supply of land outside the Environment and Food Production Areas that can accommodate housing and employment growth over the relevant forecast period. Based on current dynamics, the relevant forecast period is considered to be 10 years.	Economy: <i>Supporting and Growing Local Business</i> Placemaking: <i>Housing a Diverse Population</i>	✓	The Policy is broad, so it will be the degree of anticipated growth that will drive the demand for land, and the relative targets that are assigned to specific areas. The forecast period of 10 years is supported as it is sufficiently reliable to make informed decisions.
Enable the regeneration and renewal of neighbourhoods to provide diverse, high quality and affordable housing supported by infrastructure, services and facilities.	Community: <i>Providing welcoming, Accessible Facilities.</i> Placemaking: <i>Housing a Diverse Population</i> Placemaking: <i>Creating Lively and Safe Places</i>	?	It is recommended that boundaries are established around the opportunities for renewal and regeneration, as properties with character should not be deemed dispensable based on a subjective assessment as to their condition. Renewal and regeneration should also be contingent on Good Design, requiring engagement with the State Government Architect for significant proposals. It is also recommended that there needs to be some acknowledgement that the cost of service provision

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			needs to be shared by developers. It is anticipated that Infrastructure Agreements will play a part in apportioning costs fairly, although details are yet to be developed.
Support housing choice and mixed-use development around activity centres, public transport nodes and strategic transit corridors with reduced carparking to encourage greater use of active transport options such as public transport, walking and cycling.	Community: <i>Providing welcoming, Accessible Facilities.</i> Placemaking: <i>Housing a Diverse Population</i> Placemaking: <i>Creating Lively and Safe Places</i> Placemaking: <i>Developing Walkable, Connected Neighbourhoods</i>	?	The assumption that higher density living adjacent activity centres, public transport nodes and strategic transit corridors can justify reduced car parking demand, needs to be considered in the context of a neighbourhood's capacity to absorb increased traffic and parking. Typically, such areas are already congested through park and ride users and staff from local businesses. It is therefore recommended that this Policy is linked to the findings of the Planning Minister's Car Parking Summit and by area specific data provided by local councils.
STATE PLANNING POLICY 2: DESIGN QUALITY			
Ensure plans encourage development that incorporates the Principles of Good Design.	Placemaking: <i>Housing a Diverse Population</i> Placemaking: <i>Creating Lively and Safe Places</i> Placemaking: <i>Developing Walkable, Connected Neighbourhoods</i>	?	The application of this Policy is the key to its success, as subjectivity can erode Good Design. It is therefore recommended that the more refined guidelines contained in future Regional Plans and Design Codes are linked to principles of Good Design as a means to uphold the intent of this Policy.
Promote best practice in access and inclusion planning in the design of buildings and places by applying the principles of Universal Design,	Community: <i>Providing welcoming, Accessible Facilities.</i> Community: <i>Building a Healthy, active and Resilient Community.</i>	?	This Policy has significant merit, although there is a conflict with other Policies that promote alternative solutions and concessions from accepted standards as a means to 'unlock' investment. It is either "best

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Access for All, Crime Prevention Through Environmental Design, Environmentally Sustainable Design and Water Sensitive Urban Design.	Placemaking: <i>Creating Lively and Safe Places</i>		practice” or it is not. It is therefore recommended that the Policy be less ambiguous and only allow for alternative solutions in the absence of a best practice model. From the perspective of Holdfast Bay, it is recommended that Water Sensitive Urban Design is separated into its own Policy, given the number of issues that require attention for a downstream location (onsite water retention, permeability of site, stormwater reuse, aquifer quality, flood mitigation etc).
Ensure the development of safe, welcoming, comfortable and efficient buildings and places to reduce economic and social disparity.	Community: <i>Providing welcoming, Accessible Facilities.</i> Community: <i>Building a Healthy, active and Resilient Community</i> Placemaking: <i>Housing a Diverse Population</i>	?	This is an important, albeit ambitious, Policy which addresses the challenge of addressing social disadvantage through planning policy, which requires careful attention to the substance of the sub-policies. It is therefore recommended that for this Policy to be successful, complementary guidelines around Good Design, energy efficiency, accessibility, and safe neighbourhoods must be applied in equal measure.
Provide high quality, functional and accessible public green spaces and streetscapes, particularly in areas with increasing infill development, housing diversity, population growth, medium to high residential densities and urban renewal.	Community: <i>Providing welcoming, Accessible Facilities.</i> Community: <i>Building a Healthy, active and Resilient Community.</i> Placemaking: <i>Creating Lively and Safe Places</i> Environment: <i>Fostering an Environmentally Connected Community</i>	?	A necessary Policy, particularly for areas such as Holdfast Bay, which will hopefully lead to a greater share of Open Space funding, as our open space and streetscape strategies are developed. However, there is insufficient focus on open space, recreation and social infrastructure to reconcile the need to provide adequate service levels with an agenda that promotes an increase to population density. It is therefore recommended that areas suitability to cater for higher density is linked to service capacity, or commensurate with planned

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			services. It is also recommended that separate and specific policies are developed for the beach, which forms part of the Metropolitan Open Space System.
Enable quality design solutions in the planning and design code for low-medium density development.	Placemaking: <i>Creating Lively and Safe Places</i>	?	It is unclear why the Policy identifies low-medium density for mention, as quality design solutions are required for all types of development. It is therefore recommended that the Policy be reworded to capture all forms of development.
STATE PLANNING POLICY 3: ADAPTIVE REUSE			
Remove barriers and encourage innovative and adaptive reuse of underutilised buildings and places to inspire urban regeneration, stimulate our economy and unlock latent investment opportunities.	Community: <i>Providing welcoming, Accessible Facilities.</i> Placemaking: <i>Housing a Diverse Population</i> Placemaking: <i>Building Character and Celebrating History</i> Economy: <i>Making it Easier to Business</i>	?	Whilst it is important that the Policy is not too limiting to the point where it discourages the renewal of historic buildings, there need to be some boundaries set around the adaptive reuse of such buildings. Properties with character should not be deemed dispensable based on a subjective assessment as to their condition or indeed their degree of use, with consideration also given to broader land use and urban design objectives. It is therefore recommended that the Policy is qualified by a reference to local character identified by Regional Plans, which will inform the more specific architecture and streetscape guidelines contained in the Design Code.
Enable the repurposing and adaptive reuse of historical buildings and places that recognise and preserve our state's history.	Community: <i>Providing welcoming, Accessible Facilities.</i> Placemaking: <i>Housing a Diverse Population</i>	?	It is recommended that there need to be some parameters around the repurposing of buildings in this Policy, as properties with character should not be granted unlimited dispensation to the point

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	Placemaking: <i>Building Character and Celebrating History</i> Economy: <i>Making it Easier to Business</i>		where their character is compromised. This is paramount as we enter an increasingly deregulated assessment regime where private contractors are at liberty to make subjective decisions on important buildings.
Provide a range of planning and development incentives and bonus schemes to streamline decision-making processes, provide dispensation on prescriptive requirements that constrain opportunities, and capitalise on related regulatory or financial incentives outside of the planning system.	Economy: <i>Making it Easier to Business</i>	✗	An incentives based planning system that grants dispensation, or worse ‘credits’, in return for concessions elsewhere cannot coexist with a planning system that promotes certainty through policy. Without knowing the extent and nature of the concessions and incentives, there can be limited support for such a policy.
STATE PLANNING POLICY 4: BIODIVERSITY			
Protect and minimise impacts of development on areas with recognised natural values, including areas of native vegetation and critical habitat.	Environment: <i>Protecting Biodiversity</i> Environment: <i>Building an Environmentally Resilient City</i>	?	This is a worthwhile Policy, although it is unclear why the word “minimise” would feature in a statement where the subject matter is native vegetation and <u>critical</u> habitat. Consideration also needs to be given to views/vistas, natural beauty and biodiversity for this to be a well-rounded Policy. It is therefore recommended that this Policy should be unambiguous and prescribe that <u>no</u> impact should occur on such areas, minimal or otherwise, and that scenic value is included in equal measure.
STATE PLANNING POLICY 5: CLIMATE CHANGE			

Proposed Policy	Resonance with Holdfast Bay Strategic Plan <i>Our Place 2030</i>	Support			Commentary/Recommended Change
		✓ Support as written	✗ Limited support	? Request change	
Create carbon-efficient living environments through a more compact urban form that supports active travel, walkability and the use of public transport.	Community: <i>Building a Healthy, active and Resilient Community.</i> Environment: <i>Protecting Biodiversity</i> Environment: <i>Building an Environmentally Resilient City</i> Placemaking: <i>Creating Lively and Safe Places</i>		?		The assumption that a compact urban form will deliver carbon-efficient living needs to be challenged, as building design, more so than density, is the key co-driver for creating a sustainable urban form. It is dangerous to use density <i>per se</i> as any justification for achieving environmental sustainability, although the walkability benefits are acknowledged. It is therefore recommended that the Policy is reworded to be less presumptive on the benefits of higher density living.
STATE PLANNING POLICY 6: HOUSING SUPPLY AND DIVERSITY					
Enable the provision of a well-designed, diverse and affordable housing supply that responds to population growth and targets, and the evolving demographics and lifestyle needs of our current and future communities.	Community: <i>Providing welcoming, Accessible Facilities.</i> Placemaking: <i>Housing a Diverse Population</i> Placemaking: <i>Creating Lively and Safe Places</i>	✓			The population forecast period of 10 years (promoted in previous Policy) is sufficiently reliable to make informed decisions on density.
Promote residential and mixed-use development in centres and corridor catchments to achieve the densities required to support the economic viability of these locations and the public transport services.	Community: <i>Providing welcoming, Accessible Facilities.</i> Placemaking: <i>Housing a Diverse Population</i> Placemaking: <i>Creating Lively and Safe Places</i>		?		There are certainly reciprocal benefits in co-locating residential and commercial activities, in an accessible location. However, the assumption that vibrancy can simply occur through spatial policies, diminishes the value that 'Good Design' can play in creating sustainable communities and neighbourhoods. It is therefore recommended that this Policy is qualified by Good Design.
STATE PLANNING POLICY 7: CULTURAL HERITAGE					

Proposed Policy	Resonance with Holdfast Bay Strategic Plan <i>Our Place 2030</i>	Support			Commentary/Recommended Change
		✓ Support as written	✗ Limited support	? Request change	
Support and promote the sensitive and respectful use of our culturally and historically significant places.	Community: <i>Celebrating Culture and Diversity</i> Placemaking: <i>Building Character and Celebrating History</i>			?	It is pleasing to note that this is an unambiguous and unconditional policy. However, it is unclear how (or whether) this Policy takes precedence over other Policies that promote development. It is therefore recommended that consideration is given to a policy hierarchy to ensure that important policies are not lost in an 'on-balance' assessment.
STATE PLANNING POLICY 8: PRIMARY INDUSTRY					
STATE PLANNING POLICY 9: EMPLOYMENT LANDS					
Encourage the development of vibrant employment and residential mixed-use precincts where conflicts between uses can be managed.	Community: <i>Providing welcoming, Accessible Facilities.</i> Economy: Supporting and Growing Local Business Placemaking: <i>Housing a Diverse Population</i> Placemaking: <i>Creating Lively and Safe Places</i>		✓		This is a well-balanced policy, because it is conditional on managing the interface when considering mixed-use development.
STATE PLANNING POLICY 10: KEY RESOURCES					
STATE PLANNING POLICY 11: STRATEGIC TRANSPORT INFRASTRUCTURE					
Identify and protect the operations of key transport infrastructure, corridors and nodes (passenger and freight).	Community: <i>Providing welcoming, Accessible Facilities.</i> Placemaking: <i>Creating Lively and Safe Places</i>		✓		With tram, train and major arterial road infrastructure within our city, this is a critical policy that should provide a catalyst for greater attention, and potential funding, towards our corridors. This

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			may create opportunities for improved parking, and park and ride facilities.
STATE PLANNING POLICY 12: ENERGY			
Support and promote alternative sources of energy supply at the neighbourhood level.	Environment: <i>Building and Environmentally Resilient City</i> Environment: <i>Using Resources Efficiently</i> Environment: <i>Fostering an Environmentally Connected Community</i> Economy: <i>Harness Emerging Technology</i>	?	This is an important policy that provides ‘permission’ to explore alternative sources of energy for development enclaves. However, with minimal detail, the policy needs to ensure that the impacts of the plant and equipment required to harness and deliver energy (noise, visual, reliability, cost) are well considered before proceeding too far.
STATE PLANNING POLICY 13: COASTAL ENVIRONMENT			
Facilitate sustainable development that requires a coastal site, including eco-tourism, aquaculture, marinas and ports, in areas adjoining the foreshore, where environmental impacts can be managed or mitigated.	Environment: <i>Building and Environmentally Resilient City</i> Environment: <i>Using Resources Efficiently</i> Environment: <i>Fostering an Environmentally Connected Community</i> Economy: <i>Harness Emerging Technology</i>	✓	Several important coastal sites (Glenelg Jetty, Caravan Park, Coast Park, Minda Dunes) will benefit from policies that enable sensitive redevelopment. It will be interesting to know the future role of the Coast Protection Board (CPB) in the assessment of development applications, but needless to say, this Policy will only work if the CPB remains a key stakeholder.
Ensure development maintains and enhances public access to coastal areas with minimal impact on the environment and amenity.	Community: <i>Providing welcoming, Accessible Facilities.</i> Environment: <i>Fostering an Environmentally Connected Community</i>	✓	Although Coast Park is nearing completion, there may be other initiatives in the future that seek to provide access to the coast for the community. The potential for access for the disabled and elderly is yet to reach its potential, and a sensible approach to the implementation of beach infrastructure is

Proposed Policy	Resonance with Holdfast Bay Strategic Plan <i>Our Place 2030</i>	Support			Commentary/Recommended Change
		✓ Support as written	✗ Limited support	? Request change	
	Economy: <i>Harness Emerging Technology</i> Placemaking: <i>Creating Lively and Safe Places</i>				required if we are to confidently move forward on this front.
STATE PLANNING POLICY 14: WATER SECURITY AND QUALITY					
Ensure our water supply, stormwater and wastewater infrastructure meets the needs of a growing population and economy while balancing environmental outcomes.	Environment: <i>Building and Environmentally Resilient City</i> Environment: <i>Using Resources Efficiently</i> Environment: <i>Fostering an Environmentally Connected Community</i> Placemaking: <i>Creating Lively and Safe Places</i>		?		There needs to be some acknowledgement that developers must contribute to the upgrade of council stormwater infrastructure if the State Government's objective is to grow the population. It is recommended that this Policy is linked to the development and applicability of future Infrastructure Agreements.
STATE PLANNING POLICY 15: NATURAL HAZARDS					
Protect key coastal areas and critical infrastructure at risk from sea level rise, coastal erosion and storm surges.	Environment: <i>Building and Environmentally Resilient City</i> Environment: <i>Using Resources Efficiently</i> Environment: <i>Fostering an Environmentally Connected Community</i> Placemaking: <i>Creating Lively and Safe Places</i>		?		This is an important policy that helps future-proof the coastal interface. However, there needs to be some science behind the Policy because there is presently no reliable 'risk' analysis when assessing development proposals, particularly where located within the critical benchmark of 100m from the mean high tide mark. Although a politically sensitive issue, if the Policy is to resonate, then it needs to be more robust than a general statement.

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STATE PLANNING POLICY 16: EMISSIONS AND HAZARDOUS ACTIVITIES			
Ensure risk posed by known or potential contamination of sites is adequately assessed and managed to enable the appropriate development and safe use of land.	Environment: <i>Building and Environmentally Resilient City</i>	?	The word ' <i>managed</i> ' needs to be replaced with ' <i>remediated</i> ' as there are no safe levels of contamination, particularly in the City of Holdfast Bay, which is characterised by a high watertable, gateway for upstream stormwater, coastal reserves, a high number of child care centres and schools, and disused sites adjacent residential properties.

Item No: **14.8**

Subject: **MEMORIAL SEATS**

Date: 14 August 2018

Written By: General Manager, City Assets and Services

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

This report responds to a request by Councillor Paton for an update on the current status of the Memorial Seats Program. The report also recommends certain amendments and clarifications to address concerns raised over tenure issues and the high cost of a memorial.

RECOMMENDATION

- 1. That Council endorse Option 1 as outlined in the report, which includes the following recommendations:**
 - (a) that the 10 year lease fee for memorial seats be reduced to \$3,630 for 2017/18 and \$4,000 for 2018/19 to better reflect Council's costs plus a modest margin to reflect future unknown costs.**
 - (b) that any leaseholder who has either paid the full fee or a number of annual fees greater than the revised 2017/18 or 2018/19 Memorial Seat fees have the difference between their payment and the updated amounts refunded, but with the same remaining tenure on their lease.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

Community: Celebrating culture and diversity

Culture: Providing customer-centred services

COUNCIL POLICY

Memorial Seat Program, 10 November 1997 (Report No. 597/97)

Urban Image Strategy Plan, 26 April 2000 (Report No. 204/00)

Memorial Seat Policy, 14 November 2000 (Report No. 537/00)

Memorial Seats – Plaque location on expiry of lease, 24 July 2007 (Report No. 337/07)
Memorial Seat Policy, 2009
Memorials Policy, 2017

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Memorial Seat Program was formalised in November 1997 and has been an extremely popular way for the community, both resident and non-resident, to memorialise a family member on seats and benches throughout the City by way of placement of a memorial plaque.

At the Council Meeting held on 10 July 2018, Councillor Patton asked for a report to be presented to Council regarding the current status of the Program following constituent concerns about the costs and tenure of the memorials.

In compiling this report, Administration has referred to previous decisions and reports of Council:

- Memorial Seat Policy, 14 November 2000 (Report No. 537/00)
- Memorial Seats – Plaque location on expiry of lease, 24 July 2007 (Report No. 337/07)

Refer Attachment 1

REPORT

The Memorial Seat Program was formalised in November 1997. At the time, it is unclear whether clear policy and/or terms of sale were established for the memorials. This included:

- Tenure or Term of the memorial – how long was the memorial to be provided and maintained in place by Council, and when and/or whether any renewal was required?
- Scope of the memorial – was the applicant buying a plaque on seat at a specific location, or where they also buying the seat in addition to the plaque?
- Cost – what was the cost and how was it charged

Record keeping in the early years of the program was somewhat ineffective and it is unclear in some cases whether the sale of some memorials detailed the key factors as outlined above.

The Memorial Seat Policy was created in November 2000 to provide further clarity regarding the tenure, scope and cost of memorials. The new Memorial Seats Policy was adopted in November 2000 and established that all memorials would be based on a 10 year lease only and did not involve purchase of the seat (only the plaque) for a period of 10 years.

The 10 year lease fee (2000/01) was set at \$2,100 for the 10 year lease period (ie \$210/year) and allowed for council's costs in initial supply and installation of the plaque, ongoing maintenance of

the seat for 10 years as well as contribution to the replacement cost of the seat over the expected life of around 5-15 years depending on location. The lease cost also allowed for repairs of any vandalism and a modest return on capital.

In August 2017, Administration commenced an audit of the Memorial Seats program to bring previous records up-to-date and to improve the overall management of the program.

To date, the audit has identified around 300 Memorial Seats, under various tenure arrangements. The seats identified to date can be grouped as follows:

- 11 are permanent (including Sir Douglas Mawson, Icebergers, SA Women's Association)
- 142 are leased
- 88 out of lease (36 of these are City of Holdfast ratepayers)
- 59 currently not leased.

However, as the audit is still progressing, other currently undocumented seats may be identified.

The audit also identified deficiencies in record keeping and/or terms of sale including:

- No documentation provided to leaseholders or documentation provided but with no reference to the term "lease" and no lease start/end dates.
- Leases that had expired, but renewal had not been followed up (in some cases for more than eight years after the original lease had expired).
- No clear internal accounting which links the payment of lease fees to the purpose of maintaining Memorial Seats.
- No record of the original draft lease documentation presented to Council in 2000 ever having been used to establish a lease.

Whilst the November 2000 Memorial Seat Policy sought to clarify possible confusion as to the tenure (10 year lease) and scope (whether placement of memorial seats included the seat or simply the plaque) it is unclear from the audit whether the Policy was properly applied and leasing arrangements appear to be clear in some cases and ambiguous in others.

It is not until around 2004 that Council's terms of lease appear to be being clearly advised to prospective leaseholders and form the correct basis for the Memorial Seat lease.

Recent research has not been able to identify consistent terms of sale for memorial seats/plaques prior to November 2000, so it is unclear in some cases what was communicated to those who purchased Memorials prior to that time.

On 24 July 2007, Council considered a report (Report No. 337/07) which sought direction on the approach to be applied in relation to expired leases and to specifically address the issue of what to do if lease holders chose not to renew their lease. Council resolved that leaseholders would be offered the following options:

- Renew the lease for a further 10 year period subject to payment of a new lease fee.

- Not renew their lease and receive their plaque back.
- Not renew their lease, but have the plaque installed under or near the seat in a visible position at no cost to the original leaseholder and be maintained in place by Council for the life of the plaque.

The role of administering the Memorial Seat program fell within the remit of the Cemeteries Officer up until December 2016 when this position was abolished. The current audit is being undertaken on a part time basis by a small project team in addition to their normal work.

Current Lease Renewals

As the July 2017 audit has progressed, a number of existing Memorial Seats have been identified as being out of lease. Administration has sought to make contact with those leaseholders and sought their instructions on whether they wish to renew or not, and if not, what arrangement they want for their plaque.

Where contact could not be made with the original leaseholder, Administration has placed a sticker on those seats with the message "Lease Holder – Please Contact Council".

It has been during these lease renewals that concerns have been raised by a number of leaseholders about the tenure of their lease and/or the steep increase in costs for the next 10 year lease period. The updated 2018/19 Memorial Seat lease fee was set by Council as part of the annual Fees and Charges at \$5,150 (inclusive of GST).

Most concerns have been raised by leaseholders who were earlier adopters, mainly affecting, but not limited to, leases established prior to 2004.

There are instances where people have been provided no documentation by Council that indicates they have paid for a lease, and these people are of the belief that they purchased the seat outright and it would be maintained by Council for life. There is some conjecture also as to whether this refers to life of the seat (depending on location, this can be between 5 and 15 years, vandalism and acts of nature withstanding) or for an indeterminate period time into the future.

Based on the audit to date (still incomplete) there appears to be about 60-70 leases that:

- Council has no or limited details of the terms of sale.
- If terms of sale were issued, they were silent on tenure (specifically did not establish a 10 year lease term or renewal date).

These Memorial Seat sales cover the period 1997 to 2016, with the majority prior to 2004.

It is important to also note that many new leases have been either re-signed or created in the last 12 months at the current rate and for the currently determined 10-year lease period. There are also a number of seats being "reserved" for when existing lease holders decide not to renew.

Current terms of sale provided by Council to leaseholders includes the words “lease” and outlines the cost for the lease period. Approximately half of all lease holders are aware of, and happy with, the current arrangements.

Costs

Council significantly increased the cost of memorial seat leases in 2017/18 – increasing from \$3,300 in 2016/17 to \$5,000 in 2017/18 (including GST).

The Memorial Seat lease fee for new or renewed leases entered into in 2018/19 is \$5,150 for 10 years. This fee is detailed and approved in Council’s Fees and Charges schedule. The lease fee can be paid in one lump sum or paid on an annual basis.

The rates applied each year for the last 18 years back to the time of the original policy in 2000 are attached.

Refer Attachment 2

Depot management has determined that on average it costs in \$265 per seat annually (based on 2017/18 data) to maintain, which equates to an annual total cost of \$79,500.

Over the last 10 years, income from the program has averaged \$39,800 per financial year, resulting in a shortfall. This has predominantly been due to a lack of prompt renewal of expired leases.

Additional Seats

The density of seat installations has increased significantly and the capacity of the foreshore is now unlikely to be able to support further new seat installation. There is still opportunity for limited increases in the number of Memorial Seat in Council reserves, around the Patawalonga and at key ovals/sports grounds.

Without the ongoing contribution of leaseholders, the number of seats currently installed would be difficult for Council to maintain from a financial perspective.

Ongoing

Continuing the audit and assuring its future best practice will require a dedicated resource (previous Cemeteries Officer role was 0.8 FTE, the audit is being conducted by a staff member under secondment 0.2 FTE per week and is only allocated until the end of August 2018).

There have been two Section 270 Review of Council Decision requests lodged – one complete; and one pending.

Recommended Approach

The following Options outline specific actions to address the listed issues:

Option 1 (Recommended)

This option addresses the following issues:

1. Disputed/Unclear Tenure - where Council has no records and a leaseholder disputes tenure/term of their Memorial Seat:

(a) If the leaseholder can supply documentation:

Recommend: Council to honour documented position

(b) If leaseholder cannot provide documentation:

Recommend: Council to offer a grace period of 5 years from either the current date (if lease already expired) or from the expiry date of the lease (whichever is later) when a new lease will need to be executed under the lease conditions current at the time.

Existing lease holders not in dispute would continue unaffected as per their lease conditions.

It is envisaged these disputes would be addressed individually as the circumstances of each dispute are different and this would require a set of guidelines to be established to maintain fairness and outline reasonable resolutions for disputes.

This option would have associated ongoing seat maintenance costs for Council without commensurate revenue and associated costs for staff time in resolving them.

Providing a grace period to some disputing lease holders may generate discontent from the lease holders not in dispute – the “why am I paying if they aren’t” response.

2. Reduced Memorial Seat Cost – to address community concerns over excessive costs:

(a) Recommend: reduce the cost of 10 year lease for any for Memorial Seats lease implemented during the 2017-18 year from \$5000 to \$3630 (inclusive of GST).

(b) Recommend: reduce the cost of 10 year lease for any for Memorial Seats lease implemented during the 2018-19 year from \$5150 to \$4000 (inclusive of GST).

Any leaseholder who has either paid the full 2017/18 or 2018/19 lease fee (or the first and second annual instalment of \$500 or a first instalment of \$515), have the difference between their payment and the new reduced rates refunded.

Option 2

This option addresses the following issues:

1. Disputed/Unclear Tenure - where Council has no records and a leaseholder disputes tenure/term of their Memorial Seat:

- (a) If the leaseholder can supply documentation:

Recommend: Council to honour documented position

- (b) If leaseholder cannot provide documentation:

Recommend: where the original Memorial Seat sale was completed prior to 31 December 2004, the holders be offered the seats for the remainder of the **seat's life**. At the time the seat is no longer serviceable (as determined by Council), the existing plaque holder will be contacted with the offer to renew the lease with the lease conditions current at that time.

Recommend: for cases still in dispute (where their initial purchase date was after 31 December 2004), Council to offer a grace period of 5 years from either the current date (if lease already expired) or from the expiry date of the lease (whichever is later) when a new lease will need to be executed under the lease conditions current at the time.

Recommend: for cases that still cannot be resolved, Council to offer to have the plaque removed from the seat and installed under or near the seat in a visible position at no cost to the original leaseholder and be maintained in place by Council for the life of the plaque. The seat then is deemed vacant and can be leased by Council.

Existing lease holders not in dispute would continue unaffected as per their lease conditions.

2. Reduced Memorial Seat Cost – to address community concerns over excessive costs:

- (a) Recommend: reduce the cost of 10 year lease for any for Memorial Seats lease implemented during the 2017-18 year from \$5000 to \$3630 (inclusive of GST).

- (b) Recommend: reduce the cost of 10 year lease for any for Memorial Seats lease implemented during the 2018-19 year from \$5150 to \$4000 (inclusive of GST).

Any leaseholder who has either paid the full 2017/18 or 2018/19 lease fee (or the first and second annual instalment of \$500 or a first instalment of \$515), have the difference between their payment and the new reduced rates refunded.

Option 3

This option addresses the following issues:

1. Disputed/Unclear Tenure

- (a) Recommend: Council voids all current leases, refunds any outstanding money on a pro-rata basis to affected community members and leaseholders, and recommences all new leases from a singular date with first right of renewal given to previous leaseholders.

2. Reduced Memorial Seat Cost – to address community concerns over excessive costs:

- (a) Recommend: reduce the cost of 10 year lease commencing in 2018/19 for any for Memorial Seats lease from \$5150 to \$4000 (inclusive of GST).

Any leaseholder who has either paid the full 2018/19 lease fee (or a first instalment of \$515), have the difference between their payment and the new reduced rates refunded.

This option is very clinical. It is also administratively difficult to implement and likely to be unpopular with the community. It would however provide a point of clarity and certainty.

BUDGET

Council has budgeted for an income of \$50,000 for memorials in 2018/19. This will be affected by refunds proposed within the recommended approach, but could be offset by additional lease renewals and/or sales of vacant memorial seats. Administration will monitor the revenues and costs during the financial year.

LIFE CYCLE COSTS

A preliminary estimate of the net lifecycle cashflow over 10 years for each option is summarised as follows:

Option	Net 10 year cashflow (+ gain/- loss)
Option 1	\$70,200
Option 2	\$36,100
Option 3	-\$181,200

From the preliminary estimate, Option 1 provides the best cashflow outcome.

TS00/0125 CR J DEAKIN MOVED AND CR S DEAKIN SECONDED THAT THE COMMITTEE RECOMMENDS THAT THE CATERPILLAR 914G FRONT END LOADER BE PURCHASED FROM CAV POWER AT A TOTAL COST OF \$88,465.

CARRIED

MEMORIAL SEAT POLICY (REPORT NO. 537/00)

Report No. 537/00 was presented to advise Council that a revised policy for sale of memorial seats to the public.

TS00/0126 CR NORTON MOVED AND CR MATHWIN SECONDED THAT THE COMMITTEE RECOMMENDS THAT:

1. THE REVIEWED PRICE BE APPROVED AND THE LEASE OF MEMORIAL SEATS RECOMMENCE AT THE NEW COST OF \$2100.
2. CUSTOMERS BE ENCOURAGED TO SELECT A LOCATION AVAILABLE ON THE ATTACHED PLANS.

CARRIED

ALIGNMENT SURVEYS (REPORT NO. 538/00)

Report No. 538/00 was presented advising that the Surveyor General has completed initial survey and identification an area designated for surveys under section 308 of the Local Government Act as part of the ongoing program of alignment surveys.

FP 41192 is bounded by Wheatland Street, Kauri Parade, Young Street and Yacca Road, Seacliff.

FP 41812 is bounded by Esplanade, Cambridge Terrace, Cedar Avenue and Marlborough Street, Brighton.

TS00/0127 CR LUSH MOVED AND CR MACASKILL SECONDED THAT THE COMMITTEE RECOMMENDS THAT:

1. COUNCIL APPROVE THE ALIGNMENT PLANS SHOWN ON FILED PLAN 41192 AND 41812 PURSUANT TO THE PROVISIONS OF SECTION 308 OF THE LOCAL GOVERNMENT ACT, 1934 AS AMENDED.
2. THE MAYOR AND CHIEF EXECUTIVE OFFICER BE AUTHORISED TO SIGN AND SEAL ALL ALIGNMENT SURVEYS WHERE PLANS HAVE PREVIOUSLY BEEN APPROVED BY THE COUNCIL.

CARRIED

WASTE MANAGEMENT - RECYCLING (REPORT NO. 542/00)

Report No. 542/00 was presented following deliberations of the Sub Committee formed by Council to investigate issues surrounding Council's domestic recycling program. The Sub Committee found that a majority of issues raised previously have been resolved and has recommended a process to address other issues surrounding the system.

REPORT TO: TECHNICAL SERVICES COMMITTEE

DATE: 14 NOVEMBER 2000

SUBJECT: MEMORIAL SEAT POLICY

WRITTEN BY: CASSANDRA JAMES
PROJECT OFFICER

FILE REF:

ABSTRACT OF REPORT

This report is to present to Council a revised policy for sale of memorial seats to the public.

REPORT DETAILS**1. History**

At its meeting of 10th November 1997 (Report No. 597/97) Council adopted the memorial seat program wherein customers were able to purchase a memorial seat as a tribute to a relative who has passed away. Customers were able to select from a range of heritage style seats and a plaque with wording of their choice to be installed on the seat. The customer contributed the full cost of the plaque and seat. Council has continued to contribute to the cost of installation, including the pouring of a slab, and the ongoing maintenance of the seats. Location has generally been selected by the customer.

2. Introduction

The Urban Image Strategy Plan adopted by Council on 26 April 2000 (Report No. 204/00) recommended that Administration:-

"Continue the "memorial seats" program, to provide the community with opportunities to commemorate family members by donating a seat(s) at suitable locations selected by family members to Council's approval, with seats selected in accordance with Table 1.

Table 1 details the street furniture and finishes of the Urban Image Strategy Plan and specifies memorial seats to be the 'Esplanade' style manufactured by Street & Park Furniture, in the relevant colour for the zone (also identified by the Urban Image Strategy Plan), for the location of the seat."

The Esplanade seat was selected by Administration for its comfortable and clean, contemporary style based on a traditional design. The seat communicates the image that Council aims to present through the Urban Image Strategy Plan and reflects the City of Holdfast Bay as a modern, progressive Council. By restricting the seat selection type to one would also provide ongoing consistency for maintenance and image.

Maintenance is a crucial criteria in the selection of these seats. The 'Esplanade' meets a low maintenance requirement with wide, jarrah rails (to increase durability and aid replacement) curved for rapid drainage. Tamper proof torque screws attached to the front rail of the seat discourage damage by skateboards and the cast iron and galvanised steel tube frame, coated in a primer and polyester powdercoat, is resistant to a coastal climate. The open frame (with no arm rests) also assists the Works staff in maintaining the seats as the replacement of timber rails can be achieved without dismantling the frame and only requires the removal of the screws connecting the rails to the frame.

Advice received from the supplier and Council's Finance Department with respect to the inclusion of GST has prompted a review all costs associated with the installation of memorial seats. Council currently charges an amount, which covers the cost of the seat only and absorbs the remaining costs (for the plaque and its installation, installation of the seat including pouring a concrete slab and maintenance of the seat for an unlimited time). The Finance Department has advised that GST is applicable to this service and cannot be claimed back from the Tax Office.

Considering the number of existing memorial seats (fifty-one), these costs being absorbed by Council are now impacting on relevant budget lines and some direction is sought from Council as to how this program should continue. During the 1999/2000 financial year, twenty-four seats were sold representing an average of one per fortnight. The majority of enquiries received result in the sale of a memorial seat.

Additionally, a problem has arisen in the location of the seats which have, until recently, been installed in a position selected by the customer and as such, some areas (particularly some sections of the Esplanade) are now becoming crowded. A plan indicating the position of existing memorial seats, locations where a concrete "Monier" seat can be replaced with a memorial seat and suitable sites where no seat currently exists, is attached. This plan indicates a total of ninety-six possible locations for new memorial seats.

(See Attachment A)

Other Organisations and Authorities

Examples of similar programs for seating in other Councils and major Cemeteries have been collected to obtain comparable policies. Details of these policies are outlined below:

LOCATION	SERVICES INCLUDED IN COST TO THE CUSTOMER	SERVICES COVERED BY THE ORGANISATION	LEASE TIME	COST TO CUSTOMER (incl. GST)
Centennial Park Cemetery	<ul style="list-style-type: none"> • Unlimited interment of ashes on site • Purchase and installation of teak bench seat • Purchase and installation of plaque • Maintenance of seat and plaque for lease period 		50 years 25 years	\$12 892 \$ 6 952
Enfield Cemetery	<ul style="list-style-type: none"> • Unlimited interment of ashes on site • Donation made to the cost of the plaque and it's installation on to existing seat • Maintenance 	<ul style="list-style-type: none"> • Use of existing Teak bench seats • Remainder of cost of plaque and installation, if any 	25 years	\$ 1 000
Adelaide Hills Council	<ul style="list-style-type: none"> • Heritage style seat 	<ul style="list-style-type: none"> • Purchase and installation of plaque • Installation and maintenance of seat 	Life of the seat	\$ 495
City of Burnside	<ul style="list-style-type: none"> • Seat (style of customer's choice as approved by Council) • Plaque 	<ul style="list-style-type: none"> • Installation and maintenance of seat and plaque 	Life of the seat	Determined by customer's choice of seat and plaque
City of Charles Sturt	<ul style="list-style-type: none"> • Purchase and installation of plaque on to existing seat 	<ul style="list-style-type: none"> • Use of existing seat • Maintenance of seat and plaque 	Life of the seat	Determined by customer's choice of plaque
City of Mitcham	None	<ul style="list-style-type: none"> • Installation of plaque on to existing seat in a reserve (request goes to a Commemorative Committee). • Council may cover all/some of costs. 	Life of the seat	Usually none
City of Port Adelaide Enfield	<ul style="list-style-type: none"> • Aluminium seat or seat selected by customer • Plaque 	<ul style="list-style-type: none"> • Installation of the plaque • Maintenance 	Life of the seat	<ul style="list-style-type: none"> • \$ 473 or varies • Approx. \$30
City of Unley	<ul style="list-style-type: none"> • Purchase and installation of plaque on to existing seat 	<ul style="list-style-type: none"> • Use of existing seat • Installation of the plaque • Maintenance of seat and plaque 	Life of the seat	Determined by customer's choice of plaque

Of the cemeteries contacted that provide memorial seats, only Centennial Park provided for a new seat to be installed.

Of the Councils contacted, most did not have a policy for installation of new memorial seats, as it appeared to be an uncommon request. Those that have provided seats for this purpose, allowed customers to place a plaque on an existing seat, not creating any excess cost to the Council. It should also be noted that most seats installed are inland and maintenance costs would be well below those of City of Holdfast Bay memorial seats on the coast. At Port Adelaide Enfield Council, where there is a comparable coastal environment to the City of Holdfast Bay, the seat offered is made from galvanised aluminium, requiring little maintenance and therefore, of minimum cost to the Council.

3. Costing

The current cost of a memorial seat covers the purchase of the seat only. The remaining costs, advised by the Works staff, are outlined in the proposed new costs below:

<u>EXISTING CHARGE</u>	Current seat cost to Council	\$ 920.00
	Current charge for seat	\$ 835.00
	Subsidy for purchase of seat	\$ 85.00
<u>PROPOSED CHARGE</u>	New seat cost	\$1012.00
(all costs include GST)	(Includes powdercoating and primer on frame)	
	Oil finish on timber rails (3 coat)	\$ 22.00
	Anti-skate bolts	\$ 44.00
	Plaque cost (including wording)	\$ 99.00
	Installation cost for plaque mount and plaque	\$ 99.00
	Installation cost for seat	\$ 800.00
	(including concrete slab or footings)	
	Maintenance cost per ten year period	\$1924.00
	(ie. Re-oiling timber (approximately twice per year), slat replacement, sanding and re-powdercoating of the frame, repair of vandalism and depreciation of the seat itself etc.)	
<hr/>		
TOTAL		\$4000.00

There is currently a sufficient number of seats along the foreshore to meet the needs of residents and ratepayers. Therefore, the installation of memorial seats is surplus to the existing number and the costs currently contributed by Council for memorial seats exceed the standard costs expected for street furniture. During the 1999/2000 financial year, twenty-four seats were sold, representing a cost to Council of approximately \$28,200 (including the subsidy for purchase of seat, plaque and installation of plaque and seat) and total ongoing maintenance costs of approximately \$4,600 for that year.

As most of the desired locations for the seats are to view coastal environments such as the Esplanade or Patawalonga, the conditions of the climate in these areas demand a high maintenance schedule. Wind, salt, sand and water erosion demand more regular cleaning and repair and therefore, the maintenance costs of the memorial seats in these location incur a higher fee than a comparable seat in an inland Council area or cemetery.

It is expected that a maintenance cost of \$1,200 per 10 year period (or 60%) would be appropriate for a seat located away from the coastal environment, thereby reduces the proposed total charge to \$3,200 per ten year period (incl. GST). This estimate demonstrates the initial and on going costs for each seat, of which we currently maintain around fifty-one from the existing budget.

4. Leases

Leasing the seats is considered to be the most appropriate policy, allowing customers to contribute the costs of the seat for a period of ten years. Prior to the end of the ten year period, the customer would be offered the opportunity to re-lease the seat for a further ten years by payment of the maintenance costs only. Alternatively, the seat can be re-leased to another customer who will pay for a new plaque, its installation and the continued maintenance costs of the seat for a further ten-year period at a cost of \$2,122. The original plaque could then be returned to the original owner if they wish.

At this time, new customers should be encouraged to take up the seats on which leases have not been renewed, in order to utilise existing seats. Attached is a draft lease agreement for this purpose.

(See Attachment B)

5. Location

Memorial seats have become increasingly popular in the City of Holdfast Bay and as such, some areas (particularly some sections of the Esplanade) are now becoming crowded with seats. The original intention of memorial seats was to replace existing seats in need of maintenance or locate one in a position where new a seat was required. Considering the popularity of certain areas and the resulting excess of seats here, it has now become apparent that a plan indicating positions where seating is required to regulate the placement of future memorial seats.

The Foreshore Master Plan and the potential Coastal Way may determine additional and more appropriate locations. A plan indicating the location of existing seats and the recommended sites for memorial seats is attached (see Attachment A). New locations where concrete "Monier" seats exist should be made available first to customers before spaces where no seat is currently located in order to remove this style of seat from the foreshore, unless particularly requested. There are forty-five locations where these seats exist and have been indicated on the plan for memorial seat installation.

As some customers may wish to install a memorial seat at an 'inland' reserve, it is proposed that appropriate locations at these reserves be determined by Administration. Where management plans have been previously determined for each reserve as part of Council's Open Space Strategy Program, locations for seating will be utilised as appropriate locations for memorial seats. Where customers select a location in a reserve, these will only be approved where a concrete Monier seat exists or a paved path allows access to the location.

6. Pricing Structure Options

The following list offers alternative options for pricing the leased seats:

- | | |
|------------------------------------------------------------------------------------|---------|
| 1. Cost neutral (all costs included in the total paid by the customer) | \$4,000 |
| 2. Part Cost (half of the costs paid by the customer and the remainder by Council) | \$2,000 |
| 3. Seat cost only (remaining costs paid by Council) | \$ 920 |

Options 2 and 3 will therefore require a recommended annual Council budget of \$48,000 or \$73,920 respectively. These costs reflect the amount required for a seat leased for a ten-year period and based upon the number of seats sold in the 1999/2000 financial year.

The price option for released or existing seats:

- | | |
|------------------------------------------------------------------------------------|---------|
| 1. Cost neutral (all costs included in the total paid by the customer) | \$2,122 |
| 2. Part Cost (half of the costs paid by the customer and the remainder by Council) | \$1,000 |
| 3. Plaque cost and installation only (remaining costs paid by Council) | \$ 198 |

Options 2 and 3 will therefore require a recommended annual Council budget of \$11,220 or \$19,240 respectively. These costs reflect the amount required for a seat leased for a ten year period and are based an average of ten seats leased per year.

DIRECTOR ENGINEERING'S RECOMMENDATION

THAT THE COMMITTEE RECOMMENDS THAT:

1. THE REVIEWED PRICE BE APPROVED AND THE LEASE OF MEMORIAL SEATS RECOMMENCE AT THE NEW COST OF \$4000.
2. CUSTOMERS BE ENCOURAGED TO SELECT A LOCATION AVAILABLE ON THE ATTACHED PLANS.
3. ONCE THE RECOMMENDED POSITIONS HAVE BEEN EXHAUSTED, THE FURTHER LEASE OF MEMORIAL SEATS IN THE AREAS CONCERNED BE RESTRICTED TO THOSE EXISTING SEATS WITH LEASES WHICH HAVE NOT BEEN RENEWED.

CHARLES SHEFFIELD
DIRECTOR ENGINEERING

REPORT TO ENVIRONMENT AND ENGINEERING COMMITTEE
DATE 24 JULY 2007
SUBJECT MEMORIAL SEATS – PLAQUE LOCATION UPON EXPIRY OF LEASE
STRATEGIC PLAN/
CORPORATE PLAN STRATEGIC PLAN, OBJECTIVE 4.3 : PUBLIC ENVIRONMENT
OBJECTIVE/S
WRITTEN BY NEILL PHILLIPS
TECHNICAL OFFICER - TRAFFIC

EXECUTIVE SUMMARY

In previous discussions on the lease details and placement of memorial seats, Members asked for a further report to clarify such things as lease periods for new leases, what is to happen with people who have a current lease, what would happen to the plaques once the lease had expired etc. This report offers responses and clarification of those issues.

RECOMMENDATION

That the Committee recommends that if the donor does not renew their ten year lease then Council will install the plaque in the footpath:

- **Within three metres of the original seat location.**
- **In a position easily seen by the passing public.**
- **To be maintained in place for the life of the plaque.**

REPORT DETAILS

Introduction

This report provides further information to Elected Members regarding what happens to the allocation of plaques for Memorial Seats once the 10 year lease has expired and the current donor does not want to renew the lease for a further 10 years at the applicable rate.

Background

On 14 November 2000, Report No: 537/00 was revised and adopted by Council with policy for the sale of Memorial Seats to the public with a concentration on the installation of these seats along the foreshore. In this report, the potential for additional Memorial Seats and the location of these seats within the future section of Coast Parks was discussed. The new Seacliff section of Coast Park was allocated an additional 20 potential sites.

Report No: 489/05 was presented advising that Memorial Seats have been progressively installed along the foreshore areas over the last 7 years. The program was placed on hold due to the number of requests exceeding the available locations on the foreshore, highlighting the need for a long term plan. Part of this process involved finding alternative sites in order to satisfy those customers on the waiting list, as well as any potential new customers. It was decided to extend memorial seat locations to parks, reserves and any other inland site that may be determined as appropriate for the installation of public seating.

However this report was deferred pending preparation of a further report exploring leasing transitions for current leases and detailed options for re-assignment of plaques, tenure of lease for new leases and the like. This was presented to Council on 25 October 2005, in Report No: 546/05 with several recommendations being adopted by Council at the time, one of which was to advise potential donors of Memorial Seats that a lease period of 10 years has been adopted by Council, which was to start operation as of 1 January 2006, and that on the expiration of the 10 years, the donor would have first option to renew the lease for another 10 years at the applicable rate. This also included that if the current donor should decide not to renew a lease, the plaque would be removed from the seat and returned to the donor, or placed in a suitable location within the vicinity of the Memorial Seat, in which the location would be at the discretion of Council.

This resolution reaffirms this reports recommendation in that if the lessee decides not the renew their 10 year lease at the expiry of that lease, the plaque will be removed from the seat and returned to the donor or placed in a suitable location in the vicinity of the Memorial Seat (location to be at the discretion of Council) at no additional costs to the donor.

Previous reports and decisions

On 14 November 2000 Report No: 537/00 was endorsed and a revised policy for the sale of Memorial Seats to the public and installation of these seats along the foreshore was adopted.

In September 2005, Report No: 489/05 was presented and recommended that consideration be deferred pending preparation of a further report exploring leasing transitions for current leases and detailed options for re-assignment of plaques, tenure of lease for new leases and the like.

Report No: 546/05 was prepared in response to resolution EE270905/127, on 25 October 2005 and endorsed by Council at the time.

Key issues discussion

There were 3 different options that were suggested to Council in relation to Memorial Seats and what was to happen at the end of the lease period if the current donor did not want to renew, as well as what the process was if they did. The following lease options were presented in Report No. 546/05:

Option 1

Leasing of the seats and location could be limited to 10 years with an automatic right of renewal. If the renewal is not taken up, the seat and location would be made available for offer to new donors and the plaque either returned to the original donor or placed in a suitable location in the vicinity of the Memorial Seat which is the preferred option by Administration.

Option 2

After 10 years the location could be automatically offered for renewal. If the renewal is not taken up the seat is offered for dual lease to another donor to create a dual plaque memorial seat, i.e. one seat with two plaques. Possibly less attractive given the "exclusivity" that many people seek when placing a memorial to a relative.

Option 3

Memorial Seats continue to be sold without a lease period, recognising that Council will be responsible for the full costs of replacing this asset in the future.

With this it was recommended that option 1 was the most appropriate and preferred option and formed part of the resolution that was endorsed by Council. Along with several other recommendations which included that additional locations be considered for installation of seats, such as parks, reserves and inland locations within the City, as well as all existing Memorial Seats along the foreshore area be replaced with the "Forum" style seat as maintenance schedules and also Coast Park project initiatives allow, with the other two styles of seats "Ballarat" and "Esplanade" to be relocated to areas more suitable to their maintenance requirements.

Financial sustainability impact***Budget***

There is no budget allocation for this project and no cost proposed

Full life cycle costs

There would be routine maintenance, cleaning and repairs costs undertaken on a needs basis as required.

These costs would be added to Council's annual Private Works, Repairs and Maintenance – General Materials budget.

Conclusion

That Council adopts the recommendation of this report which is if the donor decides not to renew their 10 year lease at the expiry of the lease, the plaque will be removed from the seat and returned to the donor, or placed in a suitable location in the vicinity of the Memorial Seat (location to be at the discretion of Council) at no additional cost to the donor.

This process is to take effect immediately and for Administration to liaise with the Manager Works & Services when a donor requests for the plaque to be returned to them, or for the plaque to be placed in a suitable location in the vicinity of the Memorial Seat.



**STEVE HODGE
ACTING GENERAL MANAGER
ENVIRONMENT AND ENGINEERING**

Administrative Trim Reference - B558 – Infrastructure, Maintenance, Memorials, Seats and Shelters

	2000-1	2001-2	2002-3	2003-4	2004-5	2005-6	2006-7	2007-8	2008-9	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
LEASE OF MEMORIAL SEATS (10 YEARS)																			
Memorial seats along the foreshore	\$2,100.00	\$2,100.00	\$2,100.00	\$2,175.00	\$2,175.00	\$2,175.00	\$2,175.00	\$2,266.00	\$2,493.00	\$2,580.00	\$2,580.00	\$2,657.00	\$2,800.00	\$2,800.00	\$3,020.00	\$3,071.00	\$3,133.00	\$5,000.00	\$5,150.00
Memorial seats on Council parks and reserves							\$1,200.00	\$1,250.00	\$1,375.00	\$1,425.00	\$1,425.00	\$1,468.00	\$1,520.00	\$1,520.00	\$1,790.00	\$1,820.00	\$1,857.00	\$2,500.00	\$2,575.00

Percentage increase for each year
 Memorial seats along the foreshore
 Memorial seats on Council parks and reserves

0%	0%	4%	0%	0%	0%	4%	10%	3%	0%	3%	5%	0%	8%	2%	2%	2%	60%	3%
						4%	10%	4%	0%	3%	4%	0%	18%	2%	2%	35%		3%

Item No: **14.9**

Subject: **AUTONOMOUS BUS TRIAL (OLLI BUS) – LANDLORD’S APPROVAL**

Date: 14 August 2018

Written By: Manager, Assets and Facilities

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

The City of Holdfast Bay has been requested to participate in a proposed six month trial of a self-driving autonomous bus (referred to be the brand name “Olli”) along the 1 km long Esplanade between Moseley Square and the Broadway at Glenelg.

Department of Planning, Transport and Infrastructure (DPTI) is sponsoring and part funding the trial which involves American vehicle manufacturer, Local Motors, as the proponent and supplier of the autonomous vehicle. Local Motors is supported by SA company Sage Automation who are providing technical support and operational coordination. Sage Automation is also providing interactive bus shelters and passenger booking services using smart technology applications as part of the trial. Riding the services will be free for the public subject to booking place. The vehicle and bus shelters are Disability Discrimination Act (DDA) compliant.

The proposed Glenelg trial is an important step in the State Government’s program to make South Australia a key player in autonomous vehicle technology, systems and implementation. The Glenelg trial is the 3rd in a series of autonomous vehicle trials which initially were operated at Tonsley and more recently at Flinders University. With the success of those trials, it is now proposed to trial an autonomous vehicle (Olli bus) in a more congested, public place (under strict controls and operational protocols) to ascertain community acceptance of the technology and to assess the performance of the technology in real world scenarios.

The trial is currently scheduled to commence in mid-September 2018 with commissioning trials at Tonsley, followed by deployment to Glenelg once strict performance standards have been achieved. The trial would conclude in March 2019.

The City of Holdfast Bay has been requested to participate in this trial by providing approval to conduct the “real world” trial on community land at Glenelg, being the western shared pathway along The Esplanade between Moseley Square and Broadway. Council is also being asked to coordinate community engagement on behalf of the project and to provide in-kind staff support.

As the land on which the trial is planned is designated Community Land, Council as owner must provide landlord’s approval to undertake the trial.

This report therefore seeks Council's approval for the trial to be undertaken and provides details of the following:

- timing of the trial
- the proposed route, turning locations and bus stop locations
- project management and governance arrangements
- proposed infrastructure changes necessary to facilitate the trial
- operations and risk management plans (including managing risks associated with conducting an autonomous vehicle trial on a heavily trafficked pedestrian and cycling path during peak summer season)
- road safety audits undertaken to inform risk management strategy
- commissioning and test plans to ensure the vehicle can be safely deployed to a "real world" environment
- community engagement strategy
- emergency management provisions

Should Council resolve to approve the trial, a formal Licence Agreement has been prepared by Council's lawyers to protect Council's legal position and to ensure Council has rights to suspend or cancel the Licence (the trial) should certain circumstances arise.

The trial will require infrastructure changes adjacent to Moseley Square and also at the Broadway Café to enable the shuttle to turn around. Two bus shelters (approximately size of a small shipping container) will also need to be sited at the Moseley Square end of the route (in front of the Grand Hotel) and north of the Broadway Café. These bus shelters provide access to and information about the shuttle service. Council staff have been working with the project to minimise the disruption that the infrastructure changes and bus shelters may cause. The cost of infrastructure installation, removal and subsequent remediation will be borne by the project operators.

The proponents and DPTI have provided a number of presentations to the elected members in the last six months. This paper brings together the results of due diligence undertaken by Administration to ensure that the trial is as safe as possible and that the level of disruption to the community and path users is minimised (although some disruption is inevitable). The report also recommends that the Memorandum of Understanding (MoU) related to the project be signed and requests Council's approval to seek a number of statutory exemptions from the Minister for Transport.

This trial is an important next step in the development and implementation of autonomous vehicle technology and is expected to directly and indirectly contribute to the building the State's economy and local tourism, generating new options to address local transport issues and longer term providing environmentally friendly transport options

RECOMMENDATION

1. **That Council approve a six (6) month trial of an autonomous vehicle trial (referred to as Olli Bus) along the western shared pathway of the South Esplanade, Glenelg**

between Moseley Square and Broadway. The trial will be conducted by the proponents Local Motors and Sage Automation and supported by the Department of Planning and Transport (DPTI).

2. That Council approve the signing of the attached Memorandum of Understanding between Local Motors, Sage Automation, DPTI and the City of Holdfast Bay and authorise the Chief Executive to execute the document on Council's behalf subject to any minor amendments.
3. Subject to obtaining appropriate legislative, regulatory and policy exemptions, that Council approve the signing and issue of the attached Licence to Local Motors and Sage Automation to allow the proponents to undertake an autonomous vehicle trial (including installation of two bus shelters) use the shared pathway along the South Esplanade, Glenelg to conduct the self-driving vehicle trial for six months.
4. That Council authorise Administration to request the Minister for Transport implement exemptions from various legislation, regulations and policies to enable the trial to proceed, being:
 - exemptions under section 134(E) of the Motor Vehicle Act 1959 from operation of sections 199 and 200 of the Local Government Act (which would otherwise require Council to manage the land in accordance with the Community Land management Plan);
 - exemption under section 134(E) of the Motor Vehicle Act 1959 from operation section 202 (2) of the Local Government Act (which would otherwise require Council to undertake community consultation before granting any licence.
 - exemption for Local Motors and SAGE from the prohibition in sub-clause 3.5 of By-Law No 3 Local Government Land, to the extent that operation of the shuttle on Council land might be prohibited;
 - exemption from provisions of the Development Act and regulations; which might otherwise require the submission of a Development Application
 - exemptions under the section 134(E) of the Motor Vehicle Act to enable the issuing of licence and facilitate the bus shelters and advertisements: Part 2(1)(g) of Schedule 3 of the Development Regulations 2008 and Part 2(2)(a).
5. That Council approve an exemption for the autonomous vehicle trial from compliance with the requirements of the sections 2 and 3 of the Bylaw No 3 through the issuing of the attached licence.
6. That having considered Attachments 1-7 to Report No: 278/18 – Autonomous Bus Trial (Olli Bus) b- Landlord's Approval in confidence under section 83(5) of the Local Government Act 1999, the Council, pursuant to section 91(7) of the Act orders that Attachments 1 - 7 be retained in confidence until such time as permission is granted by the Company and that this order be reviewed every 12 months.

COMMUNITY PLAN

Placemaking: Building character and celebrating history
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community
Economy: Supporting and growing local business
Economy: Making it easier to do business
Economy: Harnessing emerging technology
Economy: Boosting our visitor economy
Environment: Fostering an environmentally connected community
Culture: Providing customer-centered services

COUNCIL POLICY

Community Consultation Policy

STATUTORY PROVISIONS

Local Government Act (S199, S200, S202)
Development Act and Regulations
Motor Vehicle Act
Bylaw 3 (s2 and s3)

BACKGROUND

Self-driving vehicles are predicted to be the future of transport in the coming years. However, only a limited countries or cities in the world are currently deploying or even trialing this technology. Self-driving vehicles are expected to create its own industries in the coming years. Australia is at the forefront of adopting this technology and identifying potential economic and social opportunities. A number of autonomous vehicle and infrastructure trials are being undertaken in Australia. Anecdotal evidence indicate that most people are yet to be convinced about the safety of self-driving vehicles.

South Australia like other States has established a seed funding arrangements (a \$10m Future Mobility Lab Fund in 2016) and enacted supporting legislation to encourage the take up of autonomous vehicles. Currently there are three trials are planned for South Australia:

- A passenger trial by the Flinders University at its Tonsley campus using Navia bus;
- A cargo trial at the Tonsley industrial village; and
- A passenger trial at Holdfast (Ollie Shuttle Trial).

The Olli shuttle trial is proposed to commence by mid-September 2018 and estimated to cost approximately \$1.5m.

The Department of Planning, Transport and Infrastructure (DPTI), and proponents of the Olli Shuttle Trial have provided presentations (addressing economic benefit to the State, experience in other countries, legislative framework, proposed route, other trials, operational and legal matters) to the elected members. General Manager, Assets and Services also recently provide a presentation to the Council addressing the benefits and risks to the council.

REPORT

Olli Shuttle Trial

Olli is the brand name of the bus. The Olli shuttle is a 12 passenger autonomous bus (8 seated and 4 standing) measuring 4m long by 2m wide that has significant features of a modern transport service including IBM Watson interface to assist with passenger queries. Technical specifications and a schematic are shown in Attachment 1 – Appendix A1.

*Refer Attachment 1 - Appendix A1
(Due to the size of the Attachment it will be sent electronically)*

The proposed route commences from next to the Stamford Grand Hotel and turns around at the Broadway Kiosk, a distance of approximately 1 km one way (refer attachment 2). Two bus stops with advanced technology will be installed at the beginning and at the end of the route. Details of the proposed route are shown in Attachment 1 – Appendix C2.

*Refer Attachment 2
(Due to the size of the Attachment it will be sent electronically)*

Proposed operating times are:

- Runs to timetable on weekdays (M-F)
- Special demonstration runs on weekends (less frequent)
- No operations during special events (eg Christmas Day, New Year's Eve)

Aim of trial is to:

- showcase technology & test SMART interfaces in bus & stops
- demonstrate successful operation in complex, real world conditions
- confirm operating parameters (eg battery life, reliability, impact of weather, practicality of stations)
- confirm community acceptance

It will provide free rides for interested persons along route. If approved, the six month trial will commence in September 2018 and is expected to be completed in Feb 2019.

Proponents of Olli Shuttle Trial

DPTI is providing most of the required funds for the trial. An American vehicle manufacturer Local Motors is the main proponent. Local Motors - is supported by the local electronic company Sage Automation - providing technical support and operational coordination. On their own, Sage Automation is also providing interactive bus shelters and passenger booking services using smart technology applications to the trial. The City of Holdfast Bay has been working with DPTI, Local Motors and Sage Automation in assessing the suitability of the proposed route – the shared eastern pathway from Mosely Square to Broadway. Number of other organisations such as Flinders University, RAA, and ADVI are involved in assisting the trial.

The Olli services are Disability Discrimination Act (DDA) compliant and are free for the public, subject to a journey booking.

A Memorandum of Understanding (MoU) - which is yet to be signed by the City of Holdfast Bay - has been developed among the four parties:

- Department of Planning, Transport Infrastructure (funding and regulations);
- Local Motors Pty Ltd (provision of bus and technology);
- Sage Automation (operations and bus stops); and
- City of Holdfast Bay (infrastructure and community support)

*Refer Attachment 3
(Due to the size of the Attachment it will be sent electronically)*

The benefits

Autonomous vehicles, including small passenger buses, are an emerging technology. If and when they becomes successful, it will establish a new way of providing transport services and will change the way we see transport and the transport network. It will create new industries and associated economic activities worldwide.

It is suggested that taking the lead in supporting this emerging technology/industry will present significant opportunities for the City in the future including:

- Providing local community a direct experience of self-driving, autonomous vehicles
- Bringing the modern customer experience to the City (eg: bookable journeys, interactive bus stops, advanced machines/user interfaces etc);
- Put Glenelg on the map for self-driving vehicles;
- Promote the City's Smart City agenda;
- Move people to south of Mosely Square and add to local attractors;
- Test opportunities for ongoing deployment of autonomous vehicles;
- Possible economic activities to support the emerging autonomous vehicle industry

City Activation will work with the proponents of the Olli trial to promote Glenelg and Holdfast.

Safety

One of the key concerns is the potential safety of existing users of the shared pathway (eg walkers, families, children, cyclists) and neighbours who enter/leave their premises onto the shared pathway. An extensive risk assessment has been prepared which looks at safety of the bus, stations and operation on the trial route. Refer Attachment 1 – Appendix B.

*Refer Attachment 1 – Appendix B
(Due to the size of the Attachment it will be sent electronically)*

The Olli bus is designed to socialise well with pedestrians and bike riders. It scans 360 degrees and forms an accurate map of its environment out to about 80m radius. The vehicle will observe and track multiple targets whilst operating in autonomous mode and will adjust its speed and route to avoid conflicts – much the same as the driver of a motor vehicle would do in a similar environment. Commissioning and real world scenario testing will occur at Tonsley before the shuttle is deployed to Glenelg. This will ensure that the systems and sensors are optimised and performing well based on simulated conditions.

The Olli shuttle will operate in conventional “keep left” configuration to ensure that pedestrians and bike riders can anticipate the shuttle’s path whether they are approach from the front or rear. The Olli shuttle will slow down and stop if confronted by a situation where possible collision is identified. Throughout the trial, the shuttle will operate with a human steward which will have access to the emergency brake and manual steering should the need arise. The shuttle will be programmed to stop at the end of each turning point and wait for a “safe to proceed” command from the Steward before executing a programmed U turn. The U turn can also be undertaken in manual mode with the Steward driving by joystick.

The shuttle is fitted with front and rear bump detectors to stop the shuttle should it “bump” into something during operations. The nature of the electric drives means that the shuttle can stop rapidly. There is also an emergency brake that can be operated within the shuttle cabin by either the Steward or passengers.

Extensive signage will be deployed both pole mounted and painted on-route. The signage is intended to remind path users of the presence of Olli bus trial and to minimise as far as possible any potential conflicts/collisions with the Olli shuttle.

There are a number of houses fronting the shared pathway. Safety concerns have been addressed through programming the Olli to operate in a conventional Keep Left mode and to travel within the lane width. This will generally provide a 1 m wide buffer between the Olli and the front fences of most properties. There are some locations where the Olli will come closer than m to the door opening. In these cases the resident will need to be vigilant when exiting there property, but the conventional traffic approach adopted will mean that the vehicle will be coming from the “normal position” on the road.

There is uncertainty about the local community acceptance or otherwise of the use of the shared pathway for the trial. A community information campaign together with installation of proposed

information signs will be undertaken to inform the community appropriately and to explain the operation of the shuttle.

The operating times for the trial will be schedules so as to initially restrict operations to mid-week in order to avoid larger crowds. As confidence in the systems and test result confirm, the trial will be expanded to weekend demonstration runs and possibly to demonstration runs on major event days. This will be determined based on real world feedback including complaints, incidents and risk assessments. This will reduce the amount of potential conflict between existing users and the shuttle.

Community engagement will involve community information and marking materials. It is not proposed to undertake consultation as the trial is being decided directly between the project partners.

A Community Engagement Plan has been prepared and is attached for reference.

Refer Attachment 4

The overall safety management plan has been integrated into an Operations and Safety Plan, the primary working document that explains how the trial will operate in a safe manner, how the trial will be managed, how community safety will be maintained and how performance metrics will be captured and consolidated into a knowledge base.

The operations and safety plan has been informed by:

- Extensive discussions within the project team
- Knowledge transfer from other Olli implementation trials worldwide and through experience gained with autonomous vehicle trials at Tonsley and Flinders University.
- Traffic Audit – which is a formal review of the traffic and pedestrian management plans for the project to ensure safe operations (Refer Attachment 1 – Appendix C2)
- Risk assessment (Refer Attachment 1 – Appendix B)
- Test Plan (Refer Attachment 5 and 6)

These documents are attached and form the core of Council's project assessment.

Refer Attachment 1 – Appendices C2 and B

Refer Attachments 5 & 6

(Due to the size of the Attachment it will be sent electronically)

Infrastructure implications

A range of infrastructure modifications are required to ensure safe operations of Olli, including:

- (a) New kerbing, paving, asphalt, road base, gravel or similar surface required to be installed as turnaround areas – one located adjacent to the Grand Hotel at the northern end of the trial area and the second at the Broadway Café. This infrastructure is necessary for the Shuttle to manoeuvre or operate safely as part of the trial.

- (b) The trial includes testing of two (2) new Olli Stops. These technologically advanced bus stops are approx. the size of a small shipping container and include facilities to book journeys, research local attractions, stream video and advertising and track shuttle progress. The systems interconnect with Olli bus and are disable friendly. The stop itself is DDA compliant. One stop will be located immediately north of the Broadway Café and the other at the northern end of the route outside the Grand Hotel. Both stops feature CCTV security and are locked up with shutters at night.
- (c) A range of signage, line marking and other traffic/pedestrian control devices will be required to support the trial
- (d) Some Council infrastructure needs to be removed and/or relocated to facilitate the trial, including garbage bins, a street light and stainless steel hand railing.
- (e) The Olli Bus temporary garaging and recharge facilities likely to be installed on private land adjacent to the Grand Hotel carpark. This will include any associated power supply.

The estimated cost of these infrastructure modifications, signage and line marking is estimated to be in the vicinity of \$100,000 (excl GST but including removal and make good)

Financial Commitments

Although a financial contribution was sought from the City of Holdfast Bay, it was agreed among the parties that the City of Holdfast Bay would not make a cash contribution towards the project. Council's contribution is therefore limited to approval to utilise Council land for the trial, in-kind staff support and coordination of project community engagement.

The cost of infrastructure installation, removal and subsequent remediation will be borne by the project operators and is estimated to cost in the vicinity of \$100,000 (excl GST but including removal and make good).

Olli Trial – Licence Arrangement

As the land on which the trial is planned is designated Community Land, Council as owner must provide landlord's approval to undertake the trial.

Should Council resolve to approve the trial, a formal Licence Agreement has been prepared by Council's lawyers to protect Council's legal position and to ensure Council has rights to suspend or cancel the Licence (the trial) should certain circumstances arise.

To provide for the indemnity required, it is proposed that the permission to conduct the trial be issued through a licence which will require the proponents to take measures to indemnify the Council for their actions or lack of actions. It is also suggested that the licence should also provide a mechanism to terminate the trial in case of undesired outcomes from the trial in order to manage unforeseen events and requirements.

The draft licence agreement between Council, Local Motors and Sage Automation is included in attachment 7.

*Refer Attachment 7
(Due to the size of the Attachment it will be sent electronically)*

Exemptions under S134E of the Motor Vehicles Act 1959

As a statutory body, Council is required to follow a wide range of legislation, regulation and policy provisions when undertaking a project.

The Olli trial creates compliance issues for Council in that the project requires Council to provide approval to undertake the trial; to use community land; alter and/or install infrastructure; to operate a vehicle (unregistered) on Council land; and potentially undertake advertising on both Olli and the Olli stops. Council would normally be bound to undertake community consultation, lodge applications and seek variations to Policies and By-Laws to enable the trial to proceed.

The State Government has provided the Minister for Transport specific powers under s134E of the Motor Vehicles Act 1959 which allow the Minister to exempt organisations from provisions of Acts as needed to facilitate trials of autonomous vehicles.

In this instance, Council proposes to seek assistance from the Minister to exempt it from key provisions of the Local Government Act (specifically s199, 200(2) and 202(2)) which will allow council to undertake the trial contrary to the provisions of the applicable Land Management Agreement, to use the path contrary to the Land management Agreement and to exempt council from having to undertake community consultation in respect of the grant of the licence to Local Motors and Sage Automation.

An exemption for bus shelters already exists under Part 2(1)(g) of Schedule 3 of the Development Regulations 2008 as an item of street furniture and shelter, as does advertising on the bus shelters under Part 2(2)(a), providing the advertisement does not exceed 3m² in size, does not flash/move or is illuminated (i.e. needs to be a static advertisement poster).

Legal opinion indicated that Council should obtain exemption under section 134(E) of the Motor Vehicles Act for the above sections of the Development regulations. DPTI is willing to facilitate these exemptions from the Minister.

An exemption will also be sought from the prohibition in clause 3.5 of Council's By-Law No 3 Local Government Land to the extent that the operation of the shuttle under licence may have been prohibited.

To provide for the exemption from the bylaw it is proposed that the Council approval to conduct the trial is provided through a licence. Licence will exempt Olli trial from the breaches under this bylaw.

Other exemptions will be sought if needed.

Liability

As a party to an MOU and the issuer of a licence to undertake the Olli trial, Council is exposed to some legal and liability risks in the event of an incident or major accidents. Council has worked with its risk advisers Local Government Risk Services to identify measures to mitigate Council’s legal and liability risks including Council’s due diligence, insurance cover, indemnity via licence, assessment of technical and operational plans as outlined by the proponents in their Operations and Safety Plan (refer attachment 1). Council’s due diligence has included review of operations and safety plan, review of the proponents Road Safety Audit, Traffic Management Plan and Safe Work Procedures.

*Refer Attachment 1
(Due to the size of the Attachment it will be sent electronically)*

Legal Risks

Administration has considered the risk of legal action by a disgruntled resident, group of residents or a community group seeking to have the trial suspended or abandoned. The risk arises from the nature of the trial and Council’s reliance on exemptions to proceed outside of the traditional Community / Local Government Land Management requirements.

It is unlikely that the current Community Land Management Plan for the Jimmy Melrose Jetty Forecourt area envisaged a potential trial of an autonomous bus, and hence full community engagement would normally be undertake. However as Council is not the proponent for the trial, but rather a landholder being asked to support the trial, Council is pursuing a number of exemptions as discussed above.

Figure 1 - Extract from the community land management plan.

Jimmy Melrose Park & Jetty Forecourt	
Glenelg foreshore is a popular area that is used for passive and active recreation and special events. It includes the linear park known as Jimmy Melrose Park along the foreshore and the forecourt area in front of the Glenelg Jetty. It includes shared walkway/cycling and walking only paths, large grassed areas, large pine trees, landscaping, a wall separating the beach from the reserve, park furniture, public art, monument, toilets and the Broadway Kiosk.	
Identification and Ownership Details	
Street Address	Foreshore
Suburb	Glenelg
Area	52,709m ² (approx.)
Certificate of Title	CT 5797/594, CT 5397/508
Owner	City of Holdfast Bay
Lease/licence details	The Council may grant leases or licenses over such portions of the land and for such purposes as it thinks fit. The granting of any lease licence or permit must be consistent with Council’s policy for the area and be consistent with this plan.
Master Plan	-
Specific Management Issues	Special Event Management Local Heritage Place

Stakeholder Management / Marketing and Communication

Council has prepared a Community Engagement Plan for the project. The plan requires spokesperson from each of the State Government, Local Motors and SAGE to deal with any contentious issues, media or complaints. Council will coordinate responses, but not specifically intervene.

*Refer Attachment 4
(Due to the size of the Attachment it will be sent electronically)*

The proponents for the Olli trial (Local Motors and Sage Automation) are responsible for marketing the trial. Council's community information plan will work in tandem with their marketing plan.

From a stakeholder management perspective, the Stamford Grand Hotel and Broadway Kiosk are key stakeholders as the bus stops will be adjacent to their businesses. Preliminary discussions with the business owners indicate that they are supportive of the trial proposal. In fact, Stamford Grand Hotel has offered to host the garaging facility for Olli bus.

Other key stakeholders are the local residents with properties facing onto the Esplanade and who will experience some increase in traffic/congestion (including potential interaction with the shuttle when they return/leave from their property. The location of the two (2) Olli Stops will also be contentious – at the northern end for the Grand Hotel, but more so the southern end where the stop will be located outside a residential property and potentially reduce their views and amenity.

Close stakeholder liaison is proposed to ensure that the best outcomes can be achieved for all parties.

Approval Processes and Decision Timing

The proponents are required to obtain a number of approvals such as importing approvals by the Federal Government, operational exemptions or approvals by the State Government.

Local Government approval is required only because of the use of the shared pathway which is community land. The Local Government approvals require the following steps:

- Exemptions from sections of the Local Government Act;
- Exemptions from sections of the Development regulations;
- Exemptions from the sections of Bylaw 3;

DPTI has agreed to facilitate the above exemptions by the Minister of Transport.

Since the City of Holdfast Bay is supporting the trial, it needs to be indemnified by the proponents. Therefore, the LGRS has proposed to issue a licence.

Designated Decision

Administration understands that issuing a licence to undertake a temporary autonomous vehicle trial at Glenelg would constitute a designated decision as defined in the Local Government (Elections) Act and hence cannot be made once the council is in the forthcoming caretaker period.

Administration further understands that it is possible for Council to apply for an exemption from the provisions of the Local Government (Elections) Act so that it can make any decisions (within the bounds of any exemption granted) in relation to the autonomous vehicle trial during the caretaker period. The application for an exemption could be lodged at any time, but would only apply during the caretaker period. The logic of the application, should council wish to apply, would be that the Olli trial is being partly funded by State grant funds, there is a specific limited timeframe (the proponents have to complete the trial by 30 June 2019) and the project is supported by the State Government through the commitment of resources and additional exemptions under the Motor Vehicle Act. It is not known whether the Minister would support such an application if it were made.

BUDGET

Council's in-kind support for the project is being funded from existing budgets. There is no specific budget allocation in the 2018/19 Operating Budget to support the Olli trial.

LIFE CYCLE COSTS

As this is a trial of limited duration (six months) there are no life cycle costs implications.

Item No: **14.10**

Subject: **APPOINTMENT EXTENSION TO SOUTHERN REGION WASTE RESOURCE AUTHORITY BOARD**

Date: 14 August 2018

Written By: General Manager Business Services

General Manager: Business Services, Mr R Bria

SUMMARY

On 27 March 2018 Council resolved to appoint Mr Roberto Bria to the board of Southern Region Waste Resource Authority for the term of this Council.

To maintain the continuity of City of Holdfast Bay representation on the SRWRA board in the period between the end of this Council's term of and the appointment post Council of board members to SRWRA, it is recommended to extend the appointment of Mr Bria until the 31 March 2019. This will enable the new Council time to consider and appoint members to the SRWRA Board.

RECOMMENDATION

That Council extend the appointment of Mr Roberto Bria to the Board of Southern Region Waste Resource Authority until 31 March 2019.

STRATEGIC PLAN

Supporting Excellent, Efficient Operations
Building an environmentally resilient City

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Southern Region Waste Resource Authority (SRWRA) is a regional subsidiary established by the Cities of Onkaparinga, Marion and Holdfast Bay ('constituent councils'), pursuant to Section 43 of the Local Government Act 1999.

SRWRA is governed by a Charter and is overseen by a seven member Board comprising two appointees from each of the constituent councils and an independent expert in business and/or waste management as chairperson. Constituent councils may also appoint a deputy member who may attend board meetings and engage in discussion but can only vote on a motion if one or both members are absent.

Council has traditionally appointed one councillor and one senior manager to the board with the deputy another councillor. The current members appointed for the term of Council are Councillor Yates and Mr Bria with Councillor Smedley as deputy in the absence of either Councillor Yates or Mr Bria.

REPORT

On 27 March 2018 Council resolved to appoint Mr Roberto Bria to the board of Southern Region Waste Resource Authority for the term of this Council.

To maintain the continuity of City of Holdfast Bay representation on the SRWRA board in the period between the end of this Council's term of and the appointment post Council of board members to SRWRA, it is recommended to extend the appointment of Mr Bria until the 31 March 2019. This will enable the new Council time to consider and appoint members to the SRWRA Board.

BUDGET

This report does not have any budget implications.

LIFE CYCLE COSTS

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

Item No: **14.11**

Subject: **NOMINATIONS SOUGHT FOR THE GREATER ADELAIDE REGIONAL ORGANISATION OF COUNCILS (GAROC)**

Date: 14 August 2018

Written By: Governance and Risk Officer

General Manager: Business Services, Mr R Bria

SUMMARY

The Local Government Association (LGA) are calling for nominations to fill the eight (8) positions on the Greater Adelaide Regional Organisation of Councils (GAROC) to commence office from the conclusion of the 2018 LGA Annual General Meeting (AGM) and to remain in office until the conclusion of the 2020 AGM.

Councillor Bouchee has expressed an interest in being nominated by Council for the position of Member of Greater Adelaide Regional Organisation of Councils (GAROC).

RECOMMENDATION

That Council endorses the nomination of Councillor Bouchee for consideration as a Member of Greater Adelaide Regional Organisation of Councils (GAROC).

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Clause 24 of the Local Government Association (LGA) of South Australia Constitution and Rules.

BACKGROUND

On 26 July 2018, the Chief Executive Officer received formal correspondence from Matt Pinnegar, Chief Executive Officer and LGA Returning Officer for the LGA seeking nomination for members to fill positions on the Greater Adelaide Regional Organisation of Councils (GAROC).

A nomination may only be made by resolution of council. Nominations are to be received by the LGA by 5pm Friday, August 24, 2018. Each nominee will be required to complete a 2018 Nomination Form and a Candidate Information sheet.

Refer Attachment 1

REPORT

In accordance with clause 24 of the LGA Constitution and Rules, the LGA have established regional organisations of members including the GAROC. GAROC is a committee of the LGA and is responsible to the Board of Directors for the discharge of its function. The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building.

Pursuant to clause 4.2.1 of the GAROC Terms of Reference (TOR) the number of positions available are up to 8 GAROC members to represent the Greater Adelaide region. If the number of nominations exceeds the number of vacancies, the representatives will be elected from those persons who are nominated.

To nominate as a Member of GAROC, the Elected Member must be a member of one of the following councils:

- Adelaide Hills Council
- City of Burnside
- Campbelltown City Council
- City of Charles Sturt
- Town of Gawler
- City of Holdfast Bay
- City of Marion
- City of Mitcham
- City of Norwood, Payneham and St Peters
- City of Onkaparinga
- City of Playford
- City of Port Adelaide Enfield
- City of Prospect
- City of Salisbury
- City of Tea Tree Gully
- City of Unley
- Town of Walkerville
- City of West Torrens

Please see attached the extract from the GAROC Terms of Reference (TOR), Clause 4, for further information including membership, nomination and election.

Refer Attachment 2

All Elected Members were sent an email on 30 July 2018 asking if any Elected Member had an interest in nominating for GAROC. It was requested that any interest in nominating be received by close of business Friday 3 August 2018 to allow time for a report to be prepared for the Council meeting on 14 August 2018. Councillor Bouchee expressed an interest in nominating.

Council's nomination will be forwarded to the LGA by 5pm Friday August 24 2018.

BUDGET

There are no budget implications.

LIFE CYCLE COSTS

There are no life cycle costs associated with this report.

2018 Nomination Form

GAROC

Nominee's Council	<i>(insert name of council)</i>
Nominee's Name (full name)	<i>(insert title, first name and surname)</i>
Declaration and signature of nominee	<p>I hereby accept such nomination and consent to act as President if so elected.</p> <p>Signature:</p> <p>.....</p>
Signature and name of Nominating Council's CEO	<p>Signature:</p> <p>.....</p> <p><i>(insert name)</i></p>
Dated	<i>(insert date)</i>

This form is to be sent to the LGA Returning Officer
Close of nominations 5:00pm Friday 24 August 2018

Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <i>(insert)</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <i>(insert)</i>
Other information	<ul style="list-style-type: none"> <i>(insert details of leadership, board, corporate governance experience etc)</i>

This form must accompany the Nomination Form

Extract – GAROC Terms of Reference

Clause 4 – GAROC

4. GAROC

4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region(s).

4.2. Membership

4.2.1. The GAROC Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the GAROC Regional Grouping eight (8) Council Members of Members in the GAROC Regional Grouping to GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide or his or her nominee (also being a Council Member of the City of Adelaide) will be a standing member of GAROC.

4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of GAROC as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (**Close of Nominations**). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of the GAROC Regional Grouping of the candidates for membership of GAROC nominated in the Regional Grouping of Members.

4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1 then the Chief Executive will declare those persons duly elected to those membership positions.

- 4.4.4. If the number of persons nominated by the Close of Nominations by the Regional Grouping of Members exceeds the number of membership positions described 4.2.1 then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.
- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
 - (b) the ballot papers shall:
 - (i) list the candidate or candidates for election;
 - (ii) specify the day of closure of the election; and
 - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
 - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
 - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
 - (e) on receipt of the envelopes the Chief Executive must:
 - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
 - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
 - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
 - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
 - (h) in respect of an election for the purposes of clause 4.2.1, the 8 candidates with the most votes shall be deemed elected and the Chief Executive shall declare the candidates elected at the Annual General Meeting.
 - (i) in the case of candidates for membership positions described in clause 4.2.1 receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes to determine which candidate is elected.

- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.