



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 11 December 2018 at 7.00pm

Justin Lynch
CHIEF EXECUTIVE OFFICER

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



Ordinary Council Meeting Agenda

1. OPENING

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

2. KAURNA ACKNOWLEDGEMENT

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

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

3. 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

The City of Holdfast Bay has been awarded an Australian Urban Design Award 2018 which is the nation's premier award for excellence and innovation in urban design. We were awarded this in conjunction with Oxigen with Aecom, Cirqa and Rider Levett Bucknall for the Jetty Road Glenelg Masterplan.

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 27 November 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** – Nil

9. QUESTIONS BY MEMBERS

9.1 **Without Notice**

9.2 **On Notice**

9.2.1 Question on Notice – Commercially Leased Properties (Report No: 393/18)

9.2.2 Question on Notice – Kauri Sporting Complex Management (Report No: 413/18)

10. MEMBER’S ACTIVITY REPORTS - Nil

11. MOTIONS ON NOTICE

11.1 Motion on Notice – Congratulations to Staff – Councillor Clancy (Report No: 405/18)

11.2 Motion on Notice – Traffic Plan – Councillor Clancy (Report No: 406/18)

11.3 Motion on Notice – Increase in Waste Removal for Commercial Premises – Councillor Fleming (Report No: 409/18)

11.4 Motion on Notice – Introduction of Recycling Bins to Public Areas – Councillor Fleming (Report No: 410/18)

12. ADJOURNED MATTERS - Nil

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

13.1 Minutes – Alwyndor Management Committee – 16 October 2018, 20 November 2018 and Alwyndor Management Committee Special Meeting – 25 October 2018 (Report No: 371/18)

13.2 Minutes – Jetty Road Mainstreet Management Committee – 7 November 2018 (Report No: 387/18)

14. REPORTS BY OFFICERS

14.1 Items in Brief (Report No: 394/18)

14.2 Appointments to Alwyndor Management Committee (Report No: 372/18)

14.3 Jetty Road Mainstreet Management Committee Appointment and Terms of Reference (Report No: 388/18)

14.4 Elected Member Appointment to the Council Assessment Panel (Report No: 367/18)

14.5 Appointments to Audit Committee (Report No: 370/18)

14.6 Appointments to Southern Region Waste Resource Authority (Report No: 368/18)

14.7 Brighton Oval Building Redevelopment (Report No: 411/18)

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. CONFIDENTIAL ITEMS****17.1 Licence Agreement – Glenelg Tourism Pty Ltd and Temptation Sailing Pty Ltd (Report No: 403/18)**

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

- b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.
- d. Commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

17.2 Buffalo Licence Agreement (Report No: 389/18)

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

- b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.
- d. Commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.
- h. Legal advice.

17.3 Visitor Information Centre (Report No: 412/18)

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

- b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.
- d. Commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

18. CLOSURE

**JUSTIN LYNCH
CHIEF EXECUTIVE OFFICER**

Item No: **9.2.1**
Subject: **QUESTION ON NOTICE – COMMERCIALY LEASED PROPERTIES**
Date: 11 December 2018

QUESTION

Councillor Bouchee asked the following question:

- “1. How many commercially leased properties does Council operate, and***
- 2. What is the total income of these assets?***
- 3. How many staff manage these assets?***
- 4. Does the CEO plan on adding Staff to assist in managing these assets?***
- 5. At what salary/wage is being offered?”***

ANSWER – General Manager City Assets and Services

- 1. How many commercially leased properties does Council operate?**

The City of Holdfast Bay currently has:

- seven (7) Commercial Leases which permit commercial activities to occur in/on Council owned property/land
- four (4) active Commercial operations that also generate income - being Brighton Caravan Park, Partridge House, Memorials and Cemeteries.

- 2. What is the total income of these assets?**

The 2018/19 budgeted revenue for these commercial operations are:

- Commercial Leases - \$372,404.
- Commercial Operations - \$2,367,040
(being \$2,005,577 from Brighton Caravan Park; \$162,463 from Partridge House; \$44,000 from Memorials; and \$155,000 from Cemeteries)

- 3. How many staff manage these assets?**

At present time one (1) staff member (employed on a 0.8 FTE basis but currently working 1.0 FTE) oversees these operations (with the exclusion of Memorials). The role is

supported by a Partridge House Coordinator, who provides onsite management for that facility.

Memorials are managed on an 'as needs' basis, with the varying tasks being delegated between two (2) existing staff.

4. Does the CEO plan on adding Staff to assist in managing these assets?

Following a recent internal review, Administration advertised an existing vacant position for a Team Leader to head up the Commercial and Leasing Team. This existing vacant position will take some of the workload off the current sole position and also take responsibility for managing Memorial and Cemeteries. In addition, the role will coordinate the strategic development of Council's commercial operations to maximise revenue from Council's activities, knowledge and community assets.

This position will also oversee the current staff that manage Council's existing leasing and licensing portfolio.

4. At what salary/wage is being offered?

The advertised position is classified at level 7; which incurs a salary range between \$99,220 and \$105,401 in accord with Council's Enterprise Agreement.

Item No: **9.2.2**

Subject: **QUESTION ON NOTICE – KAURI SPORTING COMPLEX MANAGEMENT**

Date: 11 December 2018

QUESTION

Councillor Bradshaw asked the following question:

“Can Administration please advise what steps are being taken in the immediate future regarding improving the Communities utilisation of the Kauri Sporting and Community Complex and its ongoing management?”

Background

Council previously called for Tenders for the ongoing Management of the Kauri Sporting and Community Centre. With no-one as yet appointed to the position, it would appear at this point that process was unsuccessful.

It's noted by some Elected Members and local residents the Centre is currently under utilised, particularly Monday to Friday during the hours of 8.30 am to 4pm.

An email to Elected Members on the 1st of November 2018 from Councils Team Leader, Leasing & Commercial Operations reported the total income from the 3rd floor entertainment area for the preceding 4 months was \$860 +gst. A further forecast of \$440 +gst was anticipated with a tentative booking for the same area to February 2019.

Whilst it's a given the existing user groups must continue to have access to the facility, it's important the level of utilisation by other community members increases significantly.

ANSWER – General Manager City Assets and Services

Administration had proposed a short term contract with a Community Centre service provider to manage the marketing, bookings, set-up and cleaning of the Kauri Parade community spaces. Following feedback from a number of Elected Members prior to the election, this proposal was cancelled. In the interim, staff continue to promote the community facilities to clubs, community groups, program providers and for private functions. Staff currently arrange for the set-up and post event cleaning using a combination of staff time and Council's current commercial caretaker service.

In the medium term, it is proposed to issue a public tender to appoint a centre manager for a contract period (most likely 2+2 years) who will be responsible for marketing, program

development, program scheduling, bookings, set-up and cleaning after events and weekly scheduled activities. The aim is to improve utilisation of the community space to run scheduled programs and balance this with one-off hires.

It is anticipated that the tender will be released in February or early March.

Item No: **11.1**

Subject: **MOTION ON NOTICE – CONGRATULATIONS TO STAFF – COUNCILLOR CLANCY**

Date: 11 December 2018

PROPOSED MOTION

Councillor Clancy proposed the following motion:

That Council acknowledges the following achievements for 2018. Together so much has been achieved and council thanks all staff for their contribution.

BACKGROUND

Our community can see the breadth and depth of the work done by Council and the staff. Eg.

- Progress of Brighton Sports & Community Precinct plans and funding
- Jetty Road Master Plan
- Strengthened relationship with Kurna elders
- Multiple community support programs
- Reduced flooding through Stormwater projects like Bickford Tce and water drainage inlets
- Planting a further 600 trees
- Responding to emergency call outs and taking action like the recent storms
- Managing 200 events for the city including the Worlds Surf Lifesaving and Beach concerts
- Winner of the SA Tourism Award for Local Government
- Commencing the Minda Coast Park construction
- Winner of the Work, Health Safety commendation for Local Government
- Undertaking the Stage 1&2 Glenelg Oval Masterplan
- Running an Annual Business Plan budget surplus of \$458k for 18/19 and maintaining rates at 2.7%.

Item No: **11.2**

Subject: **MOTION ON NOTICE – TRAFFIC PLAN – COUNCILLOR CLANCY**

Date: 11 December 2018

PROPOSED MOTION

Councillor Clancy proposed the following motion:

That Council develop a traffic management plan for the new school to open adjacent to Mawson Oval in 2020 and that the plan come to council by April as funding may be required from the 2019-2020 budget.

BACKGROUND

At a recent meeting of Council Assessment Panel it was apparent that the present parking restrictions, flow of traffic and safety of small children is not addressed by the present conditions. In the event that considerable changes are required community consultation may be required so time is of the essence.

ADMINISTRATION COMMENT

Whilst is good practice to consider the impacts of changed traffic conditions following any major redevelopment, including the imminent transition of the Marymount College middle school to a primary school (the School) and associated new Early Learning Centre (ELC), it is important that the timing and scope of any investigations are based on the known traffic conditions where possible. As such, the proposed study should be deferred until after the development is complete and traffic patterns have stabilized, once the School and ELC are fully operational.

An earlier investigation would be pre-emptive, based on assumptions made on the evidence gathered from the existing middle school's traffic movements rather than actual movements of a primary school and ELC. Such a study would be of no greater value than the already commissioned reports that helped to inform the development application process, which were based on forecasts of the likely traffic conditions. This does not, however, prevent interim measures from being adopted which may provide immediate relief to users of the surrounding streets, but a longer-term plan should be informed by real-time events. Delaying the study would also ensure that the effectiveness of the School's own strategies can be considered, which include staggered start/end times for different year levels, and an usher service to facilitate the 'just-in-time' pick-up of students to reduce queuing on streets.

As such, it would be wise to wait from a practical perspective, but also from a cost-sharing point of view, given that the School made a commitment to work with Council to review traffic conditions in local streets and develop strategies to improve traffic flows once the primary school and ELC were operational. A major traffic study is costly, and there are no funds available within the current budget to fund this work. Council may wish to provide funding for the study in the 2019/20 financial year, recognising that there is a limited internal resource to manage traffic and parking requests.

Item No: **11.3**

Subject: **MOTION ON NOTICE – INCREASE IN WASTE REMOVAL FOR COMMERCIAL PREMISES – COUNCILLOR FLEMING**

Date: 11 December 2018

PROPOSED MOTION

Councillor Fleming proposed the following motion:

That consideration to funding (by way of a report) be provided in the 2019/20 budget for the introduction of 2 new services being:

- 1. The provision & fortnightly collection of one 240L green organics recycling bin for all commercial premises within the City.**
 - 2. The inclusion of all commercial premises within the City into the at-call Hard Rubbish collection service currently available to residential properties.**
-

BACKGROUND

Commercial premises pay higher rates than residential and are currently provided only with one domestic waste bin (red lid) which is collected weekly. Commercial premises are also provided with a dry recyclables bin (yellow bin) which is collected fortnightly. Providing a domestic sized 240L green organics bin to commercial premises would increase the amount of food waste and other organics that is recycled and would ensure there is equity in service provision between residential and commercial premises. Where commercial premises generate much larger quantities of recyclables, these would still need to be recycled using a commercial 3rd party service.

Similarly, residential properties participate in Council's At-Call Hard Rubbish collection service which provides one (1) free collection per year. This proposal seeks to have that same service extended to commercial premises, noting that there is a limit to the amount of hard rubbish that can be collected in any one collection.

Many elected members mentioned in campaigning that they will support small business in the City of Holdfast Bay, this is a motion that will support small business.

ADMINISTRATION COMMENT

Green Bins for Commercial Premises

There are approximately 1951 commercial premises in the City of Holdfast Bay. Many are located in high traffic main streets, shopping centres and many fronting main roads. Equally there are commercial premises that are located in industrial zones and fronting collector roads.

Businesses vary enormously in scale, activity types, staffing and waste generation.

Traditionally Councils have provided a domestic scale waste and recycling service to residents - ie 3 bin system comprising a 110L red lid bin for general refuse (collected weekly), and two 240L bins for recycling and green organics recycling (collected on alternative fortnights). Commercial premises have been supplied with a similar domestic scale refuse and recycling service in recognition of waste produced by staff on the premises. Commercial premises have been required to arrange and pay for their commercial waste removal, disposal and/or recycling.

This rationale was that residential customers should not subsidize commercial activities, especially when those waste disposal costs are tax deductible to business, and also reflecting that the type, volume and frequency of waste disposal and recycling for commercial business varies so significantly.

From an operational viewpoint, issues that need to be considered included:

- Collection frequency – currently recycling and green organics bins are collected on alternative fortnights. Consideration needs to be given to the quantity and deterioration of green organics over a fortnight period.
- Volume – it is unlikely that many businesses will be able to rely simply on one 240L green bin for managing their organics recycling, so additional services are likely to be required.
- Contamination – contamination of green organics bins may cause issues in processing. Businesses will need to carefully control the sorting and classification of waste (eg no waste cooking oils can be disposed) to avoid the whole load being sent to landfill.
- Cost – if one additional green organics bin was provided to each commercial premise (ie an additional 1951 bins), the estimated bin supply costs would be around \$117,000 whilst the additional collection and recycling costs would be around \$195,000 pa (subject to final cost estimates).

From a budget viewpoint, this initiative would be regarded as a new service.

Hard Rubbish Collection

From an operational viewpoint, issues that need to be considered included:

- Collection frequency – currently residential customers have access to 1 free at-call hard rubbish collection per year. A similar arrangement would be suggested for commercial customers.

- Volume – the current residential hard rubbish collection is limited to 2m³ of nominated rubbish items (there are a number of exclusions). A similar arrangement would be suggested for commercial customers but it will be difficult to manage if commercial premises want to dispose of items such as oils, machinery, engine parts, commercial racking, etc which are currently excluded.
- Space and location of collection – the operation of the hard rubbish service requires the materials to be stacked on the footpath ready for collection. Where businesses are in prime retail precincts or shopping centres, there will be issues about where the materials can be stacked and whether access can be provided during normal business hours due to traffic, parking or similar (eg Jetty Road Glenelg).
- Cost – if one hard rubbish collection was provided to each 1951 commercial premise, the estimated cost would be around \$31,500 pa based on comparable costs for domestic collections, although issues with access, out-of-hours collections and excess volume will likely increase this cost significantly.

Item No: **11.4**

Subject: **MOTION ON NOTICE – INTRODUCTION OF RECYCLING BINS TO PUBLIC AREAS – COUNCILLOR FLEMING**

Date: 11 December 2018

PROPOSED MOTION

Councillor Fleming proposed the following motion:

That consideration to funding (by way of a report) be provided in the 2019/20 budget for the introduction of recycling bins to public areas in the City of Holdfast Bay:

- 1. Recycling Bins be added to the main streets eg Jetty Rd Brighton and Glenelg.**
 - 2. Recycling Bins to be included to The Esplanade and Public Reserves.**
-

BACKGROUND

Recycling is extremely important in our sustainability as a society. In other states and council's it is common practice to see recycling bins in public places.

Recycling should be encouraged within our community and by placing recycling bins in public places like Jetty Rd Glenelg and Brighton, The Esplanade and highly populated reserves and parks we are giving people the option not to send recyclables to landfill.

ADMINISTRATION COMMENT

There are currently a total of 178 refuse bins located in key public areas such as Jetty Road Glenelg, Jetty Road Brighton, in reserves and along the Esplanade. There are currently 5 public recycling (yellow lid) bins deployed at key locations.

Both the refuse and recycling bins are emptied on at least a weekly basis, but in some locations, refuse bins are emptied up to a daily frequency.

From an operational viewpoint, the issues that need to be considered included:

- Available sites & space - finding suitable sites and space for additional recycling and/or green organics bins in addition to existing refuse bins will be problematic in many locations such as Jetty Road. Recycling bins need to be installed next to a refuse bins to ensure people separate their waste correctly.

- Contamination – our public recycling bins have a high contamination rate that may cause issues in processing. Most of the Container Deposit Legislation (CDL) items (eg PET bottles) are removed by the public before collections occur
- Bin collections – a key factor in determining costs is the collection and emptying arrangements as increased numbers of collection are likely to trigger a need for additional collection vehicles.
- Cost – if one additional recycling bin was added per 2 refuse bins (ie an additional 89 bins), the estimated installation cost would be around \$185,000 whilst the additional collection and recycling costs would be around \$26,000 pa. Adding extra green organics bins would add to these costs (subject to final cost estimates).

From a budget viewpoint, this initiative would be regarded as a service increase / expansion.

Item No: **13.1**

Subject: **MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 16 OCTOBER 2018, 20 NOVEMBER 2018 AND ALWYNDOR MANAGEMENT COMMITTEE SPECIAL MEETING – 25 OCTOBER 2018**

Date: 11 December 2018

Written By: Personal Assistant, GM Alwyndor

General Manager: Alwyndor, Mr R Kluge

SUMMARY

The draft minutes of the Alwyndor Management Committee meetings held on 16 October and 20 November 2018, and the Special Meeting held on 25 October 2018 are provided for information.

Refer Attachments 1A, 1B, 1C

RECOMMENDATION

- 1. That the draft minutes of the Alwyndor Management Committee meeting held on 16 October and 20 November 2018 and a Special Meeting held on 25 October 2018 be noted.**
 - 2. That having considered Confidential Attachments 2 and 3 to Report No: 371/18 Minutes – Alwyndor Management Committee – 16 October 2018, 20 November 2018 and Alwyndor Management Committee Special Meeting – 25 October 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.**
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COMMUNITY PLAN

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

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

BACKGROUND

This report is presented following the Alwyndor Management Committee Meetings.

The Alwyndor Management Committee was established to manage the affairs of Alwyndor Aged Care 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 16 October 2018 at 6.30 pm.

PRESENT

Elected Members

Councillor R Aust

Independent Members

Chairperson – Ms T Aukett
Mr T Bamford
Ms J Bonnici
Mr K Cheater
Mr K Whitford

Staff

General Manager Alwyndor – Mr R Kluge
Personal Assistant – Ms R Gordon
Chief Financial Officer – Ms N Andjelkovic
Chief People and Culture Officer – Mr B Capes
Best Practice and Innovation Coordinator – Ms R Cantos
Care Manager – Ms L Whiston

1. OPENING

The Chairperson declared the meeting open at 6.33 pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the 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 - Councillor S Lonie, Mr O Peters, 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 18 September 2018 be taken as read and confirmed.

Moved by Cr Aust, Seconded by Mr Cheater

Carried

The Chairperson advised that this was the last meeting Chief Financial Officer, Ms Andjelkovic, would attend as she had resigned. The Committee thanked Ms Andjelkovic for her contribution to Alwyndor.

Leave of the meeting

The Chairperson sought leave of the meeting to change the order of the Reports on the Agenda to Report 65/18 Residential Services Update, then Report 67/18 Governance Update.

Leave of the meeting was granted.

7. REPORTS/ITEMS OF BUSINESS

7.1 Residential Services Update (Report No: 65/18)

The Residential Services Update provides information on the new clinical structure; occupancy; quality program; complaints management; and reportable assaults.

The Committee was pleased to see that benchmarking is being undertaken. The Best Practice and Innovation Coordinator confirmed that MediMap went live on 11 October and that the one day delay was due to an unannounced visit from the Aged Care Quality Agency on 10 October. The General Manager advised that the cost of the change over to MediMap was \$5k and both training and implementation ran smoothly. The Best Practice and Innovation Coordinate advised that the MediMap system is more compliant with standards. The Committee indicated they would like some elaboration on improvements being undertaken within standard 2 under the governance section of future reports. The General Manager informed the Committee that the Agency visit reviewed areas: 1.6 Human Resources, 2.4 Clinical Care, 3.2 Legislative Compliance and that the exit meeting was positive. Some gaps were identified however, we were aware of these and processes are in place. It was disappointing to find a gap identified in wound management with how much training has been undertaken in this area. The Chairperson confirmed she had read the exit report and that it was overall very positive and constructive. The Committee was pleased to see the recruitment undertaken and the reduction in agency usage.

Motion

That the Alwyndor Management Committee receive and note the update on Residential Services activities as outlined in this report.

Moved Mr Whitford, Seconded Mr Bamford

Carried

7.2 Governance Update (Report No: 67/18)

This report summarises the objectives, tasks and achievements during the July to September 2018 period within the governance framework areas of:

- Governance leadership and culture;
- Safety and quality systems improvement;
- Clinical performance and effectiveness;
- Safe environment for the delivery of care;
- Partnering with consumers; and
- Innovation Opportunities.

The Committee noted that they no longer receive the reports on feedback and the General Manager responded that old reports only provided numbers and a report is provided to the Governance and Operations Committee however, a trending summary can be provided as part of the governance reporting.

A question regarding where the board expectations outlined on page 3 of this report came from was raised. The Best Practice and Innovation Coordinator advised that new standard 8.2 talks about the expectations of governing bodies. The Committee noted that although there are some good points, not all of them would be appropriate to focus on at board/committee level. The Best Practice and Innovation Coordinator also confirmed that there is no cost involved in the trial with Standards Wise.

Motion

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

Moved Ms Bonnici, Seconded Mr Bamford

Carried

Ms Whiston and Ms Cantos left the meeting at 7.06pm

6. CONFIDENTIAL**6.1 Monthly Financial Report – September 2018 (Report No: 68/18)****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: 68/18 Monthly Financial Report – September 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: 68/18 Monthly Financial Report – September 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 Mr Bamford, Seconded Cr Aust

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 6.1 Monthly Financial Report – September 2018 (Report No: 68/18) 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 Ms Bonnici, Seconded Cr Aust

Carried

6.2 **Review of Forecast Budget (Report No: 69/18)**

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: 69/18 Review of Forecast Budget 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: 69/18 Review of Forecast Budget on the following grounds:

- d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved Mr Whitford, Seconded Mr Cheater

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 6.2 Review of Forecast Budget (Report No: 69/18) 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 Whitford, Seconded Cr Aust

Carried

Ms Andjelkovic left the meeting at 7.42pm

6.3 Results of the 2018 Alwyndor Staff Survey (Report No: 72/18)

Exclusion of the Public – Section 90(3)(e) 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: 72/18 Results of the 2018 Alwyndor Staff Survey 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: 72/18 Results of the 2018 Alwyndor Staff Survey on the following grounds:
 - e. pursuant to section 90(3)(e) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is related to matters affecting the security of employees of Alwyndor due to the personal nature of some of the comments within this report.
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 Ms Bonnici, Seconded Mr Bamford

Carried

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

2. That having considered Agenda Item 6.3 Results of the 2018 Alwyndor Staff Survey (Report No: 72/18) in confidence under section 90(2) and (3)(e) 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 12 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Cr Aust

Carried

7. REPORTS/ITEMS OF BUSINESS**7.3 Minutes – Governance and Operations Committee – 4 October 2018 (Report No: 66/18)**

The draft minutes of the Governance and Operations Committee meeting held on 4 October 2018 are provided for information.

The General Manager advised that a previous action for him to review the governance committee structure has been incorporated within the Governance Framework which will be discussed in the General Manager's Report at item 7.5. The General Manager indicated that he believes the Governance and Operations Committee and Care

Services Committee (with quarterly Medication Advisory Committee (MAC) hanging off Care Services) structure is working well. The Support Services Committee is heading in the right direction but requires some further development.

Motion

That the draft minutes of the Governance and Operations Committee meeting held on 4 October 2018 be noted.

Moved Mr Whitford, Seconded Mr Bamford

Carried

7.4 **Deferred Report - Alwyndor Management Committee Terms of Reference – Draft Update Report No: 62/18 (Report No: 64/18)**

The Alwyndor Management Committee at its meeting held on 18 September 2018, resolved to defer Report No: 62/18 Alwyndor Management Committee Terms of Reference – Draft Update in order for the Chairperson to be present for discussions and to allow further time for consideration and comments from the Committee.

This report represents Report No: 62/18 for the Committee's consideration in Attachment 1.

Council's current Terms of Reference for the Alwyndor Management Committee were developed and adopted in 2010. Attachment 2 to this report provides a draft update of these Terms of Reference for the Committee's consideration and subsequent recommendation to Council for adoption.

The Committee worked through the draft Terms of Reference and made some edits.

Mr Whitford left the meeting at 8.38pm

Mr Whitford re-joined the meeting at 8.43pm

Motion

That the Alwyndor Management Committee recommend the draft Terms of Reference be presented to Council for adoption following minor changes.

Moved Mr Cheater, Seconded Mr Whitford

Carried

7.5 **General Manager's Report (Report No: 63/18)**

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 an error in WHS report attachment – the colours should all be green except contractor management. The Chief People and Culture Officer advised that Alwyndor has a 1-page process for how we interpret Council's WHS policies. We are working through contractor management

requirements with who is responsible regarding Home Support as although contractors are engaged to perform work at a customer's home, the funding now goes to customers and not the provider. We have preferred providers for on-site at Alwyndor and therefore contractor management is much easier to manage in this scenario.

The General Manager introduced the proposed Governance Framework which needs to be put in place to be in line with the new standards. The General Manager indicated that various Statements of Intent documents will be presented at the November meeting with the aim to endorse at the December meeting. The Committee queried whether this should be done as part of the Committee's strategic planning but the General Manager believes there is more urgency to have them in place now and that they can be adjusted during strategic planning, if required.

The General Manager advised the Corporate Risk Register will become a standing item in the General Manager's report. The Committee requested this be a 1-page summary of risks and status, then dive deeper every six months.

The General Manager noted that the AMC had previously wished to have a presence on the Customer Engagement forum however, it has been designed in the format as presented in the terms of reference to ensure we are engaged with our customer and not seen to have any bias. It was noted that this is an opportunity to bring in a co-design philosophy.

It was suggested that the General Manager update the Customer Engagement Forum Terms of Reference to specify how members will be appointed; edit for consistent terminology throughout and replace the word advocate with representative.

Motion

- 1. That the following items be noted and items of interest discussed:**
 - 1. Meeting Dates and Task Schedule**
 - 2. WHS Implementation Plan**
 - 3. Governance Framework**
 - 4. Corporate Risk Register Review**
 - 5. Customer Engagement Forum Terms of Reference.**
- 2. That Alwyndor Management Committee members review the Corporate Risk Register and that it be presented for endorsement at the November meeting.**

Moved Mr Bamford, Seconded Ms Bonnici

Carried

Mr Bamford left the meeting at 9.08pm

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

- 8.1 Professional development for AMC (verbal)**

8.2 Strategic Plan (verbal)

8.3 Response to the Royal Commission into Aged Care (verbal)

The Royal Commission into Aged Care is open to the entire aged care system including home support services. Further discussion with need to take place regarding any resources required to ensure we are active and open participants.

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 20 November 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 9.19 pm.

CONFIRMED 20 November 2018

CHAIRPERSON

DRAFT

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 20 November 2018 at 6.30 pm.

PRESENT

Elected Members

Vacant

Independent Members

Chairperson – Ms T Aukett
Mr T Bamford
Ms J Bonnici
Ms J Cudsi
Mr K Cheater
Mr O Peters
Mr K Whitford

Staff

General Manager Alwyndor – Mr R Kluge
Personal Assistant – Ms R Gordon
Healthy Living Services Manager – Mr S Drew
Communications and Engagement Advisor – Ms T Helbers

1. OPENING

The Chairperson declared the meeting open at 6.33 pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the 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 - Nil

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 meeting held on 16 October and the special meeting held on 25 October be taken as read and confirmed.

Moved by Ms Bonnici, Seconded by Mr Bamford

Carried

6. REVIEW OF ACTION ITEMS

Action items were reviewed and noted by the Committee.

7. REPORTS/ITEMS OF BUSINESS**7.1 Healthy Living Services Update (Report No: 73/18)**

This report provides an overview of the activity in the Healthy Living Services between July and September 2018.

The Healthy Living Services Manager advised that overall care costs and the specific allocation of care costs are currently being reviewed. He also advised that the uptake of private services is starting to improve however much slower than anticipated. The Lifestyle team has transitioned across to Healthy Living smoothly. The Healthy Living Services Manager advised that the team are working hard to increase services to residents without increasing costs and work is happening to help staff inform customers of Alwyndor's services including offering lifestyle activities to package customers and restorative care, etc.

Motion

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

Moved Mr Bamford, Seconded Ms Cudsi

Carried

Mr Drew left the meeting at 6.51pm

7.2 Australian Aged Care Quality Agency – Quality Review Audit (Report No: 74/18)

This report provides an overview of the final Quality Review Report of Alwyndor's Quality Review by the Australian Aged Care Quality Agency conducted on 26 and 27 June 2018. Alwyndor met all 18 Expected Outcomes as part of the Quality Review.

No questions were asked relating to this report.

Motion

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

Moved Mr Whitford, Seconded Mr Peters

Carried

7.3 People and Culture Update (Report No: 75/18)

This report provides an update on Human Resources (HR) activity for the last three months as well as planned future activity.

The Committee requested that legal and industrial matters become a standing update in the General Manager's report.

Motion

That the Alwyndor Management Committee receive and note the information provided in this report.

Moved Ms Bonnici, Seconded Mr Peters

Carried

7.4 Marketing and Communications Strategy 2019-20 (Report No: 76/18)

Supporting our Strategic Plan 2017-20 and 2018-19 Business Plan, the Alwyndor Marketing and Communications Strategy 2019-20 outlines the core initiatives that will better support and empower our people, promote our services and protect our reputation.

The Communications and Engagement Advisor indicated that work has commenced on the strategy and the corporate identity kit will be the first key piece of work. Positioning statements and a refreshed image library are also key priorities to support the development of a strong corporate identity and brand. The Committee asked how much are we leveraging off our connection to Council? The Communications and Engagement Advisor confirmed that our link with Council will be maximized, and the sense of ongoing connection with the local community will be part of Alwyndor's messaging.

The Committee enquired how we will measure our return for our spend? The Communications and Engagement Advisor confirmed that detailed marketing plans for Home Support and Healthy Living will provide detail on this. The detailed marketing plans will feed into our 2019-20 budget cycle, and should be available for the Committee to review in March or April 2019.

The Committee expressed an interest in trying a different and fun approach if the opportunity presents and acknowledged that branding is important. The

Communications and Engagement Advisor confirmed that as internal communications is another strategic focus, expressions of interest for participants on an internal communications focus group had been sought.

Motion

That the AMC support the implementation of the Alwyndor Marketing and Communications Strategy 2019-20.

Moved Ms Cudsi, Seconded Mr Whitford

Carried

Ms Helbers left the meeting at 7.16pm

7.5 General Manager's Report (Report No: 77/18)

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 requested Committee members provide feedback on the Corporate Risk Register over the next month to enable it to be presented at the January meeting. The General Manager advised that the register is a live document and will become a standing item in the General Manager's report with a separate report to delve deeper every 6 months.

The General Manager asked the Committee to consider whether they wished to re-instate or start any sub-committees and that if the finance sub-committee were to be re-instated that meetings should not be scheduled on the same day as AMC meetings.

The Committee discussed the adjustment to the cost of the CCTV upgrade and indicated that variations to any project tender, and scope creep, needs to be considered more carefully in future. The General Manager advised that Council's policy covers the use of cameras in public areas of the facility but the Committee indicated they would like to see a policy specifically to Alwyndor, clearly outlining Alwyndor's position on the purpose, who owns the footage, how it's shared, how long the information is retained, whether cameras are allowed in rooms, etc.

The Committee requested an update on the mandatory report (incorrectly indicated as a high risk) complaint in residential services outlined in the feedback analysis report and the General Manager advised the Committee of how the matter was resolved.

Motion**1. That the following items be noted and items of interest discussed:**

- 1. Meeting Dates and Task Schedule**
- 2. WHS Implementation Plan**
- 3. Corporate Risk Register**
- 4. Feedback Analysis Report**
- 5. Proposed dates for AMC meetings in 2019**
- 6. Annual Review of Alwyndor Management Committee Sitting Fees**
- 7. Draft 2019-20 Annual Business Plan Schedule**
- 8. Sub-Committee update**
- 9. Governance Framework**
- 10. Cultural Action Plan Update (formerly Uniquity Action Plan)**
- 11. Successful Tender for CCTV Upgrade**
- 12. Royal Commission into Aged Care Quality and Safety**
- 13. Audited Financial Statements.**

2. That the Committee agree to meet on the third Thursday of each month in 2019.**3. That the scheduled timing of the Corporate Risk Register Review be amended to allow timely consideration twice yearly.****4. That the actions required to prepare Alwyndor for the Royal Commission into Aged Care Quality and Safety become a standing item in the General Managers report.****5. That the Committee accept the revised scope and budget for the installation of the CCTV upgrade and notes that a policy that covers public and private spaces and communications plan will be provided prior to implementation as previously agreed.**

Moved Mr Bamford, Seconded Ms Bonnici

Carried

7.6 Review of Items Held in Confidence (Report No: 78/18)

Items held in confidence should be reviewed every 12 months.

This report recommends that of the 38 items reviewed, 16 be released from confidence, and 22 be retained in confidence

Mr Bamford left the meeting at 7.50pm

The Committee reviewed the items held in confidence.

Motion

That the Confidential Items presented be released from or retained in Confidence as outlined in Attachment 1 to Report 78/18.

Moved Ms Cudsi, Seconded Mr Whitford

Carried

7.7 Annual Review of Investments (Report No: 79/18)

It is a requirement of the Local Government Act that Council (Alwyndor Aged Care) formally reviews the performance of its investments on an annual basis. This report identifies; the process for investing funds, the amount of funds invested during 2017/18, average interest rate earned, interest rate movements and investment interest performance against budget.

It is also a requirement of the Aged Care Act that Council (Alwyndor Aged Care) make a declaration that it complies with all Prudential Standards which in past years has been provided via a separate Compliance Statement which is attached to this report.

This report attempts to outline the compliance requirements of Alwyndor, the current process and documents related to ensuring compliance and suggests that the process and relevant documents be reviewed and improved.

The General Manager confirmed that the work instruction provided is the existing policy transposed into the new work instruction format.

Mr Bamford re-joined the meeting at 7.52pm

Motion

That the Alwyndor Management Committee:

1. **Receive and note the details in this report.**
2. **Endorse a review of the process and reporting to ensure compliance with the relevant legislation in regard to the investment of funds including a investment policy and liquidity management.**

Moved Mr Peters, Seconded Mr Cheater

Carried

7.8 **Strategic Planning Approach (Report No: 80/18)**

This report provides an overview of the approach AMC should take for its strategic planning.

Committee member, Mr Cheater advised that a strategic direction workshop would help the Committee to articulate its purpose and direction and not get lost in the process. Minor alteration to the timing of this planning exercise is possible but the process can't stretch out too far.

The Committee indicated they would like to see some strategic information around the trends bringing customers to or keeping them away from aged care. The General Manager advised that a resident survey will be undertaken in December that will seek some relevant information from customers, and their families. It was confirmed that the General Manager's team will collate and provide strategic context prior to the workshop.

The Committee agreed that the next step is to hold a workshop with AMC and the executive team, that 3 to 4 hours will be required for this initial piece and will be facilitated by Committee member, Mr Cheater.

Motion

That the Alwyndor Management Committee agree to proceed with its strategic planning as outlined in this report.

Moved Mr Whitford, Seconded Mr Bamford

Carried

The Chairperson acknowledged this as Mr Peter's last meeting as a member on the Committee and thanked him for his contribution.

8. CONFIDENTIAL

Short Term Suspension of Meeting Procedures

The Chairperson, Ms T Aukett with the approval of all members present suspended the meeting procedures pursuant to Regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* for a period of 30 minutes (or a period sufficient to facilitate informal discussion in relation to the matters raised by the General Manager Alwyndor and will resume at the discretion of the Presiding Member.

The meeting procedures were suspended at 8.19pm

Mr Whitford left the meeting at 8.26pm.

Mr Whitford re-joined the meeting at 8.27pm

At the conclusion of the 30 minutes for the Short Term Suspension of Meeting Procedures at 8.49pm the Chairperson sought leave of the meeting to extend the short term suspension for a further 30 minutes.

Leave of the meeting was granted.

The Chairperson brought the suspension of the meeting to a close at 9.06pm

8.1 Monthly Financial Report – October 2018 (Report No: 81/18)

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: 81/18 Monthly Financial Report – October 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: 71/18 Monthly Financial Report – October 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 Mr Peters, Seconded Ms Bonnici

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.1 Monthly Financial Report – October 2018 (Report No: 81/18) 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 Cheater, Seconded Cudsi

Carried

8.2 Caresystems Project Update (Report No: 82/18)

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: 82/18 Caresystems Project 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: 82/18 Caresystems Project Update 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, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

Moved Mr Cheater, Seconded Ms Cudsi

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 8.2 Caresystems Project Update (Report No: 82/18) 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, Attachments and Minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.

Moved Mr Peters, Seconded Mr Whitford

Carried

8.3 **Sustainability Analysis (Report No: 83/18)**

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: 83/18 Sustainability Analysis 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: 83/18 Sustainability Analysis on the following grounds:

- d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved Mr Peters, Seconded Mr Whitford

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 8.3 Report No: 83/18 Sustainability Analysis in confidence under section 90(2) and (3)(d) 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 Ms Bonnici, Seconded Mr Whitford

Carried

8.4 **Home Support Structure (Report No: 84/18)**

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: 84/18 Home Support Structure 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: 84/18 Home Support Structure 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, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

Moved Mr Peters, Seconded Mr Cheater

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.3 Report No: 84/18 Sustainability Analysis in confidence under section 90(2) and (3)(a & d) 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 Mr Peters, Seconded Mr Cheater

Carried

8.5 Independent Business Review (Report No: 85/18)

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: 85/18 Independent Business Review 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: 85/18 Independent Business Review on the following grounds:

- d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved Mr Peters, Seconded Mr Cheater

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 8.5 Independent Business Review (Report No: 85/18) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report, Attachment and Minutes be retained in confidence for a period of 12 months.

Moved Mr Peters, Seconded Mr Cheater

Carried

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

Nil

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

The next meeting of the Alwyndor Management Committee will be held on Tuesday 18 December 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. **CLOSURE**

The meeting closed at 9.48pm.

CONFIRMED 18 December 2018

CHAIRPERSON

DRAFT

CITY OF HOLDFAST BAY

Minutes of the special meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care, Dunrobin Road, Hove on Thursday 25 October 2018 at 6.00 pm.

PRESENT

Elected Members

Councillor S Lonie

Independent Members

Chairperson – Ms T Aukett

Mr T Bamford

Ms J Cudsi (phone)

Mr O Peters

Mr K Whitford

Staff

General Manager Alwyndor – Mr R Kluge

Personal Assistant – Ms R Gordon

Guest

Mr G Edwards

1. OPENING

The Chairperson declared the meeting open at 6.17pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson stated:

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

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

3. APOLOGIES

3.1 For Absence - Nil

3.2 Leave of Absence - Mr K Cheater, Ms J Bonnici, Cr R Aust

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. BUSINESS OF THE SPECIAL MEETING

5.1 2017-2018 General Purpose Financial Statements (Audit Committee Report No: 343/18)

The financial statements for the year ended 30 June 2018 have been completed and audited by Council's auditor, BDO, who have indicated that an unqualified audit opinion will be provided and that there are no material issues arising from the audit.

The financial statements were presented to the Audit Committee for review on 17 October 2018 and the Audit Committee resolved to *advise the Alwyndor Management Committee that the Alwyndor Aged Care General Purpose Financial Statements for the year ended 30 June 2018 present fairly the state of affairs at Alwyndor.*

Mr Edwards of BDO presented on the audited general purpose financial statement.

Motion

That the Chairperson sign the audited 2017-2018 Alwyndor General Purpose Financial Statements on behalf of the Alwyndor Management Committee.

Moved Cr Lonie, Seconded Mr Peters

Carried

6. CLOSURE

The meeting closed at 6.33pm.

CONFIRMED 20 November 2018

CHAIRPERSON

Item No: **13.2**

Subject: **MINUTES – JETTY ROAD MAINSTREET COMMITTEE – 7 NOVEMBER 2018**

Date: 11 December 2018

Written By: General Manager, Community Services

General Manager: Community Services, Ms M Lock

SUMMARY

The minutes of the meeting of the Jetty Road Mainstreet Committee meeting held on 7 November 2018 are attached and presented for Council's information.

Refer Attachment 1

RECOMMENDATION

That Council notes the minutes of the meeting of the Jetty Road Mainstreet Committee of 7 November 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 7 November 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 Mayor's Parlour, Glenelg Town Hall, Moseley Square, Glenelg on Wednesday 7 November 2018 at 6:00pm.

PRESENT

Elected Members

Councillor A Bradshaw
Councillor S Charlick
Acting Mayor Amanda Wilson

Community Representatives

Chairman, Enve Hair & Beauty, Mr M Faulkner
Maio's Group Investments, Mr C Maio's
Ikos Holdings Trust, Mr A Fotopoulos
Telstra Store Glenelg, Ms E Leenearts
Fassina SA Family Liquor Stores, Ms E Fassina
Cibo Espresso, Mr T Beatrice
Caruso Fruit and Veg, Mr R Caruso
GU Film House, Mr S Robinson

Staff

Jetty Road Development Coordinator – Ms A Brown
Manager City Activation – Ms S Heading
General Manager Community Services – Ms M Lock

Guests

Acting Mayor A Wilson

1. OPENING

The Chairman declared the meeting open at 6:09pm.

2. APOLOGIES

2.1 Apologies –Mr A Warren and Mr A Taplin

Letter of apology tabled from Mr Andrew Taplin regarding delay in delivering information to the Committee due to tenders for the works closing Friday 9 November and this information will be necessary to brief members.

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 3 October 2018 be taken as read and confirmed.

Moved E Fassina, Seconded S Charlick

Carried

5. QUESTIONS BY MEMBERS

5.1 Without Notice Nil

5.2 With Notice Nil

6. MOTIONS ON NOTICE Nil

7. PRESENTATIONS Nil

8. REPORTS/ITEMS OF BUSINESS

8.1 JRMC Monthly Finance Report (Report No: 375/18)

The Jetty Road Mainstreet Committee September 2018 variance report is prepared by the Jetty Road Development Coordinator and is presented for information to the members of the Jetty Road Mainstreet Committee.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved S Robinson, Seconded C Maios

Carried

8.2 Marketing Update (Report No: 376/18)

This report provides a marketing update and work in progress report undertaken by the Jetty Road Development Coordinator (JRDC) for work undertaken in recent months and upcoming marketing initiatives for Summer 2018/19.

Mr A Fotopoulos entered the meeting at 6:21pm

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved E Leenearts, Seconded A Bradshaw

Carried

8.3 Cowper Street Festoon Lighting (Report No: 377/18)

The Cowper Street Festoon Lighting report is prepared by the Jetty Road Development Coordinator and is presented for information to the members of the Jetty Road Mainstreet Committee. Representatives of the JRMC have identified a new initiative that would provide an enhanced sense of arrival at the GU Filmhouse which is a major entertainment draw card for the Jetty Road precinct. The proposed initiative would see the installation of festoon lighting in Cowper Street that would drive economic outcomes for the precinct including creating a new entry statement for the cinema, increase the aesthetics an atmosphere of the laneway, provide enhanced outdoor dining opportunities in the vicinity, create a unique event space and play a significant role in marketing and driving demand to the Jetty Road, Glenelg precinct.

Motion

That the Jetty Road Mainstreet Committee note this report as the Jetty Road Development Coordinator continues to further investigate costing associated with the project.

Moved T Beatrice, Seconded A Fotopoulos

Carried

8.4 Events Update (Report No: 378/18)

This report provides a work in progress update on the Glenelg Christmas Pageant and the Glenelg Sunset Markets by the Jetty Road Development Coordinator and the City of Holdfast Bay's City Activation team. In addition this report provides a de-brief on the 2018 Jetty Road Awards and the Glenelg Christmas Pageant. These events are jointly funded with Council except for the Glenelg Sunset Markets and Trader Awards. The City Activation and JRMC budgets provide sufficient funds to meet the costs of the events.

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

Moved A Bradshaw, Seconded C Maios

Carried

8.5 JRMC Governance Model (Report No: 379/18)

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 JRMC conducted a Special Meeting on 20 June 2018 to workshop alternative governance models with a facilitator and external subject matter experts. At its 4 July 2018 meeting the JRMC recommended to Council their preferred governance model of an Incorporated Association established under the Associations Incorporation Act 1985. At the 7 August 2018 Council workshop the Chair of the JRMC presented to the Elected Members on the preferred model and at the workshop the former Elected Body of Council requested that a survey be conducted to consult with Jetty Road traders on the governance model options.

An online engagement on the JRMC governance models was distributed to Jetty Road traders on 17 August 2018 and consultation closed on 3 September 2018. The JRDC has sought information on the operations of other mainstreet associations within South Australia to provide some comparisons to other mainstreets. At the 3 October 2018 JRMC meeting the JRMC requested the Governance Model Engagement Report be amended and re-submitted as well as new information to be provided on other mainstreets in Australia. The JRMC agreed to prepare a business case on their preferred model to present to administration.

E Leenearts departed the meeting 7:17pm**Motion****That the Jetty Road Mainstreet Committee:**

- 1. Note this report**
- 2. Accept the proposal for the Business Case presented by David West and Peter McNabb & Associates and engage both parties for the scope of work.**
- 3. Seek two additional quotes should the business cases presented by David West and Peter McNabb & Associates not align with Council's Procurement Policy.**

Moved C Maios, Seconded E Fassina

Carried8. **URGENT BUSINESS – Subject to the leave of the meeting Nil**9. **DATE AND TIME OF NEXT MEETING**

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

10. CLOSURE

The meeting closed at 7:40pm.

CONFIRMED Wednesday 5 December 2018

CHAIRMAN

Item No: **14.1**
Subject: **ITEMS IN BRIEF**
Date: 11 December 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. **Outstanding Meeting Actions**
 2. **Local Government Award for Tourism – 2018 South Australian Tourism Awards**
 3. **Response letter from Hon Stephan Knoll Regarding Residential Densities and Buildings Heights in Glenelg**
 4. **2018 Community Heritage Grant**
 5. **Bay to Battlefield Project – Final Installation – Remembrance Day 11 November**
 6. **World Lifesaving Championships**
 7. **Seacliff Surf Lifesaving Club – Equipment Shelter and Observation Tower Update**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT**1. Outstanding Meeting Actions**

Presented for information of members is a listing of the outstanding meeting actions from the previous Council term.

Refer Attachment 1

2. Local Government Award for Tourism – 2018 South Australian Tourism Awards

The South Australian Tourism Awards are presented by the South Australian Tourism Industry Council, and proudly supported by the South Australian Tourism Commission. Now in its 34th year the Awards celebrate and acknowledge tourism businesses and organisations that have demonstrated outstanding achievements and success throughout the year. The City of Holdfast Bay were awarded Gold for Local Government Award for Tourism. This category is open to all local government authorities and recognises excellence in tourism planning, the provision of tourism facilities and services, marketing, event development and management, and the overall contribution made both locally and overall to their State/Territory's tourism industry.

Importantly Tourism is a fundamental economic driver for Holdfast Bay's local economy accounting for 14% of the jobs available and tourism expenditure is valued at \$265 million, which contributes to 17% of our total economic activity. Each year 1,144,000 people make day trips to our region and another 191,000 people make over-night visits, staying for an average of 2.5 nights and generating 477,500 visitor nights per year.

Refer Attachment 2

3. Response letter from Hon Stephan Knoll Regarding Residential Densities and Buildings Heights in Glenelg

At its meeting held 10 April 2018, Council resolved to write to the Hon Stephan Knoll requesting a review of the zoning that allows 12 storey building along the South Esplanade and College Street, Glenelg.

This letter was sent on 16 April 2018 along with a follow up letter on 13 September 2018.

Refer Attachment 3

A response letter has now been received from Hon Stephan Knoll regarding residential densities and buildings heights in Glenelg.

Refer Attachment 4

4. 2018 Community Heritage Grant

The City of Holdfast Bay Discovery Museum and History Centre have secured a 2018 Community Heritage Grant totalling \$13,630 from National Library of Australia (NLA). The funds awarded directly support the 1950s 'Zorita' sideshow banner conservation project. The National Library of Australia provides grants of up to

\$15,000 to community organisations such as libraries, archives, museums, indigenous and multicultural groups, genealogical and historical societies from inner cities to the most remote parts of Australia – to preserve nationally significant Australian cultural heritage material.

Artlab will commence the conservation project in situ within the Bay Discovery Museum, March 2019 and as such the conservation can be viewed by the general public entering the museum.

5. **Bay to Battlefield Project – Final Installation – Remembrance Day 11 November**

Bay to the Battlefield Project final installation was installed just prior to Remembrance Day 11 November across the city.

From the Bay to the Battlefield, is a World War 1 commemoration project funded by the Australian Governments ANZAC Centenary Local Grants Program. Community members have the chance to visit sites in and around Holdfast Bay (see map of locations and servicemen and women attached) and discover large scale imagery and read the unique stories of the men and woman who served in WW1, and once lived in Holdfast Bay.

Research for the project has been undertaken by the Holdfast Bay History Centre. Imagery for the project has come from the City of Holdfast Bay photographic collection, members of the Holdfast Bay Community and The State Library of South Australia.

The project was delivered annually over a four year period and is now due for conclusion with a Bay to Battlefield booklet set to be published culminating 4 years of research and imagery, released publically in December.

6. **Lifesaving World Championships Adelaide 2018**

The LWC2018 was held from 16 November – 2 December 2018 in Glenelg, with pool based events held at the SA Leisure and Aquatic Centre. The event returned to SA for the first time since 2012. This is the first time the LWC has returned to a previous host city.

The event is run by Surf Lifesaving SA, with input and support from Surf Lifesaving Australia and the International Lifesaving Federation. Major contributions of cash and in-kind support to the event are from the SA Government, via Events South Australia and the City of Holdfast Bay.

Entry numbers received have made it the biggest World Championships held with more than 4,400 entrants from 45 countries.

On Wednesday 21 November the Glenelg foreshore experienced tidal surges and high winds which caused the event site to be flooded. CHB had worked with LWC2018 organisers in the lead up and built a levee ridge which held until the final king tide at 4.30pm. As a result of the damage that occurred to the event site, beach events were cancelled on 22nd November and reincorporated into the project on

later days. Due to the efforts of CHB staff LWC2018 staff only 1 day of competition was lost.

7. Seacliff Surf Lifesaving Club – Equipment Shelter and Observation Tower Update

At its meeting held on 26 September 2018, the Council Assessment Panel (CAP) resolved to grant approval to the Seacliff Surf Lifesaving Club (SLSC) for an integrated equipment shelter and observation tower to replace the existing equipment shelter on the Esplanade at Seacliff. The decision follows a previous resolution by Council providing landowner consent for the installation to occur. The CAP decision was subsequently appealed to the Environment, Resources and Development (ERD) Court by the owner of an apartment located opposite the proposal, citing loss of views and reduced amenity as reasons for the appeal. Following a series of meetings between all parties, including two conferences before a Commissioner of the ERD Court, the parties reached an agreement to resolve the matter without the need to proceed to a hearing. The compromise involves lowering the overall height of the structure and repositioning the observation tower component as a means to minimize the loss of views and reduce the overall scale of the structure. It is anticipated that construction will commence in early 2019.”

8. Letter from DPTI in Regards Safety Concerns at the Corner Brighton Road and Edwards Street, Brighton

A letter was written on 16 October 2018 to Mr Tony Braxton, Chief Executive Officer of DPTI in regards to safety concerns at the corner Brighton Road and Edwards Street, Brighton.

Refer Attachment 5

A response letter has been received from DPTI General Manager Transport Operations advising of their investigations into this matter.

Refer Attachment 6

Meeting Date	Report No	Report Title	Resolution No	Resolution	Assigned To	Due Date	Comments	Status	% Complete
11/10/2016	254/16	Alternative Power Supply Plan Strategy (Report No: 254/16)	C111016/531	<p>Motion C111016/531</p> <p>1. That Administration put together a medium term plan, plus costings to build into our main business centres and community hubs backup generators in the event we have extreme weather with power outages.</p> <p>2. That administration consider the feasibility of battery storage options in conjunction with our solar panels.</p> <p>Moved Councillor Bouchee, Seconded Councillor Smedley Carried</p>	Mathew Walsh	30/09/2017	<p>Report to go to Council 2018</p> <p>Currently researching battery technology and awaiting advice from a consultant on viable options for council.</p>	In Progress	50.00%
13/12/2016	329/16	Motion on Notice - Glenelg Football Club and Cricket Club – Councillor Bouchee (Report No: 329/16)	C131216/625	<p>Motion C131216/625</p> <p>That Administration prepares a report to Council outlining the potential for the Glenelg Football Club and Cricket Club site to employ cost saving environmental initiatives for solar panels and water retention etc.</p> <p>Moved Councillor Bouchee, Seconded Councillor Donaldson Carried</p> <p>Division called</p> <p>A division was called:</p> <p>Those voting for: Councillors Snewin, Aust, Lonie, Donaldson, Charlick, Yates, Smedley, Clancy, Patton, Bradshaw and Bouchee (11)</p> <p>Those voting against: Nil (0).</p> <p>His Worship the Mayor declared the motion Carried</p>	Rajiv Mouveri	31/01/2018	Will be part of the second phase of the Glenelg Oval Master Plan.	Assigned	
13/06/2017	187/17	Motion on Notice – Establishment of a Foundation for Alwyndor Aged Care – Councillor Lonie (Report No: 187/17)	C130607/792	<p>Motion C130607/792</p> <p>That Council as Trustee of Alwyndor investigate the establishment of a Foundation, or other legal structure, to support Alwyndor.</p> <p>Moved Councillor Lonie, Seconded Councillor Snewin Carried</p>	Rick Kluge	30/06/2018	Investigations on this matter are on hold at this time and will be reported to council during 2018.	Assigned	

Meeting Date	Report No	Report Title	Resolution No	Resolution	Assigned To	Due Date	Comments	Status	% Complete
13/06/2017	188/17	Motion on Notice – Establishment of Care Home and Services – Alwyndor Aged Care – Councillor Lonie (Report No: 188/17)	C130607/793	<p>Motion C130607/793</p> <p>That the Alwyndor Management Committee on behalf of the Council as Trustee of Alwyndor investigate the feasibility of establishing a 'care home' and services, in coordination with Alwyndor, for young people, being those under 65, who can no longer be cared for in the community.</p> <p>Moved Councillor Lonie, Seconded Councillor Wilson Carried</p> <p>Division called</p> <p>A division was called and the previous decision was set aside:</p> <p>Those voting for: Councillors Lonie, Aust, Bouchée, Bradshaw, Clancy, Charlick, Patton, Smedley, Snewin, Wilson, Yates (11)</p> <p>Those voting against: Nil (0).</p> <p>His Worship the Mayor declared the motion Carried</p>	Rick Kluge	30/07/2018	Investigations on this resolutions are ongoing and any feasible proposals will be presented to council as appropriate.	Assigned	
28/08/2019	303/18	Motion on Notice – Use of Single Use Plastics to Reduce Waste to Landfill – Councillor Yates	C280818/1261	<p>That Administration research and report back on options to mitigate the use of single-use plastics and currently unrecyclable plastics like composites and polystyrene, thereby reducing the need for plastic recycling, decreasing waste to landfill and improving Council's total carbon footprint by evaluating current supply chains. Moved Councillor Yates, Seconded Councillor Bouchee Carried</p> <p>Division called</p> <p>A division was called and the previous decision was set aside:</p> <p>Those voting for: Councillors Aust, Bouchee, Bradshaw, Charlick, Clancy, Lonie, Patton, Smedley, Snewin and Yates (10)</p> <p>Those voting against: Nil (0)</p> <p>Her Worship the Acting Mayor declared the motion Carried</p>	Shani Wood	11/09/2018		Assigned	50.00%
14/08/2018	270/18	Jetty Road Mainstreet Governance Model (Report No: 270/18)	C140818/1245	<p>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. Moved Councillor Bradshaw, Seconded Councillor Lonie Carried Unanimously</p>	Marnie Lock	28/09/2018	Consultation closed 3 September	In Progress	50.00%

Meeting Date	Report No	Report Title	Resolution No	Resolution	Assigned To	Due Date	Comments	Status	% Complete
25/09/2018	315/18	Motion on Notice – Reduction of Speed Limit on Marine Parade Seacliff – Acting Mayor Wilson (Report No: 315/18)	C250918/1284	That a report be brought back to Council examining a change the speed limit on Marine Parade Seacliff between Young and Portland Streets from 50kph to 25kph and placement of signage on the street to advise motorists that they are entering a playground area. Moved Councillor Lonie, Seconded Councillor Donaldson Carried	Damian Landrigan	9/10/2018		Assigned	
25/09/2018	326/18	Motion on Notice – Ban on Traffic Turning Right from Partridge Street onto Jetty Road Glenelg - Councillor Bouchee (Report No: 326/18)	C250918/1285	That the CEO initiate a report on the feasibility of having a ban on traffic turning right travelling north on Partridge Street turning right onto Jetty Road between 7.30 am - 9.30am. Moved Councillor Bouchee, Seconded Councillor Smedley Carried	Damian Landrigan	9/10/2018		Assigned	
22/05/2018	174/18	Brighton Community Garden - Community Engagement Findings	CL220518/1164	1. That Council notes the Brighton Community Garden Engagement Report findings. 2. That Council does not proceed in establishing a community garden at Dover Square Reserve, but supports the investigation into alternative locations for the Brighton Community Garden including Keelara and Torr Avenue site. Moved Councillor Bradshaw, Seconded Councillor Yates Carried	Melissa Priest	28/02/2019	Kellara/Torr site not viable option due to changed traffic conditions. Possibility of Bowker Oval being the preferred location.	In Progress	20.00%
11/09/2018	311/18	Bouldering/Climbing Structure Research and Options (Report No: 311/18)	C110918/1281	That Council: 1. notes the report; 2. endorses the seeking of grant funding from State Government to fund the project. Moved Councillor Clancy, Seconded Councillor Bouchee Carried	Annunziata Thompson	10/04/2019	Through discussion Council added other options for placement of these pieces of recreational equipment e.g. eastern side of Brighton Road, Patawalonga, Bowker Oval etc.	Assigned	



Government of South Australia

South Australian Tourism Commission

13 November

Justin Lynch
City of Holdfast Bay
PO Box 19
Brighton SA 5048

City of Holdfast Bay
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Dear Justin,

Justin,

On behalf of the South Australian Tourism Commission (SATC) Board and team, congratulations on your win at the South Australian Tourism Awards in the category of Local Government Award for Tourism. Your success is a testament to your hard work and ongoing commitment to excellence.

Tourism is booming in South Australia with our visitor economy currently worth a record \$6.7 billion. In the year ending June 2018, our state welcomed 7.0 million visits which is an amazing achievement and would not be possible without the incredible work of our tourism operators.

The South Australian Tourism Awards are a celebration of outstanding achievements across the industry and it is fantastic to witness the leadership and innovation within your organisation. Thank you for your commitment to the industry and we look forward to continuing to work with you and your team to grow tourism in South Australia.

Congratulations once again on your win from all of us at the SATC and we wish you all the best as you represent South Australia at the National Awards in March next year.

Yours sincerely

Rodney Harrex
Chief Executive
South Australian Tourism Commission





Government
of South Australia

The Hon Stephan Knoll MP
Member for Schubert

18MPL0028

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

Dear Mayor

Amanda

Thank you for your letter regarding increased residential densities and building heights in Glenelg.

I recently wrote to your Chief Executive, Mr Justin Lynch, regarding other policy matters, namely Airbnb, serviced apartments and short-term rental accommodation. In this regard, some of the sentiment I express below is similar to information I have previously provided to Mr Lynch.

Recent Development Plan Amendments

I understand you wish to review the policies introduced under the Glenelg District Centre (Jetty Road) and Residential High Density Zone Review Development Plan Amendments (DPA), approved in May 2016. I have since sought advice from the Department of Planning, Transport and Infrastructure in relation to these DPAs, including their objectives and the process by which they were introduced.

The City of Holdfast Bay is a popular destination to both live and visit. It is of course home to many of Adelaide's most premier beachside and tourist attractions, and brings large visitor numbers all year round. Equally, Glenelg and its surrounds is well serviced by transport and other essential services and infrastructure, making it an optimum location for increased residential densities in appropriate areas.

It is for these reasons I continue to support the growth principles underscoring the DPAs, which amongst other things, sought to support and encourage a greater population of local residents and visitors, to this special part of Adelaide.

Key policy in the DPA seeks to manage appropriate design responses to meet local context. Furthermore, proposals exceeding four storeys in the City of Holdfast Bay District Centre Zone - Glenelg Policy Area 2 or Residential High Density Zone (where the State Commission Assessment Panel is the authority) is supported by a design review process chaired by the South Australian Government Architect. It is important high density development is well designed, sustainable and contextual.

Minister for Transport, Infrastructure and Local Government
Minister for Planning

Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



South Australia's New Planning System

The Government together with the State Planning Commission (Commission) has embarked on a comprehensive process of reform to implement a new planning system for South Australia - the most significant planning reforms in over 20 years. A key element of this program is the development of the Planning and Design Code.

The Commission is responsible for preparing and maintaining the Code, and its development represents a unique opportunity to take stock of the current policy environment, including those policies relating to medium and higher density residential development, including how such policies are applied in local areas. Further, the recently consulted draft set of State Planning Policies provides strong direction in relation to the critical role of design in the planning system.

Policy Discussion Papers

In developing the Code, the Government and the Commission are undertaking a range of engagement activities. One such measure is the development of a series of policy discussion papers, to be progressively released on the SA Planning Portal.

Together, the policy discussion papers seek to outline and harness a broader understanding of planning policy issues across a range of areas, and importantly how policies may shape local communities in the future. Importantly, the papers highlight areas for improvement and reform for the first generation of the Code, as well as for later generations.

The policy discussion papers cover the following policy topic areas:

- The Blueprint to the Planning and Design Code (released).
- Natural Resources and Environment Discussion Paper (released).
- Integrated Movement Systems Discussion Paper (released).
- Productive Economies Discussion Paper (soon to be released).
- People and Neighbourhoods Discussion Paper (soon to be released).
- Design in the Planning System (soon to be released).

I particularly encourage the City of Holdfast Bay to consider both the People and Neighbourhoods and Design in the Planning System Discussion Papers when released later this year. It will provide insights into the zones and policies proposed for the Code in relation to a range of residential development matters, including medium and higher density residential development.

Over the coming months, Ms Connie Parisi, the council's transition Manager from the department, will work closely with your staff as we transition from the City of Holdfast bay Development Plans to the new state-wide Planning and Design Code. The matters raised in your letter will be considered during transition.

Should you wish to discuss this further please contact Mr Alex Mackenzie, Unit Manager Planning Reform Implementation, on (08) 8343 2163 or Alex.Mackenzie@sa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Knoll', written over the words 'Yours sincerely'.

HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

↩ November 2018



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

13 September 2018

The Hon Stephan Knoll MP
Minister for Planning
GPO Box 464
ADELAIDE SA 5001

Dear Minister Knoll

High Rise Zoning in Glenelg

I refer to correspondence dated 16 April 2018 (copy attached) forwarded to your office seeking a review of the zoning that allows for high rise development within Glenelg, and in particular twelve storey buildings along South Esplanade and College Street, Glenelg.

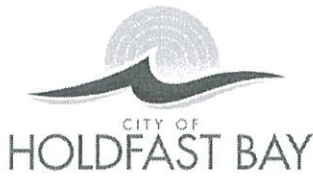
Council is eager to receive a response in relation to this matter and look forward to hearing from you at your earliest convenience.

Yours sincerely

Amanda Wilson
Acting Mayor

CC: Stephen Patterson, Member for Morphett





holdfast.sa.gov.au

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2 Colley Terrace, Glenelg SA 5045

16 April 2018

The Hon Stephan Knoll MP
Minister for Planning
GPO Box 464
ADELAIDE SA 5001

Dear Minister Knoll

High Rise Zoning in Glenelg

At its meeting held on 10 April 2018, the Council resolved that I write to you requesting a review of the zoning that allows 12 storey buildings along the South Esplanade and College Street at Glenelg.

The amendments to Council's Development Plan that enable the high rise to occur were initiated by the previous Minister for Planning through the *Glenelg District Centre (Jetty Road) and Residential High Density Zone Policy Review Development Plan Amendment (DPA)*, endorsed on 26 May 2016.

Aside from the urban form concerns that Council raised at the time of the consultation on the DPA, the Council is presently of the view that it is time to reflect more broadly on the merits of the policies. It is Council's position that there is a need to reduce development density due to the major impact on public infrastructure; the major increase in traffic along the narrow and heavily residential streets and lanes; the supply of power; and the limited capacity for the stormwater system to cope with peak flows.

The ramifications of the DPA are beginning to be felt, with construction underway on a high rise apartment building located at 8 South Esplanade, which was facilitated by the zone changes, and the imminent approval of another apartment tower in close proximity, situated on the corner of College Street and 3 St John's Row.

It would be greatly appreciated if the new State Government could review current development policies introduced through the DPA in 2016, as a means to restore reasonable densities and building heights to central Glenelg.

Should you wish to discuss this matter further, please do not hesitate to contact Council's Manager of Development Services, Mr Anthony Marroncelli, on 8229 9904.

Yours sincerely

Amanda Wilson
Acting Mayor

c c Stephen Patterson, Member for Morphett





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

16 October 2018

Mr Tony Braxton-Smith
Chief Executive Officer
Department of Planning, Transport and Infrastructure
GPO Box 1533
ADELAIDE SA 5001

Dear Mr Braxton-Smith,

Request for traffic lights on Brighton Road at the intersection with Edwards Street

Council Elected Members and Administration have received many concerns regarding safety at the subject intersection, the most recent being a crash reported to Council on the morning of 7 October 2018.

According to DPTI's Brighton Road Management Plan, for the period 2011 to 2015, 10 crashes were recorded at this location, 7 resulting in property damage and 3 casualty crashes. Could the Department provide Council with an update of the number of crashes reported for the period 2016 to present?

As well as crashes, residents have reported numerous near misses. One such incident occurred with a driver heading in a southerly direction on Brighton Road, cutting the corner into Edwards Street and nearly colliding with a vehicle which was facing east trying to turn left onto Brighton Road. The driver felt that the median in the middle of Brighton Road needs to be extended so drivers could not cut the corner. Would the Department be able to investigate the appropriateness of this median?

The development of Hungry Jacks; and, more recently, Brighton Central Shopping Centre have resulted in increased traffic and pedestrian activity at this intersection. Council's traffic data indicates that 3000-4000 vehicles travel on Edwards Street, between Brighton Road and Scott Street, each day, utilising this intersection.

With the significant volume of traffic on Edwards Street accessing Brighton Road; the number of crashes and near misses at this intersection; not to mention the difficulty many residents experience turning right onto Brighton Road, Council is requesting the Department strongly consider the installation of traffic lights at this intersection.

Yours sincerely,


Justin Lynch
Chief Executive Officer

cc: Cr Annette Bradshaw





In reply please quote 2018/02420/01
Enquiries to Robert Stopp
Telephone 08 7109 7406

**SAFETY AND SERVICE
DIVISION**

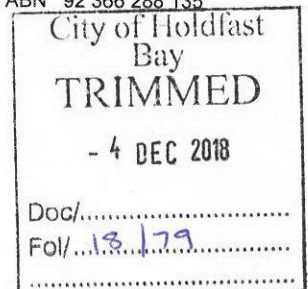
Roma Mitchell House
136 North Tce
Adelaide SA 5000

GPO Box 1533
Adelaide SA 5001

Telephone: 08 8343 2222
Facsimile: 08 8343 2768

ABN 92 366 288 135

Mr Justin Lynch
Chief Executive Officer, City of Holdfast Bay
PO Box 19
Brighton SA 5048



Dear Mr Lynch,

Thank you for your letter of 16 October 2018 to the Chief Executive, who has requested that I respond on his behalf.

The redevelopment of the shopping centre on the corner of Brighton Road and Edwards Street was supported by a Traffic Impact Statement (TIS), produced by the developer's consultant. The TIS included traffic modelling for the junction of Brighton Road and Edwards Street and resulted in two improvements:

- Extension of the right turn lane on Brighton Road;
- Separated left and right turn lanes for traffic exiting Edwards Street.

Notwithstanding, the Department of Planning, Transport and Infrastructure has undertaken an investigation to determine if any further treatments, including traffic signals, are required. This investigation included a peak hour vehicle turning count during November 2018, an analysis of available crash statistics, and review into the adequacy of existing traffic control devices, together with on-site observations.

The investigation revealed that:

- The volume of vehicles turning at this site was below that required for the installation of traffic signals. The Austroads Guide to Traffic Management requires that the right turn movement from the minor approach carries at least 100 vehicles per hour over any four hours of an average day. The traffic movement survey revealed that this requirement is not met in any single hour periods during the day, with the highest hourly volume being 45 (between 6.00 pm and 7.00 pm). This is consistent with a 12 hour vehicle turning count undertaken in March 2018, where the highest hourly volume was 53 (between 6:45 pm and 7:45 pm).

- Average delays for right turn drivers from Edwards Street was observed to be less than 2 minutes during peak traffic periods, which is similar to other side roads across the metropolitan road network.
- Crash data reveals that for the period from Jan 2016 to Mar 2018, 11 crashes were recorded at the junction, 9 resulting in property damage and 2 casualty crashes of minor injury severity.
- Drivers have the option of turning left from Edwards Street and performing a u-turn at Gregory Street from the safety of a right turn lane to travel southbound on Brighton Road.

The department has also reviewed the layout of the junction, including the median on the northern approach and consider the present layout to be appropriate given the turn paths of buses undertaking right and left turns from Brighton Road have to be catered for.

Whilst the junction is currently operating satisfactorily, the department acknowledges the function of Edwards Street within the local road network and the communities desire to have traffic signals installed. As such, further planning will be undertaken to develop a concept for traffic signals at the junction, including identification of any land acquisition that may be required and clarification of the operational impacts to the arterial road.

It should be noted, however, that any concept developed is currently unfunded and will need to bid for future funding on a statewide basis, which is prioritised to ensure funds available each year are allocated to the projects where the greatest benefit can be provided to the community as a whole.

Please contact Peta McBride via peta.mcbride@sa.gov.au or 8226 8385 should you wish to discuss this matter further.

Yours sincerely,



Robert Stopp
**GENERAL MANAGER,
TRANSPORT OPERATIONS**

29 November 2018

Item No: **14.2**

Subject: **APPOINTMENTS TO ALWYNDOR MANAGEMENT COMMITTEE**

Date: 11 December 2018

Written By: General Manager Alwyndor

General Manager: Alwyndor, Mr R Kluge

SUMMARY

Alwyndor Aged Care is owned by the City of Holdfast Bay, and provides a wide range of care, support and accommodation services for older people.

The Alwyndor Management Committee was established by Council under section 41 of the Local Government Act 1999 to manage the business of Alwyndor Aged Care. Council has provided delegated authority to Alwyndor through its formal delegations and endorsed the Committee's Terms of Reference in 2010.

Council appoints the members of the Alwyndor Management Committee.

RECOMMENDATION

That Council appoints Councillor _____ and Councillor _____ to the Alwyndor Management Committee for the term of Council.

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

Section 41 Local Government Act 1999

Aged Care Act 1997

REPORT

The functions of the Management Committee are defined by the Terms of Reference adopted by Council in 2010.

Refer Attachment 1

Membership of the Alwyndor Management Committee comprises two Elected Members of the Council as determined and appointed by Council for the term of Council. The Committee also comprises up to eight other persons as determined and appointed by the Council, who possess the appropriate skills, knowledge and expertise so as to be of particular benefit to the Alwyndor Management Committee.

Councillors Aust and Lonie were appointed by Council at its meeting of 25 November 2014 to the Alwyndor Management Committee. Their appointment expired at the end of the previous Council's term.

Independent Members are appointed on a 'rolling basis' for two year terms. The current members of the Alwyndor Management Committee are:

Ms Trish Aukett - Chairperson

Mr Ollie Peters – Deputy Chairperson (stepping down at end of November)

Mr Todd Bamford

Ms Julie Bonnici

Ms J Cudsi

Mr K Cheater

Mr K Whitford

The Alwyndor Management Committee currently meets on the third Tuesday of the month and will likely meet on the third Wednesday of the month in 2019.

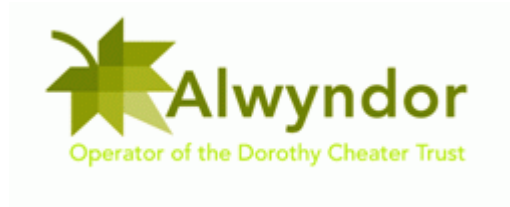
Following the election of the new Council, it is timely to appoint Council's representatives to the Alwyndor Management Committee.

BUDGET

There are no budget implications to this report.

LIFECYCLE COSTS

Not Applicable.



ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

1. INTRODUCTION

- 1.1 The City of Holdfast Bay, (“the Council”) is the trustee of a certain trust, the Dorothy Cheater Trust, constituted by a document dated 22 October 1973 (a copy of which is set out at Appendix A) (“the Trust”).
- 1.2 The Council as trustee of the Trust holds certain property used in the conduct of an aged care facility located at 52 Dunrobin Road HOVE SA 5048 and known as Alwyndor Aged Care (“the Facility”).
- 1.3 The Council has established, pursuant to Section 41 of the Local Government Act 1999 (“the Act”), a committee of the Council (“Alwyndor Management Committee”) for the purpose of assisting the Council in performing its function of carrying out the terms of the Trust and in particular for the purpose of carrying out and managing the day to day operations and administration of the Facility.

2. CONTINUATION OF COMMITTEE

- 2.1 The Alwyndor Management Committee (AMC), as currently constituted, is continued as a committee of the Council pursuant to Section 41 of the Act. This position was confirmed by the Council on 28 November 2006.

3. OBJECTIVES

- 3.1 The objective of the Council in establishing the AMC was the establishment of a committee of Council to assist the Council to perform its functions of carrying out the terms of the Trust and the conduct of the Facility.
- 3.2 The objectives of Council in the conduct of the Facility are:-
 - 3.2.1 The provision of a range of quality care and accommodation options at the Facility primarily for aged persons including:-
 - 3.2.1.1 hostel facilities; and
 - 3.2.1.2 nursing home facilities; and

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

- 3.2.1.3 day therapy facilities; and
- 3.2.1.4 community facilities;
- 3.2.2 The provision of accommodation options at the Facility primarily for aged persons emphasising:-
 - 3.2.2.1 Flexible-use nursing home and hostel accommodation including uses such as respite care, sub-acute care, rehabilitation and palliative care; and
 - 3.2.2.2 Dementia care hostel accommodation; and
 - 3.2.2.3 Independent (self care) living units;
- 3.2.3 The provision of services to the community including:
 - 3.2.3.1 a community care program;
 - 3.2.3.2 rehabilitation and support services;
 - 3.2.3.3 services that are not readily available from private health practitioners for aged persons;
 - 3.2.3.4 services that are required where no further services are available to aged persons under private health insurance because of the exhaustion of those entitlements;
 - 3.2.3.5 programmes to facilitate and educate those aged persons with disabilities in undertaking activities;
 - 3.2.3.6 exercise programmes for aged persons to improve mobility, assist with weight loss and for diabetes management; and
 - 3.2.3.7 other programmes to assist aged persons with other special needs;
- 3.2.4 The development of:
 - 3.2.4.1 personalised care packages to support aged people who prefer to remain living in their own homes;
 - 3.2.4.2 specialised accommodation at the Facility for the purpose of providing nursing care for residents who by reason of infirmity,

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

old age, incapacity or disability have a continuing need for nursing care;

3.2.4.3 the hostel accommodation and services at the Facility for the purpose of supporting residents and others who have been assessed as having a continuing need for hostel care;

3.2.4.4 a range of rehabilitation and support services for members of the community and residents of the Facility who have been assessed as requiring one or more such services;

3.2.5 The further development of associations and links with key agencies and other providers of residential services in the community to maximise coordination of care;

3.3 The AMC must ensure that the Council, in the management, administration and conduct of the Facility, complies with the terms of the Trust in all respects.

4. FUNCTIONS

4.1 Subject to compliance with all Council policies, plans and procedures, the functions of the AMC are to assist Council as herein described by carrying out and managing the day to day operations and administration of the Facility in accordance with the Trust, the objectives of Council and these Terms of Reference, and without limiting the width thereof and in addition thereto:

4.1.1 To ensure the achievement of the objectives and the development of suitable new objectives for the Facility for the consideration of Council; and

4.1.2 To raise money by means of subscriptions, voluntary contributions, entrance charges to the grounds of the Facility, buildings, rooms and conveniences of the Facility and otherwise for the purpose of carrying out the objectives and functions of the AMC and to accept and receive on behalf of the Council from both the South Australian Government and the Australian Government such financial assistance as provided; and

4.1.3 To exercise any delegated powers, functions and duties; and

4.1.4 To do all other things that are necessary or incidental or conducive to the attainment of the objectives and the exercise, performance or discharge of the functions of the AMC.

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

5. MEMBERSHIP

5.1 The AMC shall consist of –

5.1.1 Two (2) Elected Members of the Council as determined and appointed by the Council; and

5.1.2 Up to eight (8) other persons as determined and appointed by the Council which members shall be determined by the Council to possess the appropriate skills, knowledge and expertise so as to be of particular benefit to the AMC and the fulfilment of the objectives and carrying out of its functions as set out herein;

6. TERM OF APPOINTMENT

6.1 The term of appointment of all AMC members will, subject to Section 41(5) of the Act and Clause 6.4 herein, be for a term of two (2) years and each AMC member shall be eligible for reappointment upon the expiry of his/her term of office.

6.2 The AMC may make recommendations to the Council regarding the reappointment of any member at the expiration of the member's term of office which reappointment shall be entirely in the discretion of the Council.

6.3 A Management Committee Member's office will become vacant if –

6.3.1 In the case of the Elected Members of the Council appointed by the Council to the AMC - the Elected Member ceasing to hold office as an Elected Member of the Council; and

6.3.2 In the case of the other Management Committee Members appointed in accordance with Clause 5.1.2 –

6.3.2.1 upon the Council removing that person from office; or

6.3.2.2 .the member resigning their position from the AMC

6.4 If any Management Committee Member shall be absent for three consecutive meetings of the AMC without leave of the AMC, the AMC may recommend to the Council that it remove that Member from office and appoint another person as a Management Committee Member for the unexpired term. The removal of a Management Committee Member and appointment of another Management Committee Member pursuant to this Clause shall be entirely at the Council's discretion.

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

- 6.5 In the event of a vacancy in the office of a Management Committee Member, the Council shall, if it deems fit, appoint another person as a Management Committee Member on such terms and conditions as it thinks fit.
- 6.6 Each newly appointed Management Committee Member must participate in the Council approved orientation program for Management Committee Members and must attend all education and training programs as required by the Council from time to time.

7. OFFICE BEARERS

- 7.1 At the first meeting of the Management Committee in every financial year, the AMC shall appoint, for an annual term, a Chairman and a Deputy Chairman from amongst the Management Committee Members who shall be eligible for reappointment at the expiry of their term of office at the AMC's discretion. The Chairman is to be appointed from those members who are not Elected Members of the City of Holdfast Bay.
- 7.2 The Deputy Chairman will act in the absence of the Chairman and if both the Chairman and Deputy Chairman are absent from a meeting of the AMC, the Management Committee members will choose a Committee Member from those present, who are not Elected Members of the City of Holdfast Bay, to preside at the meeting as the Acting Chairman.
- 7.3 The Chairman of the AMC shall be an ex-officio member of all sub-committees of the AMC

8. HONORARIUM

- 8.1 Management Committee Members, with the exception of City of Holdfast Bay Council Members, are entitled to an honorarium for their attendance at Management Committee meetings.
- 8.2 The base rate (per Management Committee meeting) applicable will be determined by the Council annually in June. There will be a 40% loading when chairing Management Committee meetings.
- 8.3 The total honorarium pool shall be capped at a level determined annually in June by the Council and reflected in the annual budget of Alwyndor Aged Care. The payment of the honorarium will temporarily cease should the prescribed cap be reached prior to the completion of any financial year, with members paid on a pro-rata basis in this circumstance.
- 8.4 Claims for payment of the honorarium, shall be based on a signed Record of Attendance Log maintained by the General Manager Alwyndor Aged Care – payable in January and July of each calendar year.

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

9. ADMINISTRATION

- 9.1 The Council, in consultation with the AMC, shall employ and appoint a General Manager Alwyndor Aged Care who shall have full responsibilities for the effective management of the Facility reporting to both the AMC, and to the Chief Executive Officer...
- 9.2 The General Manager Alwyndor Aged Care shall be responsible for:-
- 9.2.1 Attending meetings of the AMC and taking minutes of the meeting, having custody of all financial records and documents regarding the AMC and the Facility.
 - 9.2.2 The safe keeping of all funds received in relation to the Facility and ensuring compliance with all policies and procedures of the Council with respect to such funds;
 - 9.2.3 Keeping accurate and up to date books of accounts of all income and expenditure of the Facility;
 - 9.2.4 Ensuring that financial statements for the activities of the Facility and the administration, management and operation of the Facility are prepared as soon as practicable after 30th June in each year, or at such times as directed by the Council.;
 - 9.2.5 Providing a budget review of the activities of the Facility to the Council when required by the Council's Executive Manager Finance and Corporate;
 - 9.2.6 The safekeeping of cash and property of residents;
 - 9.2.7 Providing advice to the Council in relation to the recruitment and selection of all staff at the Facility;
 - 9.2.8 The submission of a written report to each monthly meeting of the AMC on matters necessary to the sound management and good governance of the Facility;
 - 9.2.9 Ensuring the proper management and administration of the Facility in accordance with the directions of the Council, the Alwyndor Management Committee, the Trust and the objectives set out in these Terms of Reference.

10. MEETINGS

- 10.1 Meeting Procedures

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

- 10.1.1 Meetings of the AMC will be conducted in accordance with the Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000, these Terms of Reference ("TOR") and any applicable Code of Practice adopted by the Council.
- 10.1.2 In so far as the Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000, the Council's Code of Practice as applicable to the AMC and the Terms of Reference do not specify a procedure to be observed in relation to the conduct of a meeting of the AMC, then the AMC may determine its own procedure.
- 10.1.3 In accordance with and subject to the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2000, all meetings of the AMC shall be open to the public.

10.2 Meeting Minutes

- 10.2.1 Minutes of the AMC meetings will be presented to the next meeting of the Council
- 10.2.2 Minutes of the AMC meetings shall be placed on Council's website as soon as practicable after the completion of the meeting.
- 10.2.3 The General Manager Alwyndor Aged Care shall supply Council and all AMC members with a copy of the minutes of the proceedings of the meeting within 5 days of a meeting of the AMC.

10.3 Meeting Detail

- 10.3.1 Meetings of the AMC shall be held at least once per month with the exception of January, unless the AMC determines to hold a meeting in January, and may be held at such further times as determined by the AMC.
- 10.3.2 Each AMC Member shall be given three clear days notice in writing of the time and place of an ordinary meeting of the AMC and four hours notice of the time and place of a special meeting of the AMC.
- 10.3.3 Each notice of meeting shall be accompanied by an agenda for such meeting.
- 10.3.4 Each notice of meeting and agenda for each AMC meeting shall be placed on the Council's website
- 10.3.5 A special meeting can be called by the Chief Executive Officer of the Council at the request of the Chairperson or at least two members of the AMC to deal with urgent business at any time. A request for a special meeting must

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting.

10.3.6 All decisions of the AMC shall be made on the basis of a majority decision of the AMC members present.

10.3.7 A quorum will be half of the Board Members plus one, ignoring any fractions.. No business can be transacted at a meeting of the AMC unless a quorum is present.

11. FINANCIAL MANAGEMENT

11.1 Financial records of the Facility will be maintained by the General Manager on behalf of the AMC and the AMC will comply with the financial policies and procedures adopted by Council.

11.2 In accordance with the preparation of the annual Council budget cycle, the AMC will present to the Council for its consideration and adoption, a proposed annual budget for its activities including those matters relating to the administration, management, capital works and operations of the Facility for the ensuing financial year before adoption by Council of its annual budget.

11.3 The financial year shall be from 1 July to 30 June in the following year.

11.4 The AMC will report regularly to Council regarding the financial performance of the Facility at the times and in the manner determined by Council.

11.5 The AMC must develop a Strategic Management Plan which includes a long term financial plan for a period of at least 10 years. The Plan is to be presented to Council for adoption, and will be reviewed by the AMC annually. A report on the outcomes of the annual review is to be presented to Council.

11.6 The whole of the funds generated by the Facility shall be applied or appropriated in the conduct of the Facility in accordance with the terms of the Trust and in the pursuit of the objectives and no part thereof shall be appropriated for the purpose of profit or gain of individual members of the AMC, the Council, staff, residents or any other person.

12 SUB-COMMITTEES

12.1 The AMC may appoint such sub-committees as it sees fit to assist it with carrying out its functions as set out herein. Any subcommittee must regularly report to the AMC on its activities.

ALWYNDOR MANAGEMENT COMMITTEE (AMC)

TERMS OF REFERENCE

Endorsed by Council at its Meeting of 23 November 2010 Minute No: C231110/007

13. OTHER MATTERS

- 13.1 The Conflict of Interest Provisions under the Local Government Act 1999 shall apply to all members of the AMC as if members of the AMC were Members of Council.
- 13.2 The general duties contained in Section 62 of the Local Government Act 1999 apply to all members of the AMC as if members of the AMC were members of Council

Item No: **14.3**

Subject: **JETTY ROAD MAINSTREET COMMITTEE APPOINTMENT AND TERMS OF REFERENCE**

Date: 11 December 2018

Written By: General Manager Community Services, Ms M Lock

General Manager: Community Services, Ms M Lock

SUMMARY

The Jetty Road Mainstreet Committee (JRM) is established by Council with the aim of supporting the precinct to flourish and expand, to strengthen partnerships between businesses, the Council and local community.

JRM is an advisory committee of the City of Holdfast Bay formed under Section 41 of the Local Government Act 1999.

JRM Membership shall consist of up to 11 members, who shall be appointed by Council. The membership of the Committee will consist of 2 Elected Members (The Council Members), who are also residents of the City of Holdfast Bay being: The Deputy Mayor of Council; and One Councillor from the Glenelg or Somerton Ward as appointed by the Council ("the Council Members"); the Mayor shall attend one meeting of the Committee per quarter with no voting rights (ex officio).

Council endorsed at its Meeting of 26 April 2016 (Resolution No.: C260416/372) the current JRM Terms of Reference, effective from 26 April 2016.

On 6 June 2018 JRM endorsed a draft Terms of Reference and recommended to Council that the Terms of Reference be endorsed, subject to the removal of item 7.2 within the Terms of Reference. Subsequently Minutes – Jetty Road Mainstreet Committee – 6 June 2018 (Report No: 227/18) were put to Council for endorsement and Council adjourned this (Resolution C100718/1204) seeking clarification from the JRM as to why Item 7.2 within the Terms of Reference was being removed.

RECOMMENDATION

- 1. That Council appoints the Deputy Mayor and Councillor _____ from the Glenelg or Somerton Ward to the Jetty Road Mainstreet Committee.**
- 2. That the Mayor attends a meeting of the Jetty Road Mainstreet Committee once a quarter as a member with non-voting rights.**

3. That Council endorse the updated Jetty Road Mainstreet Committee Terms of Reference as set out in Attachment 2 to Report No: 388/18.

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

Section 41 (Committees) of Local Government Act 1999

BACKGROUND

Jetty Road, Glenelg is a precinct that is recognised throughout South Australia as one of the best examples of a thriving traditional retail, hospitality and business district, servicing the needs of the community and around 2 million visitors each year.

The Jetty Road Mainstreet Committee is established by Council with the aim of supporting the precinct to flourish and expand, to strengthen partnerships between businesses, the Council and local community.

In preparation for the 2018 Local Government Elections in November, the Jetty Road Mainstreet Committee recommended to Council that it extend the terms of membership for the current Committee members to end on 31 March 2019, instead of concluding on 9 November 2018, to allow the Committee to continue operating across the busy summer season and to allow for the advertising of vacant positions in January 2019.

At Council's meeting on 6 June 2018, Council passed the following recommendation:

"Council Report No: 181/18

That the Jetty Road Mainstreet Committee recommends to Council that the term of appointment for the current Committee members is extended to 31 March 2019, to allow the

Committee to continue to operate during the 2018/19 summer period and allow for recruitment of new Committee members in 2019.”

Council endorsed at its Meeting of 26 April 2016 (Resolution No.: C260416/372) the current JRM Terms of Reference, effective from 26 April 2016.

Refer Attachment 1

On 6 June 2018 JRM endorsed a draft Terms of Reference and recommended to Council that the Terms of Reference be endorsed, subject to the removal of item 7.2 within the Terms of Reference. Subsequently Minutes – Jetty Road Mainstreet Committee – 6 June 2018 (Report No: 227/18), were put to Council for endorsement and Council adjourned this (Adjournment C100718/1204) seeking clarification from the JRM as to why Item 7.2 within the Terms of Reference was being removed.

Refer Attachment 1

REPORT

Membership of the Jetty Road Mainstreet Committee comprises two Elected Members including the Mayor and up to nine independent members. The independent members are appointed for a fixed term. The appointment of Elected Members expire 31 March 2019.

A summary of the committee is shown below:

<i>Operating Procedures:</i>	Meetings conducted in accordance with Part 3 of the Local Government (Procedures at Meetings) Regulations 2000
<i>Term of Appointment:</i>	Two years with an option to be reappointed for another two years
<i>Sitting Fees Paid:</i>	n/a
<i>Meeting Timetable:</i>	Meets monthly on the first Wednesday of every month.
<i>Membership:</i>	2 Elected Members 9 persons who are either landlords or traders in the precinct and are contributing to the separate rate applicable to land in the Precinct.

Objectives of the Committee

The Jetty Road Mainstreet Committee is established to:

- Enhance and promote the Precinct as a vibrant shopping, leisure and recreational area with year round appeal to residents and visitors.
- Oversee the economic development of the Precinct by developing a shopping centre style management for the Precinct encouraging further retail investment in the Precinct.
- Establish a clear brand and marketing strategy for the Precinct.
- Recommend to Council initiatives required to operate the Precinct in accordance with the Council’s Strategic Management Plans.

- 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.

In preparation for the 2018 Local Government elections in November 2018, the Terms of Reference for the JRMC were updated to conform to the standard clauses being included in all of Council's committees' terms of reference (TOR).

The significant changes to the TOR are:

- The term of the committee is no longer linked to the council election cycle, the council establishes the committee and it operates until the council determines that it no longer requires a committee.
- Membership
 - Members of the committee are appointed by the council for a two year term and members may choose (without the need for reapplying) to extend their term for a further two years, which is presented to council for its endorsement. At the end of a four year period committee members will need to reapply and go through the selection process to be on the committee.
 - The committee if it wishes to do so, may appoint two independent members from outside of the precinct who have particular skills the committee believes it will benefit from.
 - A more detailed appointment of independent members process is included in the TOR
 - A defined selection panel to consider nominations to the committee and make recommendations to council on the committee's membership.
- Office bearers – currently the chair of the committee has been appointed for a four year period, the draft TOR proposes that every second financial year the appointment of the chair of the committee is considered and appointed by the committee
- Meeting Procedures –availability for committee members to attend meetings by telephone or video conference.
- Reporting Requirements - new standard reporting requirement clauses have been included:
 - requiring that the Committee report quarterly to Council on its activities in particular on:
 - *Strategy* – the adopted strategic management and financial plan for the Precinct including stakeholder engagement and resources

- *Promotion* – promotional activities undertaken to promote their precinct, attendances of residents and visitors
 - *Jetty Road Master Plan* – provide recommendations to Council in relation to the upgrade of the Precinct’s existing infrastructure and physical appearance aligned with the Jetty Road Master Plan
 - *Financial Performance* - financial and general performance, monitor the aspects of the budget approved by Council relating to the JRMC and the Precinct.
- An annual review of the JRMC’s performance and self-review of the TOR advising council if it wishes to make any changes
 - Introduction of a chairman’s report which is presented to council annually summarising the activities of the committee for the financial year
 - Preparation of a report by the JRMC to be included in the council’s annual report.

On 6 June JRMC endorsed a draft Terms of Reference and recommended to Council that the Terms of Reference be endorsed, subject to the removal of item 7.2 within the Terms of Reference. Subsequently Minutes – Jetty Road Mainstreet Committee – 6 June 2018 (Report No: 227/18), Adjournment C100718/1204 sought clarification from the JRMC as to why Item 7.2 within the Terms of Reference was being removed.

On 7 August 2018 during a Council workshop, Mark Faulkner, Chairman JRMC, provided clarification on the removal of item 7.2 within the updated Terms of Reference, advising JRMC would invite independent specialists when required.

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. Subsequently JRMC are currently preparing a business case on their preferred governance model of Business Improvement Association – Incorporated Body. A report shall be brought to Council for consideration in February 2019.

BUDGET

There are no budget implications.

LIFE CYCLE COSTS

Not applicable.



Jetty Road Mainstreet Committee Terms of Reference

Endorsed by Council at its Meeting of 26 April 2016 (Resolution No.: C260416/372)

1. Background/Preamble

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 two 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).

2. Establishment

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*.

3. Objectives

The JRMC is established to advise Council on:

- 3.1 Enhancing and promoting the Precinct as a vibrant shopping, leisure and recreational area with year round appeal to residents and visitors.
- 2.2 Furthering the economic development of the Precinct and encouraging further retail investment in the Precinct.
- 3.2 A consistent marketing and brand strategy for the Precinct.
- 3.3 Initiatives required to operate the Precinct in accordance with the Council’s Strategic Management Plans.

The Committee will also maintain communication between the Council, traders, landlords, tourism providers, consumers and residents in the Precinct.

4. Purpose of the JRMC

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

- 4.1 Recommend a strategic management and financial plan for the Precinct for a period of at least four years for consideration and adoption by Council;
- 4.2 Promote the Precinct and to encourage its use by residents, visitors and the greater community in general;
- 4.3 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;

Jetty Road Mainstreet Committee

Terms of Reference

Endorsed by Council at its Meeting of 26 April 2016 (Resolution No.: C260416/372)
Effective from 26 April 2016

- 4.4 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.

5. Status of the Committee

The JRMC is formed under Section 41 of the Local Government Act 1999, for the purpose described above.

6. Term of the Committee

The JRMC will continue until the end of the current term of Council

7. Code of Conduct

- 7.1 All members of the Jetty Road Mainstreet Committee are required to operate in accordance with Part 4 of the Local Government Act 1999, in that they are required at all times to:
- 7.1.1 act honestly in the performance and discharge of official functions and duties;
 - 7.1.2 act with reasonable care and diligence;
 - 7.1.3 not make improper use of information or his or her position; and
 - 7.1.4 abide by the City of Holdfast Bay Elected Member Code of Conduct.
- 7.2 All members of the Committee will support as one the recommendations of the Committee and Council and will work with other members of the Committee and with employees of the City of Holdfast Bay in a respectful and professional manner at all times.

8. Meetings

- 8.1 Meetings will be held at least once every 2 months.
- 8.1.1 A *Notice of Meetings* showing the meeting dates, times and locations will be prepared every 12 months and published on Council's web-site, and be displayed in a place or place determined by the CEO.
- 8.2 Meetings will not be held before 5:00pm unless the Committee resolves otherwise by a resolution supported by a two-thirds majority of members of the Committee.
- 8.3 All meetings shall be 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 in Part 15 of these Terms of Reference.

Jetty Road Mainstreet Committee

Terms of Reference

Endorsed by Council at its Meeting of 26 April 2016 (Resolution No.: C260416/372)
Effective from 26 April 2016

- 8.4 All meetings of the Jetty Road Mainstreet Committee shall be open to the public unless the meeting resolves, in accordance with Section 90 of the Local Government Act 1999, specific grounds for meeting in confidence.

9. Membership

- 9.1 Membership shall consist of up to 11 members, who shall be appointed by Council. Council may, from time to time, review the membership of the JRMC.
- 9.2 The membership of the Committee will consist of two (2) Elected Members (The Council Members), who are also residents, of the City of Holdfast Bay being:
- The Deputy Mayor of the Council; and
 - One Councillor from the Glenelg or Somerton Ward as appointed by the Council ("the Council Members");
 - The Mayor shall attend one meeting of the Committee per quarter with no voting rights; (ex officio) and
- 9.3 Representatives from the community (the Community Members) being:
- Up to nine persons who are either landlords or traders in the Precinct and are contributing to the separate rate applicable to properties in the Precinct.
 - The Committee may, at any time, invite persons with relevant expertise and experience to provide professional or expert advice as required. These persons will not have voting rights on any matter before the Committee.

10. Term of Appointment

The term of appointment of all members of the JRMC, with the exception of the Deputy Mayor, will, subject to Section 45(1) of the *Local Government Act 1999*, coincide with the term of the Council, and be for a period of two years, with an option to renew for a further two years. The appointment of the Deputy Mayor is limited by the term of appointment as Deputy Mayor. Members elect not to take up their option of a further two year term, new Members will be appointed in accordance with Section 11 Method of Appointment of Community Members for two years or until the end of the current term of Council.

11. Method of Appointment of Community Members

The method of appointment of the Community Members will be as follows:

- 11.1 Before the first meeting of the JRMC after each Local Government general election, the Council will advertise the vacancies and seek nominations for the positions of the Community Members of the JRMC in accordance with Council's public consultation policy, and in accordance with the membership criteria established in these Terms of Reference.

Jetty Road Mainstreet Committee

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- 11.2 The Council Members and the outgoing Chair of the JRMC will assess the nominations received by the Council including but not exclusively by the following criteria;
- Retail business experience;
 - Marketing and/or advertising experience;
 - Retail property management experience;
 - Experience as a member of a Board of Management or similar governing body;
 - Availability to attend meetings.
- 11.3 The Council Members and the outgoing Chair of the JRMC will make a recommendation to Council as to the appointment of the Community Members for consideration and appointment by the Council.
- 11.4 Having considered the Council Members and the outgoing Chair's recommendation and the selection criteria set out above, the Council will appoint the Community Members.

12. Vacancy

- 12.1 In the event of a vacancy in the office of a Member of the JRMC, the Council shall, if it deems fit, appoint another person as a member of the JRMC on the same basis and in the same manner as the original appointment.
- 12.2 A JRMC Member's office will become vacant if:
- 12.2.1 In the case of a Council Members, he or she ceases to hold office as an Elected Member of the Council; or
- 12.2.2 In the case of the nine Community Members, he or she ceases to either be a landlord or trader in the Precinct or ceases to contribute to the separate rate applicable to land in the Precinct *or declines to accept their option to renew their appointment for a further two years.*

13. Chair and Deputy Chair

- 13.1 A Chair and Deputy Chair will be elected by the Committee at its first meeting after its establishment by Council. The term of the Chair and Deputy Chair shall be for the term of the Committee.
- 13.2 The Deputy Chair will act in the absence of the Chair and if both the Chair and Deputy Chair are absent from a committee meeting, and providing that a quorum is maintained, a Member of the Committee will be chosen from those present to preside at the meeting as the Acting Chair and this will be recorded in the Minutes of that meeting.

Jetty Road Mainstreet Committee

Terms of Reference

Endorsed by Council at its Meeting of 26 April 2016 (Resolution No.: C260416/372)
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14. Voting

All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present. Each member must vote on a question arising for a decision. The Chair must vote at the same time as the rest of the members but does not have a casting vote.

15. Meeting Procedures

- 15.1 The decision of the person presiding at the meeting of the Committee in relation to the interpretation and application of meeting procedures is final and binding on the Committee.
- 15.2 Business may only be transacted at a meeting of the Committee as follows:
 - 15.2.1 By way of a motion without notice in support of a recommendation set out in an officer's report; or
 - 15.2.2 By way of a motion without notice which is accepted by the Chair as suitable having regard to the "guiding Principles" at Part 1 of the *Local Government (Procedures at Meetings) Regulations 1999*; or
 - 15.2.3 By way of a motion without notice which has been given consent by the meeting; or
 - 15.2.4 By way of a notice of motion which has been provided in writing (together with a supporting short explanation) to the Jetty Road Mainstreet Manager, at least seven (7) days before the meeting at which it is to be considered.
- 15.3 Any motion must have a mover and seconder, and their names are to be recorded in the Minutes of the meeting.
- 15.4 Any motion or amendment may be varied where the mover and the seconder agree and the meeting consents.
- 15.5 Any member may only speak once to a motion unless the express consent of the Chair is provided.
- 15.6 Any member, except the mover or seconder, may move an amendment to a motion.
- 15.7 All members present must vote in relation to a motion or an amendment. If the vote is tied the Chair can determine:
 - 15.7.1 If the matter can be referred to Council for a decision; or
 - 15.7.2 The matter is placed on the subsequent Agenda at the next meeting; or
 - 15.7.3 The matter is lapsed for there is no decision, and the status quo remains.
- 15.8 A special meeting can be called by the Chief Executive Officer of the Council at the request of the Chair or at least two members of the JRMC to deal with urgent business at any time. A

Jetty Road Mainstreet Committee

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Endorsed by Council at its Meeting of 26 April 2016 (Resolution No.: C260416/372)
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request for a special meeting must include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting. All Members must be given at least four hours notice of a special meeting.

- 15.9 All decisions of the JRMC shall be made on the basis of a majority of the members present.
- 15.10 The presiding member has the right to refuse a motion without notice if he/she thinks that the matter should be considered by way of a written notice of motion, or if he/she believes the motion is vexatious, frivolous or outside of the scope of the Committee.
- 15.11 The presiding member has the right to end debate if he/she believes that the matter has been canvassed sufficiently, taking into account the Guiding Principles of the Local Government (Procedures at Meetings Regulations) 1999.

16. Quorum

A quorum shall be 50% of the membership of the Committee plus one.

17. Administration

The City of Holdfast Bay will employ appropriate Administrative staff¹ to assist the Committee to meet its Objectives. All work place equipment and facilities are provided by the City of Holdfast Bay. The Administrative staff will work with the Chair of the Committee to implement the recommendations of the Committee. The staff report directly to the relevant Manager.

18. Roles and Responsibilities

18.1 Chair

- To provide leadership to the Committee.
- To act as the presiding member at all meetings of the Committee, ensuring that the meeting is conducted in a proper and orderly manner, complying with the requirements of the Local Government Act 1999 and the Local Government (Procedures at Meetings Regulations) 1999.
- To act as the principal spokesperson of the Committee in accordance with Council's media policy.
- To act as the Committee's primary contact with the Manager, Jetty Road Development.
- To regularly liaise with Council Administrative staff in relation to the work of the Committee.
- To provide feedback on Council Administrative staff performance, as required.
(The Committee will have the opportunity to provide comment and feedback on staff

¹ All costs associated with the provision of employees (currently the equivalent of 1.6 full time employees) employed to provide direct support to the Committee are to be funded through the separate rate.

Jetty Road Mainstreet Committee

Terms of Reference

Endorsed by Council at its Meeting of 26 April 2016 (Resolution No.: C260416/372)
Effective from 26 April 2016

performance as part of the six monthly City of Holdfast Bay Performance Development Review process. However, any feedback from individual Committee members regarding staff performance must be provided through the Chair).

18.2 Deputy Chair

- In the absence of the Chair, to fulfil the role of the Chair.

18.3 Committee Members

- To attend all meetings of the Committee as practical.
- To make recommendations to Council in a fair and impartial manner, and which are within the scope of the Committee.
- To declare any conflict of interest and act appropriately in respect of that conflict.
- To listen to alternate views and act respectfully to other Committee Members.
- Committee Members have no role in directing Administrative staff of the Council.

18.4 Administration²

- To refer recommendations of the Committee to Council.
- To provide secretarial and administrative support to the functions of the Committee.
- To ensure that meetings of the Committee occur as scheduled and that members are provided with information in a timely manner.
- To liaise between the Committee and the Jetty Road Mainstreet Traders on matters relevant to the Committee.
- The Manager, Jetty Road Development is the principal point of contact between the Committee, through the Chair, and the Administration.

19. Meeting Minutes

- 19.1 Minutes of the JRMC meetings will be presented to the next meeting of Council, with any recommendations of the Committee put to Council for decision.
- 19.2 The Manager, Jetty Road Development, shall supply all Council Members with a copy of the Minutes of the proceedings of the meeting, within five (5) days after a meeting of the Committee.

20. Financial Management

- 20.1 Financial records will be maintained by the Council.

² The roles of employees of the City of Holdfast Bay are directed by the contents of their Position Description, and through on-going direction and performance management protocols and are ultimately responsible to the Chief Executive Officer, City of Holdfast Bay.

Jetty Road Mainstreet Committee

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Endorsed by Council at its Meeting of 26 April 2016 (Resolution No.: C260416/372)
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- 20.2 The JRMC will present its Annual Budget proposal to Council for its consideration within the timeframes established by Council for its annual budget preparation cycle.
- 20.3 The financial year shall be from 1 July to 30 June in the following year.



Jetty Road Mainstreet Committee Terms of Reference

Endorsed by Council at its meeting held _____ minute reference _____

1. Background/Preamble

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 two 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).

2. Establishment

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*.

3. Objectives

The JRMC is established to advise Council on:

- 3.1 Enhancing and promoting the Precinct as a vibrant shopping, leisure and recreational area with year round appeal to residents and visitors.
- 3.2 Furthering the economic development of the Precinct and encouraging further retail investment in the Precinct.
- 3.3 A consistent marketing and brand strategy for the Precinct.
- 3.4 Initiatives required to operate the Precinct in accordance with the Council’s Strategic Management Plans.
- 3.5 The Committee will also maintain communication between the Council, traders, landlords, tourism providers, consumers and residents in the Precinct.

4. Purpose

The purpose of the JRMC is to:

- 4.1 Recommend a strategic management and financial plan for the Precinct for a period of at least four years for consideration and adoption by Council;
- 4.2 Promote the Precinct and to encourage its use by residents, visitors and the greater community in general;

Jetty Road Mainstreet Committee Terms of Reference

- 4.3 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;
- 4.4 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.

5. Code of Conduct

- 5.1 All members of the Jetty Road Mainstreet Committee are required to operate in accordance with Part 4 of the *Local Government Act 1999*, in that they are required at all times to:
 - 5.1.1 act honestly in the performance and discharge of official functions and duties;
 - 5.1.2 act with reasonable care and diligence;
 - 5.1.3 not make improper use of information or his or her position; and
 - 5.1.4 abide by the Elected Member Code of Conduct.
- 5.2 All members of the Committee will support as one the recommendations of the Committee and Council and will work with other members of the Committee and with employees of the City of Holdfast Bay in a respectful and professional manner at all times.
- 5.3 The JRMC is subject to compliance with all City of Holdfast Bay policies, plans and procedures.
- 5.4 The Conflict of Interest Provisions under the *Local Government Act 1999* shall apply to all members of the JRMC as if members of the JRMC were Members of Council.
- 5.5 The general duties contained in Section 62 of the *Local Government Act 1999* apply to all members of the JRMC as if members of the JRMC were members of Council.

6. Meetings

- 6.1 Meetings will be held at least once every 2 months.
- 6.2 All meetings of the JRMC shall held in a place open to the public except in special circumstances as defined by section 90 of the *Local Government Act 1999*.
- 6.3 A Notice of Meetings showing the meeting dates, times and locations will be prepared every 12 months and published on Council's web-site, and be displayed in a place or places determined by the CEO.
- 6.4 Meetings will not be held before 5:00pm unless the Committee resolves otherwise by a resolution supported by a two-thirds majority of members of the Committee.
- 6.5 A special meeting can be called by the Chief Executive Officer of the Council at the request of the Presiding Member or at least two members of the JRMC to deal with

Jetty Road Mainstreet Committee Terms of Reference

urgent business at any time. A request for a special meeting must include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting.

- 6.6 Each notice of meeting, agenda and reports for each JRMC meeting shall be placed on the Council's website.
- 6.7 Members of the public have access to all documents relating to the JRMC unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.

7. Membership

- 7.1 The Jetty Road Mainstreet Committee (JRMC) will consist of up to 11 persons with a maximum of 9 persons who are independent members, who are either landlords or traders in the precinct and are contributing to the separate rate.
- 7.2 The Jetty Road Mainstreet Committee may, if it wishes to do so, appoint up to 2 independent members, who have relevant skills and experience which will benefit the committee without the requirement to be either landlords or traders in the precinct contributing to the separate rate.
- 7.3 The Council may appoint up to two elected members to the JRMC, namely the Deputy Mayor and one elected member from the Glenelg or Somerton ward. The appointment of the Deputy Mayor is limited by the term of appointment as Deputy Mayor. The Mayor is an ex-officio member of the JRMC with no voting rights.
- 7.4 Members of the JRMC are appointed by the Council.
- 7.5 Elected Members are appointed for the term agreed by Council and independent members are appointed for a term not exceeding 2 years. On expiry of their term, an independent member may be re-appointed by Council for a further two year term.
- 7.6 The JRMC may make recommendations to the Council regarding the reappointment of any independent member, at the expiration of the member's term of office and the reappointment is entirely at the discretion of council.
- 7.7 A JRMC Committee Member's office will become vacant if:
- 7.7.1 In the case of the Elected Members of the Council, appointed by the Council to the JRMC, the Elected Member ceasing to hold office as an Elected Member of the Council; and
- 7.7.2 In the case of the other Management Committee Members appointed in accordance with Clause 7.1:
- upon the Council removing that person from office; or
 - the member resigning their position from the JRMC.
 - upon the member no longer either landlords or traders in the precinct and are contributing to the separate rate.
- 7.8 If Council proposes to remove an independent member of from the Committee, it must give written notice to the independent member of its intention to do so and provide that member with the opportunity to be heard at an Executive Committee

Jetty Road Mainstreet Committee Terms of Reference

meeting, if that independent member so requests.

- 7.9 If any Committee Member is absent for three consecutive meetings of the JRMC without leave of the JRMC, the JRMC may recommend to the Council that it remove that Member from office and appoint another person as a Committee Member for the unexpired term.
- 7.10 The removal of a Committee Member and appointment of another Committee Member pursuant to this Clause shall be entirely at the Council's discretion.
- 7.11 In the event of a vacancy in the office of a Committee Member, the Council shall, if it deems fit, appoint another person as a Committee Member on such terms and conditions as it thinks fit.
- 7.12 Each Committee Member must participate in the Council orientation and induction program for Committee Members and must attend all education and training programs as required by the Council from time to time.

8. Method of Appointment of Independent Members

- 8.1 The method of appointment of the Independent Members will be as follows:
- 8.1.1 At the expiry of each independent member's term, if not eligible for reappointment, the Council will advertise the vacancies and seek nominations for the positions of the independent members of the JRMC.
- 8.1.2 The Council will call for nominations from either landlords or traders in the precinct and are contributing to the separate rate and will assess these nominations against the following criteria:
- Retail business experience
 - Marketing and/or advertising experience
 - Retail property management experience
 - Experience as a member of a Board of Management or similar governing body
 - Availability to attend meetings
- 8.1.3 If the committee recommends to Council that it believes that the committee would benefit from independent members appointed to the committee with specialist skills the Council would advertise for up to 2 independent members who had skills/experience in the following areas:
- Tourism
 - Events
 - Marketing
 - Food and Dining
 - Economic Development
 - Property Development
 - Investment Attraction
 - Urban Planning and Design
- 8.2 The selection panel will comprise the Chair of the JRMC, one elected member appointed to the committee and the Chief Executive Officer of the Council.

Jetty Road Mainstreet Committee Terms of Reference

- 8.3 The selection panel will make a recommendation to Council as to the appointment of the independent members for consideration and appointment by the Council.

9. Office Bearers

- 9.1 At the first meeting of the JRMC in every second financial year, the JRMC shall appoint, for a bi-annual term, a Presiding Member and a Deputy Presiding Member from amongst the Committee Members. The Presiding Member of the Committee is the committee's official spokesperson.
- 5.2 The Presiding Member and Deputy Presiding Member are to be appointed from those members who are not Elected Members of the City of Holdfast Bay.
- 5.3 The Deputy Presiding Member will act in the absence of the Presiding Member and if both are absent from a meeting of the JRMC, the Committee members will choose a Committee Member from those present, who are not Elected Members of the City of Holdfast Bay, to preside at the meeting as the Acting Presiding Member.

10. Voting Rights

- 10.1 All members have equal voting rights.
- 10.2 All decisions of the JRMC shall be made on the basis of a majority decision of the JRMC members present.
- 10.3 Unless required by legislation not to vote, each member must vote on every matter which is before the JRMC for decision.
- 10.4 The Presiding Member has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 10.5 In the event of an equality of votes, the matter must be referred to Council for decision.

11. Meeting Procedures

- 11.1 Meetings of the JRMC will be conducted in accordance with the *Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000*, these Terms of Reference and any applicable Code of Practice adopted by the Council.
- 11.2 In so far as *the Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000*, the Council's Code of Practice – Procedures at Meetings as applicable to the JRMC and the Terms of Reference does not specify a procedure to be observed in relation to the conduct of a meeting of the JRMC, then the JRMC may determine its own procedure.
- 11.3 If a member of the JRMC is unable to attend a meeting, they may participate in the meeting by telephone or video conference, in accordance with any procedures prescribed by the regulation or determined by the council under section 89 LG Act and provided that any members of the public attending the meeting can hear the discussion between all committee members.
- 11.4 The decision of the person presiding at the meeting of the Committee in relation to the interpretation and application of meeting procedures is final and binding on the

Jetty Road Mainstreet Committee Terms of Reference

Committee.

- 11.5 A special meeting can be called by the Chief Executive Officer of the Council at the request of the Chair or at least two members of the JRMCM to deal with urgent business at any time. A request for a special meeting must include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting. All Members must be given at least four hours' notice of a special meeting.
- 11.6 All decisions of the JRMCM shall be made on the basis of a majority of the members present.
- 11.7 The presiding member has the right to refuse a motion without notice if he/she thinks that the matter should be considered by way of a written notice of motion, or if he/she believes the motion is vexatious, frivolous or outside of the scope of the Committee.
- 11.8 The presiding member has the right to end debate if he/she believes that the matter has been canvassed sufficiently, taking into account the Guiding Principles of the *Local Government (Procedures at Meetings Regulations) 1999*.

12. Quorum

- 12.1 A quorum will be half of the Board Members plus one, ignoring any fractions. No business can be transacted at a meeting of the JRMCM unless a quorum is present

13. Minutes of Meetings

- 13.1 Minutes of the JRMCM meetings will be placed on Council's website and a copy provided to all Council and JRMCM members within 5 days of a meeting of the JRMCM.
- 13.2 Minutes of the JRMCM meetings will be presented to the next meeting of the Council for their information and endorsement.
- 13.3 Where necessary the minutes of JRMCM will include commentary relevant to the decisions made by the committee. This is not a verbatim record of the meeting.

14. Financial Management

- 14.1 The JRMCM financial records will be maintained by the council.
- 14.2 The JRMCM will present to the Council for its consideration and adoption, a proposed annual budget for its activities for the ensuing financial year within the timeframes established by Council for its annual budget preparation cycle.
- 14.3 The financial year shall be from 1 July to 30 June in the following year.

15. Reporting Requirements

- 15.1 The JRMCM will prepare a quarterly report to Council on the activities of the Committee reporting on in particular:
 - Strategy – the adopted strategic management and financial plan for the Precinct including stakeholder engagement and resources

Jetty Road Mainstreet Committee Terms of Reference

- Promotion – promotional activities undertaken to promote their precinct, attendances of residents and visitors
 - Jetty Road Master Plan – provide recommendations to Council in relation to the upgrade of the Precinct’s existing infrastructure and physical appearance aligned with the Jetty Road Master Plan.
 - Financial Performance - financial and general performance, monitor the aspects of the budget approved by Council relating to the JRMC and the Precinct.
- 15.2 The JRMC shall at least once per year, review its own performance, terms of reference and membership and provide a report to council including any recommended changes.
- 15.3 The JRMC presiding member will report to council annually summarizing the activities of the JRMC during the previous financial year.
- 15.4 The JRMC will provide a report for inclusion in the Council’s Annual Report on the outcomes of the annual performance review.

16. Secretariat and Support

- 16.1 The Council will employ appropriate Administrative staff¹ to assist the Committee to meet its objectives.
- 16.2 The Chief Executive Officer will ensure that the JRMC has access to reasonable administrative resources in order to carry out its duties.
- 16.3 All workplace equipment and facilities are provided by the Council and Administrative staff, report directly to the relevant Manager.
- 16.4 The members of the JRMC will be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.

17. Roles and Responsibilities

- 17.1 Chair
- To provide leadership to the Committee.
 - To act as the presiding member at all meetings of the Committee, ensuring that the meeting is conducted in a proper and orderly manner, complying with the requirements of the Local Government Act 1999 and the Local Government (Procedures at Meetings Regulations) 1999.
 - To act as the principal spokesperson of the Committee in accordance with Council’s media policy.
 - To act as the Committee’s primary contact with the Administrative staff.
 - To regularly liaise with Council Administrative staff in relation to the work of the Committee.
 - To provide feedback on Council Administrative staff performance, as required. (The Committee will have the opportunity to provide comment and

¹ Funded from the separate rate

Jetty Road Mainstreet Committee Terms of Reference

feedback on staff performance as part of the six monthly City of Holdfast Bay Performance Development Review process. However, any feedback from individual Committee members regarding staff performance must be provided through the Chair).

17.2 Deputy Chair

In the absence of the Chair, to fulfil the role of the Chair.

17.3 Committee Members

- To attend all meetings of the Committee as practical.
- To make recommendations to Council in a fair and impartial manner, and which are within the scope of the Committee.
- To declare any conflict of interest and act appropriately in respect of that conflict.
- To listen to alternate views and act respectfully to other Committee Members.
- Committee Members have no role in directing Administrative staff of the Council.

17.4 Administration

- To refer recommendations of the Committee to Council.
- To provide secretariat and administrative support to the functions of the Committee.
- To ensure that meetings of the Committee occur as scheduled and that members are provided with information in a timely manner.
- To liaise between the Committee and the Jetty Road Traders on matters relevant to the Committee.
- The Coordinator, Jetty Road Development is the principal point of contact between the Committee, through the Chair, and Administration.

Item No: **14.4**

Subject: **ELECTED MEMBER APPOINTMENT TO THE COUNCIL ASSESSMENT PANEL**

Date: 11 December 2018

Written By: Manager Development Services

General Manager: City Assets & Services, Mr H Lacy

SUMMARY

The tenure of the single Elected Member appointed to the City of Holdfast Bay Council Assessment Panel expired following the declarations in the Local Government Election. This report recommends that Council appoint one Elected Member to serve on the Council Assessment Panel for a maximum period of one year.

RECOMMENDATION

That Councillor _____ be appointed to serve on the City of Holdfast Bay Council Assessment Panel in accordance with the Code of Conduct and Operating Procedures for the Panel for the period commencing 14 December 2018 and ending 14 December 2019.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Placemaking: Building character and celebrating history

COUNCIL POLICY

Council Assessment Panel Operating Procedures

STATUTORY PROVISIONS

Planning, Development & Infrastructure Act 2016

BACKGROUND

The tenure of the single Elected Member appointed to the City of Holdfast Bay Council Assessment Panel expired following the declarations in the Local Government Election. One of the first items of business following the Local Government Elections is the appointment of an

Elected Member to serve on the City of Holdfast Bay Council Assessment Panel. State legislation dictates that no more than one Elected Member can be appointed to a Council Assessment Panel.

REPORT

The City of Holdfast Bay Council Assessment Panel is a five member panel consisting of one Elected Member and four non-Council Members, which meets monthly to hear representations and consider the merits of specific development applications. Whilst the four non-Council Members are required to have prescribed qualifications, the single Elected Member is not.

The appointment of Council Assessment Panel members is undertaken in accordance with the provisions of the Planning, Development and Infrastructure Act 2016 and the Council's Operating Procedures for the Council Assessment Panel, which states that a Council Member is appointed to the Panel for a maximum period of one year.

Copies of the Operating Procedures and Code of Conduct for the City of Holdfast Bay Council Assessment Panel are provided as Attachments 1 and 2 to this report.

Refer Attachments 1 and 2

Council Assessment Panel meetings are open to the public and held at 7:00pm in the Kingston Room at the Brighton Civic Centre on the fourth Wednesday of the month, with the exception of the next meeting, which will be held on 19 December 2018 due to the timing of the Local Government Elections and the Christmas period. The agenda for each meeting is distributed to Council Assessment Panel members five business days prior to the meeting date.

BUDGET

The payment of sitting fees to the Elected Member and non-Council Members serving on the Council Assessment Panel is factored into the 2018/19 Budget. Each ordinary Panel Member receives a payment of \$425 per monthly meeting, with the Presiding Member receiving \$552. There is also a budget allocation for training new Members appointed on the Panel.

LIFE CYCLE COSTS

There are no life cycle costs associated with the appointment of Elected Members to the Council Assessment Panel.

CITY OF HOLDFAST BAY
COUNCIL ASSESSMENT PANEL
OPERATING PROCEDURES

Interpretation:

- 1 In these Operating Procedures:
 - **Administration** means City of Holdfast Bay employees.
 - **Chief Executive Officer** means the Chief Executive Officer of the City of Holdfast Bay.
 - **Consensus** means the general agreement of the Panel.
 - **Council** means the City of Holdfast Bay.
 - **Member** means a member of the Panel.
 - **Panel** means the City of Holdfast Bay Council Assessment Panel established by the Council pursuant to the provisions of the Act.
 - **Presiding Member** means the Member of the Panel who is appointed as its Presiding Member.

Purpose and Role of the Council Assessment Panel:

- 2 The Panel is the body established by Council to be the relevant authority appointed pursuant to Sections 82-87 and clauses 12-16 of Schedule 8 of the Planning, Development and Infrastructure Act 2016.
- 3 The functions of the Panel are:
 - Determine Development Applications in accordance with the powers and functions delegated to the Panel by the Council, pursuant to Section 20 of the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, and the Operating Procedures; and
 - to provide advice and reports to Council on trends, issues and other matters relating to planning or development that have become apparent or arisen through its assessment of applications under the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016; and
 - to perform other functions (other than functions involving the formulation of policy) assigned to the Panel by the Council.
- 4 The Panel shall exercise, perform and discharge the following responsibilities on behalf of the Council:
 - The consideration of matters submitted by the Administration relating to assessment and determination of applications for planning consent.
 - The provision of comment or advice to the State Commission Assessment Panel on major matters submitted to the Council by the Commission.
 - The consideration of proposals for settlement on matters subject to appeal to the Environment, Resources and Development Court.

- The consideration of such other assessment matters as may be referred to the Panel by the Administration.
- 5 The creation and operation of the Panel shall occur in a manner that confirms and reinforces its independence from the functions of the Elected Council.
- 6 The Local Government Act 1999 does not apply to, or in relation to, the Panel.

Membership of the Panel:

- 7 The Membership of the Panel shall be comprised of:
- one (1) Independent Presiding Member (who is not a member of Council or council staff),
 - three (3) other Independent Members (who are not members of Council or council staff), and
 - one (1) Elected Council Member.
- 8 There are no proxy members on the Panel.
- 9 The Presiding Member will be appointed by the Council taking into account the following requirements:
- the Presiding Member must not be a member or officer of the Council; and
 - the Presiding Member must be a fit and proper person to be a member of the Panel; and
 - the Presiding Member must be a person who is determined by Council to have a reasonable knowledge of the operation and requirements of the Development Act, 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, and appropriate qualifications or experience in a field that is relevant to the activities of the Panel.
- 10 The Independent Members of the Panel shall be appointed by the Council taking into account the following requirements:
- each must be a fit and proper person to be a member of the Panel; and
 - each must be a person who is determined by Council to have a reasonable knowledge of the operation and requirements of the Development Act, 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016 and appropriate qualifications or experience in a field that is relevant to the activities of the Panel; and
 - the qualifications and experience of these members, when considered in conjunction with the qualifications and experience of the Presiding Member, must provide a reasonable balance across the fields that are relevant to the activities of the Panel; and
 - that at least one (1) member of the Panel is a woman and at least one (1) member is a man; and
 - that, as far as practicable, the Panel consists of equal numbers of men and women.
- 11 The current Members of the City of Holdfast Bay Council Assessment Panel are as follows:

- Presiding Member:
 - Jenny Newman
- Independent Members:
 - David Bailey
 - Graham Goss
 - Alison Vine
- Council Member:
 - Vacant

12 A vacancy on the Panel occurs when a member:

- dies; or
- completes a term of office and is not reappointed; or
- resigns from the Panel by written notice addressed to Council; or
- is a member holding the position of Councillor of the City of Holdfast Bay, and is not re-elected to the Council in periodic elections; or
- is removed from office by Council for contravention of the requirement to declare a conflict of interest in accordance with Section 56A(7) and (9) of the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016; or
- is removed from office by Council for contravention of the Minister's Code of Conduct as resolved by Council; or
- is removed from office by resolution of the Council (providing on so doing the Council defines the grounds for removal, and appoints a new member to complete the term of the removed member); or
- becomes bankrupt or applies to take the benefit of a law for the relief of insolvent debtors; or
- is convicted of an indictable offence punishable by imprisonment.

13 On the office of a member of the Panel becoming vacant, a person will be appointed in accordance with the provisions of the Planning, Development and Infrastructure Act 2016, and the Council's Membership and Conditions of Appointment in the Operating Procedures.

14 Council may reappoint all or any members of the Panel for a further term of office at their term's expiry.

15 A member of the Panel whose term of office expires may nevertheless continue to act as a Member, for a period of up to 6 months, until he or she is reappointed or a successor is appointed (as the case may be).

Conditions of Appointment to the Panel:

16 The Presiding Member is appointed to the Panel for a maximum period of two (2) calendar years.

17 Independent Members are appointed to the Panel for a maximum period of two (2) calendar years.

18 Council Members are appointed to the Panel for a maximum period of one (1) calendar year.

- 19** Each Member of the Panel is appointed at the discretion of the Council in accordance with the provisions of the Planning, Development and Infrastructure Act 2016.
- 20** Appointment to the Panel for all Members has an associated payment of \$425 per meeting for attendance at Panel meetings. Appointment to the Panel for the Presiding Member has an associated payment of \$552 per meeting for attendance at Panel meetings.
- 21** A member of the Panel who is not a member of the Council must disclose his or her financial interests in accordance with the relevant sections of the Planning, Development and Infrastructure Act 2016.
- 22** The Council may remove a member of the Panel from office for:
- breach of, or failure to comply with, the conditions of appointment;
 - misconduct;
 - neglect of duty;
 - incapacity to carry out satisfactorily the duties of his or her office;
 - non-compliance with the Minister’s Code of Conduct;
 - non-compliance with replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016; or
 - failure to carry out satisfactorily the duties of his or her office.
- 23** Pursuant to the relevant sections of the Planning, Development and Infrastructure Act 2016, a member of the Panel incurs no liability for an honest act done in the exercise or performance, or purported exercise or performance, of powers or function.

Responsibilities of the Presiding Member:

- 24** The role of the Presiding Member will include, but will not be limited to:
- the conduct of the business of the Panel at meetings and ensuring appropriate meeting procedures are followed; and
 - ensuring the Panel properly considers matters in terms of the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, in an efficient and timely manner; and
 - ensuring that members are aware of their role and responsibilities as a Panel member under the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, and do not confuse that role with any other role or a role as an Elected Members under the Local Government Act 1999.

Responsibilities of Panel Members:

- 25** The Panel will ensure that procedures:
- are fair and contribute to open, transparent and informed decision-making; and
 - reflect the levels of formality appropriate to the nature and scope of responsibilities exercised at that meeting; and
 - are sufficiently certain to give the community and decision makers confidence in the deliberations undertaken at the meeting.

- 26 The members of the Panel will appoint the Deputy Presiding Member of the Panel.
- 27 In the absence of the Presiding Member and Deputy, the Panel will select another Panel Member to preside at a meeting.
- 28 The Panel shall hold meetings in a place open to the public.
- 29 The Panel shall determine its ordinary meeting schedule, unless determined by the Council.
- 30 The Panel will determine the distribution and presentation requirements for Agendas and Reports for Members of the Panel and determine the distribution requirement for Agendas and Reports to the Public.
- 31 The Panel shall ensure that accurate minutes are kept of its proceedings.
- 32 The Panel shall provide reasonable access to both the Agenda for and Minutes of a meeting of the Panel to the public.

General Operating Procedures:

- 33 The Panel shall meet at 7.00pm and conclude by 11:00pm (unless otherwise determined by the Panel) on the fourth Wednesday of each month in the Kingston Room, Brighton Civic Centre, 24 Brighton Road, Brighton, unless the Panel determines that an alternative venue is more suitable for the consideration of particular Agenda items, subject to there being business to consider. In all cases, the Agenda must state the venue of the meeting, and a minimum of five (5) days notice must be given to applicants and representors of the date, time and venue of the meeting.
- 34 All meetings of the Panel shall remain open to the public at all stages of assessment unless resolved by the Panel to be confidential pursuant to Section 56A(12) of the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016.
- 35 Pursuant to Section 56A(12) of the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, the Panel may exclude the public from attendance:
 - during so much of a meeting as is necessary to receive, discuss or consider on a confidential basis any of the following information or matters
 - information that would, if disclosed, confer a commercial advantage on a person with whom a council is conducting (or proposes to conduct) business, or prejudice the commercial position of a council;
 - commercial information of a confidential nature that would, if disclosed:
 - (A) prejudice the commercial position of the person who supplied it; or
 - (B) confer a commercial advantage on a third party; or
 - (C) reveal a trade secret;
 - matters affecting the security of any person or property;

- matters that must be considered in confidence in order to ensure that the Panel does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
 - legal advice, or advice from a person who is providing specialist professional advice; or
 - information provided by a public official or authority (not being an employee of a council, or a person engaged by a council) with a request or direction by that public official or authority that it be treated as confidential.
- 36** A quorum for meetings of the Panel is ascertained by dividing the total number of members of the Panel by two (2), ignoring any fraction resulting from the division, and adding one (1). If either a Council Member or an Independent Member is unable to attend, provided a quorum is achieved, the meeting must continue as scheduled.
- 37** In the event that a quorum is not present, within 30 minutes of the commencement time for a meeting, business listed on the Agenda will be dealt with at the next meeting of the Panel.
- 38** In the absence of the Presiding Member, the Deputy shall preside.

Representations:

- 39** The Panel will hear only as follows:
- All Category 3 representors who request to be heard (or their nominees);
 - All Category 2 representors who request to be heard (or their nominees);
 - In any case where representors are heard, the Panel will give the applicant (or nominee) the opportunity to respond.
- 40** Representors and applicants will be allowed five (5) minutes each to address the Panel, unless a longer time is allowed by the Presiding Member. The Panel will have the opportunity to question and seek clarification from representors and applicants at the conclusion of their address to the Panel, but not to debate issues with individual representors or applicants.
- 41** Only those members of the Panel who are present at any verbal representation made by representors and the applicant shall participate in the consideration of and decision of that application. The absence of a Panel member who was present for the verbal representation of an application does not preclude the remaining members present from proceeding to consider and determine the application.
- 42** All applicants of Development Application Agenda item(s) and persons who have lodged a representation will be invited to the Panel meeting no less than five (5) business days prior to the scheduled meeting.
- 43** At its discretion, the Panel may call for and hear specialist technical/professional advice related to the assessment of any application. Clarification or comment from staff members present at the meeting, can be sought by any Member of the Panel prior to discussion on any matter.

Decision Making:

- 44** The Panel must use the Holdfast Bay (City) Development Plan as the basis for its decisions, having had regard to any written and verbal representations made in accordance with the provisions of the Act.
- 45** Each member of the Panel present at a meeting of the Panel is entitled to one (1) vote and, if the votes are equal, the member presiding at the meeting is entitled to a second or casting vote.
- 46** The Panel should only defer a decision if it considers that the additional time allowed will create benefits in allowing a thorough decision to be made and provided that the reasons for the deferral are clear to the applicant and any representors that may be involved. Panel Members, however should be aware of the time frames within which certain decisions are required to be made under the Development Act, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016.
- 47** When moving to refuse an application, members of the Panel will be required to provide reasons for refusal including reference to the relevant Objectives and Principles of Development Control within the Holdfast Bay (City) Development Plan.
- 48** The Panel shall conduct its meetings without the practice of ‘calling of divisions’.

Minutes of the Meeting:

- 49** The decisions of the Panel will be recorded in the Minutes of the meeting.
- 50** The Minutes of the proceedings of a meeting will record:
 - the names of the Panel members present;
 - the name and time of a Panel member entering or leaving;
 - the name of a person who has made a verbal representation to the Panel at the meeting;
 - each motion (and amendment) moved and the outcome of the vote;
 - any disclosure of interest made by a Panel member;
 - the decision of the Panel to exclude public attendance; and
 - a notation, describing the confidential nature of the information and matter, in the event that a matter has been excluded from the Minutes.
 - Any other matter which in the opinion of the Presiding Member warrants recording.
- 51** The Panel may, before it releases a copy of any minutes to the public, exclude from the minutes information about any matter dealt with on a confidential basis by Members of the Panel.
- 52** Minutes shall not be formal Minutes of a meeting until adopted by the Panel at the next meeting of the Panel. However, this does not preclude the issue of Decision Notification under the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, advising of the determination of the Panel of Development Applications immediately after a meeting at which the Panel determined the particular application.

- 53** Copies of the Draft Minutes of meeting will be available to the public at the Brighton Civic Centre at least five (5) working days after the date of the meeting.

Notice of Meetings:

- 54** Public notice of the Panel scheduled meetings will be provided at the Brighton Civic Centre and on the Council's website.
- 55** A minimum of five (5) working days' notice of meetings shall be given to Panel members.
- 56** A copy of the Agenda for every meeting of the Panel shall be available for viewing by the public at the Brighton Civic Centre, Council Libraries and on the Council's web site (web site without attachments) at least five (5) working days before the Panel meeting.

Special Meetings:

- 57** Special meetings of the Panel may be held at any time.
- 58** A Special meeting of the Panel may be called at the request of:
- the Presiding Member of the Panel; or
 - the Chief Executive Officer.
- 59** A Special meeting will only deal with the business for which the meeting has been called.
- 60** A request to call a Special meeting must be accompanied with an Agenda stating the item(s) of business for which the Panel is being requested to convene. If an Agenda is not provided at the time of the request, the Special meeting will not be called.
- 61** Each Member of the Panel will be provided verbal and/or sent a notice of a Special meeting at least four (4) hours before the commencement of the meeting, accompanied by the Agenda for the meeting.

Review and Reporting of Delegated Power & Function:

- 62** Pursuant to section 56(A)(2) of the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, Council delegates to the Panel the power to determine its operating procedures provided they are not inconsistent with these Operating Procedures, including but not restricted to the following:-
- Meeting procedures;
 - Meeting venue;
 - Meeting schedule;
 - Quorum;
 - Content of Minutes and policy on availability;

- Notice of meetings;
- Voting rights;
- Access of public to the meetings;
- Hearing of parties; and
- Basis for decision making.

63 The Panel shall report annually to the Council in a form that allows Council to fulfill its review requirements under Section 56A(3) of the Development Act 1993, or where repealed and replaced, by relevant sections of the Planning, Development and Infrastructure Act 2016, and specifically, will detail:

- the extent to which it will delegate its powers and functions in order to facilitate the expeditious assessment of applications made to the Council;
- the conditions of appointment of members of the Panel (including as to term of office and the grounds on which a member may be removed);
- the level of attendance of Panel members;
- the Panel's activity and performance in making decisions; and
- comment or analysis of policy or process that are relevant to the Panel's assessment functions, and suggesting improvements.



Assessment
Panel
Members

Assessment Panel Members – Code of Conduct

Introduction

Under Schedule 3 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) the Minister may adopt a code of conduct to be observed by members of an assessment panel established under the PDI Act. This code of conduct sets out standards of conduct and professionalism that are to be observed by all members of assessment panels under the PDI Act. This code of conduct must be read in conjunction with the Act.

For the purposes of the PDI Act, a key requirement is that all members of assessment panels must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of development assessment under the Act.

The code is the key tool to ensure that all members of assessment panels act honestly and ethically with a high degree of accountability. If a member of an assessment panel has any doubt in regard to any function they may perform under the Act they should seek the advice of the panel's assessment manager or some other appropriate person.

While some members of an assessment panel may also be bound by other codes of conduct or professional standards issued by their respective professional associations, they have no legal status under the Act. If there is a conflict between a requirement in this code of conduct and any other professional code or standard, this code prevails for the purposes of the Act.

Legislative framework

Under section 15 of the PDI Act, all members of assessment panels are subject to a statutory duty as described in the section as follows:

- (1) *It is expected that a person or body that—*
 - (a) *seeks to obtain an authorisation under this Act; or*
 - (b) *performs, exercises or discharges a function, power or duty under this Act; or*
 - (c) *takes the benefit of this Act or is otherwise involved in a process provided by this Act, will—*
 - (d) *act in a cooperative and constructive way; and*
 - (e) *be honest and open in interacting with other entities under this Act; and*
 - (f) *be prepared to find reasonable solutions to issues that affect other interested parties or third parties.*

- (2) *Without limiting subsection (1), a person or body performing, exercising or discharging a function, power or duty under this Act must-*
 - (a) *exercise professional care and diligence; and*
 - (b) *act honestly and in an impartial manner; and*
 - (c) *be responsible and accountable in its conduct; and*
 - (d) *comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.*
- (3) *The Minister may, after taking into account the advice of the Commission, establish and maintain service benchmarks for the purposes of this section.*
- (4) *The principles and benchmarks under this section— (a) do not give rise to substantive rights or liabilities; but (b) may lead to action being taken on account of a breach of a code of conduct or professional standard that applies in relation to a relevant person or body.*

Code of conduct requirements

In acting as a member of an assessment panel, a member must comply with the following requirements.

General duties

1. A member of an assessment panel must in performing, exercising or discharging a function, power or duty under the PDI Act, act in accordance with the general duties as set out in section 15 of the PDI Act.

Act in the public interest

2. A member of an assessment panel must act in a manner that promotes or protects the public interest.

Procedures

3. A member of an assessment panel must ensure that the procedures specified in the Act or prescribed in the *Planning Development and Infrastructure (General) Regulations 2017* are complied with.
4. A member of an assessment panel must comply with the panel procedures in relation to public comments and communication with the media

Regard for honesty

5. A member of an assessment panel must act with integrity, good faith and equity and must not discriminate toward any person in performing their duties.
6. A member of an assessment panel must advise the assessment manger and the Commission immediately if the member:
 - a. is the subject of a formal investigation into, or have been found to have, breached any other code of conduct, ethical standards or similar, either in another State or through a professional body of which they are a member; or
 - b. has been found guilty of a breach of any Act related to planning, building or a development related matter.

Conflict of interest

7. A member of an assessment panel who has a direct or indirect personal or pecuniary interest in a matter before the council development assessment panel (other than an indirect interest that exists in common with a substantial class of persons)—
 - a. must, as soon as he or she becomes aware of his or her interest, disclose the nature and extent of the interest to the panel; and
 - b. must not take part in any hearings conducted by the panel, or in any deliberations or decision of the panel, on the matter and must be absent from the meeting when any deliberations are taking place or decision is being made.
8. A member of an assessment panel will be taken to have an interest in a matter for the purposes of item 7 if an associate of the member (within the meaning of section 3 (7) of the PDI Act) has an interest in the matter.
9. If an interest has been declared by a member of an assessment panel the nature of the interest must be recorded in the minutes of the meeting.

Making decisions and taking action

10. A member of an assessment panel must take all reasonable steps to obtain all relevant facts and information when making a decision on a matter before the panel.
11. A member of an assessment panel must ensure that the member's decisions and actions are reasonable, fair and appropriate to the circumstances, based on consideration of all relevant facts obtained, and supported by adequate documentation.
12. A member of an assessment panel must not approach or discuss with an applicant or representor any application which is either before the panel or will come before the panel at some future time expect during the course of a panel meeting where the application forms part of the agenda and the applicant or representor has a right to be heard by the panel.
13. Except where required as part of the assessment of a particular decision such as a formal panel viewing of a site of a proposed development, you should not enter the site even if invited by the land owner or a neighbouring property owner or any other person.
14. A member of an assessment panel must not:
 - a. engage in consultation outside of the panel process with any party on a proposed development application that is likely to be heard by the panel;
 - b. give advice to an applicant or other third party on a development application after it has been lodged outside of a panel meeting;
 - c. speak at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a development application unless required by the Act;
 - d. express an opinion on a development application or a proposed development outside of a panel meeting; and
 - e. engage in any other act or omission which may give rise to a reasonable presumption that you have prejudged a development proposal or application.

Public comment

15. Only the presiding member or another person determined by the panel is permitted to speak publicly to the media and address the public on behalf of the panel. No other panel member may make comment to the media or the public in relation to any matter before the panel or any decision of the panel.

Protection and use of information

16. A member of an assessment panel must maintain the integrity and security of confidential information in their possession and must not use confidential information gained by virtue of the member's official position for the purpose of securing a private benefit for the member or any other person.
17. A member of an assessment panel must not disclose information acquired in the course of their professional work other than if consent of the relevant person has been granted or where there is a legal or professional duty to disclose such information.

Proper exercise of power

18. A member of an assessment panel must not take advantage of the member's position, power or duties for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for the member or any other person.

Gifts and benefits

19. A member of an assessment panel must not seek or accept a gift or benefit that is intended to, is likely to or could be perceived as likely to, cause them to act in an unfair or biased manner in the course of the member's duties.
20. A member of an assessment panel must take all reasonable steps to ensure that a person related to the member does not receive gifts or benefits that could appear to be an attempt to influence or secure or have the effect of influencing or securing a favour from the member of an assessment panel. A person is related to a member of an assessment panel for the purpose of this provision if the person is spouse, de facto partner, sibling, parent or child of the member of the assessment panel.

Bias

21. A member of an assessment panel should always have regard to any affiliation, disposition or any material, pecuniary or other interest that would lead to a reasonable apprehension that they may be biased in carrying out any aspect of their role under the Act.

Item No: **14.5**
Subject: **APPOINTMENTS TO AUDIT COMMITTEE**
Date: 11 December 2018
Written By: General Manager Business Services
General Manager: Business Services, Mr R Bria

SUMMARY

Following the recent local government elections it is necessary for Council to consider and make appointments to its Audit Committee.

RECOMMENDATION

That Council appoint Councillors _____ and _____ to the Audit Committee for the term of Council.

COMMUNITY PLAN

Being financially Accountable

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Section 41 and 126, Local Government Act 1999

BACKGROUND

The *Local Government Act 1999* requires Council to have an Audit Committee to carry out the functions defined in sec 126. Pursuant to section 41 of the Act, Council established an Audit Committee in 2007.

Regulation 17 of the Local Government (Financial Management) Regulations 2011 states:

(1) The Audit Committee of a Council -

(a) must have between 3 and 5 members (inclusive); and

(b) must include at least 1 person who is not a member of the Council and who is determined by the Council to have financial experience relevant to the functions of an Audit Committee; and

(b) must not include, as a member, the Council's auditor under Section 128 of the Act.

Following the recent local government elections it is necessary for Council to appoint two Elected Members to the Audit Committee.

REPORT

The Terms of Reference for the Audit Committee (last amended and adopted by Council on 12 September 2017 and included as Attachment 1) provide for the Committee to consist of 5 persons including at least two elected members and at least two independent members with appropriate expertise.

Refer Attachment 1

Prior to the recent local government elections, the Audit Committee consisted of 2 elected members and 3 independent members. The terms of the 2 elected members expired on 9 November 2018 (and in any event one did not seek re-election).

The terms of the independent members (Mr John Wood, Mr Sean Tu and Mr Spadavecchia) expire on 23 March 2019, 27 February 2020 and 20 January 2021 respectively.

Council is required to appoint at least 2 elected members to the Audit Committee under the Terms of Reference. Council has previously appointed only 2 elected members to allow for 3 independent members who bring considerable expertise and experience to the Committee. It is recommended that this practice continue.

Under the terms of reference the Audit Committee at its next meeting will nominate the Presiding Member of the Committee and Council shall appoint that Presiding Member.

BUDGET

Independent Members of the Committee are paid a sitting fee of \$425 per meeting. The Presiding Member, if an elected member, would receive an allowance of \$5,157.50 per annum or if an independent member, would receive a sitting fee of \$531 per meeting. The budget includes these fees.

LIFE CYCLE COSTS

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



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Audit Committee Terms of Reference

1. Establishment

- 1.1 The Audit Committee is established under Section 41 of the Local Government Act pursuant to Section 126 of that Act.

2. Membership

- 2.1 The Audit Committee shall consist of 5 persons with at least 2 persons who are not Elected Members of Council (“independent members”).
- 2.2 Independent members of the Audit Committee must have recent and relevant financial, risk management or internal audit experience and must not be an employee of City of Holdfast Bay.
- 2.3 Members of the Audit Committee are appointed by Council. Elected Members are appointed for the term agreed by Council, and independent members are appointed for a term not exceeding 3 years. On expiry of their term, a member may be re-appointed by Council
- 2.4 If Council proposes to remove an independent member of from the Committee, it must give written notice to the independent member of its intention to do so and provide that expert member with the opportunity to be heard at an Executive Committee meeting, if that independent member so requests.”
- 2.5 The Audit Committee shall nominate and Council shall appoint the Presiding Member who must be a member of the Audit Committee but not the Mayor.

3. Secretariat and Support

- 3.1 The Chief Executive Officer shall ensure that the Audit Committee has access to reasonable administrative resources in order to carry out its duties (subject to any budget allocation being approved by Council).
- 3.2 The Audit Committee shall be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.



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4. **Meetings**

- 4.1 The Audit Committee shall meet at least 4 times each year at least once per quarter at appropriate times in the budgeting and financial reporting cycle and otherwise as required. As per section 90 of the Local Government Act the meetings are public except in special circumstances as defined by the Act.
- 4.2 Meetings of the Audit Committee are governed by the Local Government (Procedures at Meetings) Regulations 2013.
- 4.3 Unless required by legislation not to vote, each member must vote on every matter that is before the Audit Committee for decision.
- 4.4 The Presiding Member has a deliberative vote but not a casting vote in the event of a tie. A tied vote means that the motion is lost.
- 4.5 The quorum necessary for the transaction of business shall be 3 members. A duly convened meeting of the Audit Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by it.
- 4.6 The Chief Executive Officer, General Manager – Business Services and other officers of Council may attend any meeting as observers or be responsible for preparing papers for the Audit Committee.
- 4.7 Council's External Auditor and Internal Auditor may be invited to attend meetings of the Audit Committee.
- 4.8 Ordinary meetings of the Audit Committee will be held at times and places determined by Council or, subject to a decision of Council, the Audit Committee.
- 4.9 A special meeting of the Audit Committee may be called by the Chief Executive Officer in accordance with Section 87(5) of the Act at the request of the Presiding Member or at least two members of the Audit Committee.
- 4.10 In accordance with the principles of open, transparent and informed decision making, Audit Committee meetings will be conducted in a place open to the public.
- 4.11 The agenda and minutes of Audit Committee meetings, subject to any items that are discussed in confidence under Section 90 of the Act and



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subsequently retained under Section 91 of the Act, are also required to be made available to the public.

- 4.12 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Audit Committee, no later than 3 business days before the date of the meeting. Supporting papers shall be sent to committee members (and to other attendees as appropriate) at the same time.
- 4.13 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Audit Committee are minuted and that the minutes comply with the requirements of the Local Government (Procedure at Meetings) Regulations 2000.
- 4.14 Minutes of Audit Committee meetings shall be circulated within 5 days after a meeting to all members of the Audit Committee and to members of the Council and will (as appropriate) be available to the public.

5. **Review**

- 5.1 The Audit Committee shall, at least once per year following the adoption of the audited financial statements by Council, review its own performance, terms of reference and provide a report to Council including any recommended changes

6. **Role of the Committee**

- 6.1 The Audit Committee has no authority to act independently of Council. The primary role of the Audit Committee is to provide suggestions and recommendations to Council about matters in relation to financial governance.

6.2 ***Financial Reporting***

The Audit Committee shall:

- 6.2.1 pursuant to Section 126 of the Act, review Council's annual financial statements to ensure that they present fairly the state of affairs of the Council;
- 6.2.2 monitor the integrity of the financial statements of Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain;



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6.2.3 review:

6.2.3.1 the consistency of, and/or changes to, accounting policies;

6.2.3.2 the application of accounting standards and appropriate estimates and judgements, taking into account the views of the external auditor;

6.2.3.3 the clarity of disclosure in the Council's financial reports and the context in which statements are made; and

6.2.3.4 all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

6.3 ***Strategic Management Plans and Annual Business Plan***

The Audit Committee shall:

6.3.1 pursuant to Section 126 of the Act, propose and provide information relevant to a review of Council's strategic management plans or annual business plan; and

6.3.2 review and provide recommendations to Council on the sustainability of Council's financial performance and proposals with respect to debt levels included in the strategic management plans and, in particular, the long-term financial plan.

6.4 ***Internal Controls and Risk Management Systems***

The Audit Committee shall:

6.4.1 pursuant to Section 126 of the Act, review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the Council on a regular basis;

6.4.2 review and assess the effectiveness of Council's internal controls and risk management systems; and



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- 6.4.3 review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

6.5 ***Whistle Blowing***

The Audit Committee shall:

- 6.5.1 review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrong-doing in financial reporting or other matters; and
- 6.5.2 ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

6.6 ***Internal Audit***

The Audit Committee shall:

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



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6.7 External Audit

The Audit Committee shall:

- 6.7.1 pursuant to Section 126 of the Act, liaise with Council's external auditor;
- 6.7.2 pursuant to Section 129 of the Act, receive the external auditor's audit opinion with respect to Council's audited financial statements and the external auditor's report on particular matters arising from the audit;
- 6.7.3 develop and recommend to Council a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 6.7.4 pursuant to Section 128 of the Act, consider and make recommendations to the council, in relation to the appointment, re-appointment and removal of the Council's external auditor;
- 6.7.5 investigate the issues leading to the resignation of an external auditor and report to Council with any recommendations;
- 6.7.6 oversee Council's relationship with the external auditor including, but not limited to:
 - 6.7.6.1 recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - 6.7.6.2 recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;
 - 6.7.6.3 assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;



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- 6.7.6.4 satisfying itself that there are no relationships that give rise to an actual, perceived or potential conflict of interest in the external auditor carrying out the external audit duties;
- 6.7.6.5 monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners;
- 6.7.6.6 assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality control procedures);
- 6.7.7 meet with the external auditor at least once per year, without management being present, to discuss the external auditor's report and any issues arising from the audit and otherwise as need;
- 6.7.8 review and make recommendations on the annual audit plan, and in particular, its consistency with the scope of the external audit engagement;
- 6.7.9 review the findings of the audit with the external auditor including, but not limited to, the following:
 - 6.7.9.1 a discussion of any major issues which arose during the external audit;
 - 6.7.9.2 any accounting and audit judgements; and
 - 6.7.9.3 levels of errors identified during the external audit;
- 6.7.10 review the effectiveness of the external audit;
- 6.7.11 review any representation letter requested by the external auditor before it is signed by administration;
- 6.7.12 review the management letter and administration's response to the external auditor's findings and recommendations; and
- 6.7.13 pursuant to regulation 22 of the Local Government (Financial Management) regulations 2011, consider and authorise the



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Presiding Member to sign a statement with the Chief Executive Officer on an annual basis certifying that the external auditor is independent of Council.

6.8 *Economy and Efficiency Audits*

The Audit Committee shall:

- 6.8.1 propose and review the exercise of powers under Section 130A of the Act (relating to economy and efficiency audits); and
- 6.8.2 receive a report prepared by the external auditor or other person appointed by Council under Section 130A to examine any matter relating to financial management, or the efficiency and economy with which Council manages or uses its resources to achieve its objectives.

6.9 *Reporting Responsibilities*

- 6.9.1 The Audit Committee minutes shall be presented to the Council after every meeting to identify and present advice and recommendations.
- 6.9.2 The Chief Executive Officer will identify matters, further to those matters covered elsewhere in these Terms of Reference, to be reported to the Audit Committee in detail where those matters are considered to be of material affect, have a material impact on the operation of Council as an elected body (e.g. impact on policies relating to Elected Members), or have significant impact on Council's operations.
- 6.9.3 The Audit Committee Presiding Member shall report annually to Council summarising the activities of the Committee during the previous financial year.

Item No: **14.6**

Subject: **APPOINTMENTS TO THE SOUTHERN REGION WASTE RESOURCE AUTHORITY**

Date: 11 December 2018

Written By: General Manager Business Service3s

General Manager: Business Services, Mr R Bria

SUMMARY

Southern Region Waste Resource Authority (SRWRA) is a regional subsidiary established by the Cities of Onkaparinga, Marion and Holdfast Bay (the “constituent councils”), pursuant to Section 43 of the Local Government Act, 1999.

Under its charter, SRWRA is responsible for providing and operating waste management services on behalf of the constituent councils and ensuring that a long term waste management strategy exists in the southern region of Adelaide. The SRWRA Charter provides for Council to appoint two members to its Board along with a deputy (proxy).

Council in the past has appointed an Elected Member and a General Manager along with a deputy member. Council is not bound to do this and can resolve to appoint any combination of Elected Members and staff.

RECOMMENDATION

- 1. That Council appoints _____ and _____ to the Board of Southern Region Waste Resource Authority for the term of Council.**
 - 2. That Council appoints _____ as the Deputy Member to the board of Southern Region Waste Resource Authority for the term of Council.**
-

COMMUNITY PLAN

Using Resources Efficiently
Being Financially Accountable
Supporting Excellent, Efficient Operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

The new Council has not considered this matter previously, the last appointments Councillor Lynda Yates (who has not been returned to Council) and Councillor John Smedley (Deputy Member) were made in November 2014. Since November 2014, the appointed members from the Administration have been Mr Ian Walker, Ms Trish Aukett and currently, Mr R Bria.

REPORT

Southern Region Waste Resource Authority (SRWRA) is a Regional Subsidiary established by the Cities of Onkaparinga, Marion and Holdfast Bay, pursuant to Section 43 of the *Local Government Act 1999*.

SRWRA was established in December 1998 and is overseen by a seven member Board comprising two appointees from each of the Constituent Councils and an independent expert in business/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.

The City of Holdfast Bay has previously appointed one Elected Member and one senior officer to the board along with one Elected Member as Deputy. The City of Marion has previously made similar appointments and the City of Onkaparinga has previously appointed two senior officers along with an Elected Member as Deputy. There is no certainty, nor any requirement, that councils follow precedent. However the current model has worked well over the last four years. To maintain continuity during the election period, Mr Bria's appointment to the SRWRA Board was extended at the Council meeting on 14 August 2018 until 31 March 2019.

Under its Charter, SRWRA is responsible for providing and operating waste management services on behalf of the Constituent Councils and ensuring that a long term waste management strategy exists in the southern region of Adelaide.

Refer Attachment 1

Members are appointed for four years and the Authority meets a minimum of 6 times during the year usually commencing at 5.00pm on a Monday.

Additional meetings may be called if required.

At a practical level, SRWRA's core business activity is the management of its landfill operation located at Seaford Heights. This is one of the state's major landfill operations around 125,000 tonnes of waste annually.

SRWRA has established a joint-venture with Integrated Waste Services to jointly own and operate the Southern Recycling Centre on SRWRA's landfill site. This joint-venture will reduce the volume of waste going into landfill whilst earning revenue for the joint-venturers. Construction of the recycling facility is in the engineering phase although the joint-venture has been able to develop the current infrastructure on site to meet the recycling requirements of the Environmental Protection Authority.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.

Item No: **14.7**

Subject: **BRIGHTON OVAL BUILDING REDEVELOPMENT**

Date: 11 December 2018

Written By: Manager Assets & Facilities
Manager Active Communities

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

The Brighton Oval Clubroom Redevelopment project involves building three (3) separate new clubrooms on the Brighton Oval site to separately accommodate the Brighton Football and Cricket clubs (single shared facility), the Brighton Rugby Club and the Brighton Lacrosse Club. The overall project budget was set at \$8.0m, comprising \$6.0m of Council funding and a \$2.0m State Government Grant.

Working with the three (3) clubs, concept designs for the three (3) clubrooms commenced in mid 2018 culminating in preliminary concept designs prepared by Architects, Folland and Panozzo.

Based these concept designs and detailed specifications Council called tenders for a Managing Contractor to undertake detail design and construction of the clubrooms. A contract was awarded to Cook Building in August 2018. The contract price was \$7,350,000 (excl GST) after allowing for Council costs including upgrading lighting to one Lacrosse pitch. The contract funding comprised:

- Detail design cost of \$340,755 (excl GST)
- Contractor costs of \$558,855 (excl GST)
- Target direct construction costs of \$6,450,390 (excl GST)

The Contractor's design team prepared a preliminary cost estimate for the three (3) concept designs. This preliminary estimate indicated that the proposed concepts would cost in excess of \$8.0m to build, well above the target construction cost allowed in the tender.

The Contractor's design team worked collaboratively with the Clubs and Council staff to reduce the cost of the proposed buildings by reducing floor area, reducing scope of work (eg replacing full height tiling in wet areas with standard 2m high tiling) and reconfiguring designs to reduce construction costs. The resulting designs achieve the functional objectives of the project, generally meet Club requirements and include items specifically requested by each Club. The Clubs have indicated that they are not prepared to negotiate further on any changes to these revised concept designs.

The Contractor has now re-estimated the cost of the three (3) Clubrooms based on the revised concept plans which indicate that the forecast cost still exceeds the target price by \$551,000 (excl

GST) assuming that Council were to provide and fund all new internal fitout, fixtures and fittings (including kitchen fitout) for each club. Clubs have traditionally separately funded bar fitout.

As part of the ongoing discussions, Clubs have indicated that they may be willing to accept some of the costs associated with the fitout of kitchens, cool rooms and some change room fitout.

This is based on the assumption that some equipment may be salvaged from previous clubrooms, some equipment and fit-outs may be donated by sponsors, or some may be able to be procured at discount rates through clearance sales or auction.

The estimated fitout and equipment costs for kitchen, coolroom and benching within the change rooms of the three (3) clubs based on new purchase is around \$347,000. If funded by the Clubs, the budget shortfall would be reduced to \$204,000 which covers the cost of additional floor area in one or more of the clubrooms (currently unfunded).

Subject to the Clubs agreeing to fund part of the costs for fixtures, fit-out and equipment as outlined in this report, the report recommends that Council allocate additional funds of \$204,000 to the project budget to cover the additional floor area requested by the Clubs.

Should Council not wish to provide any further funding, or a smaller quantum of additional funding, then the report provides alternative options for Council to consider.

RECOMMENDATION

1. **That Council endorses:**
 - (a) **That the three (3) clubs (Football and Cricket, Rugby, and Lacrosse) take responsibility for installation of fixtures, fit-outs and equipment in bars, cool rooms, kitchens and change rooms to an approximate value of \$347,000 (excl GST)**
 - (b) **That Council work with any of the Clubs to secure a low interest loan through the Local Government Finance Authority to cover any necessary Club costs to complete the project should they so request**
 - (c) **That subject to the Clubs agreeing to item 1 (a) above, then Council increase the overall budget for the Brighton Oval Redevelopment by \$204,000 to cover the cost of additional floor area requested by the Clubs.**
2. **That, subject to each of the Clubs agreeing to item 1(a) above, Council approves the allocation of an additional \$204,000 towards the construction of Brighton Oval Redevelopment Project to be included in the 2019/20 Capital Program.**
3. **That should the Clubs not agree to Item 1(a) above, alternative options as outlined in this report be provided to the Clubs for their consideration and agreement.**

4. **Should no cost sharing agreement be forthcoming with the Clubs within a reasonable period, then Administration is authorized to invoke the Redevelopment Clause (or similar) within each of the Club lease agreements and proceed to redesign the Clubrooms so that their construction cost is within the overall project budget.**
-

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).
- Council Report No: 272/18; Item No. 14.3 'Brighton Oval Complex – Redevelopment', 14 August 2018 (tender documents).
- Council Report No: 294/18; Item No. 17.1 'Brighton Oval Complex – Redevelopment', 28 August 2018 (confidential report)

After considerable community and stakeholder consultation, a master plan for the Brighton Oval Building Re-development was approved by the Council. Council has a deed of agreement with the State Government to undertake the redevelopment by June 2020.

REPORT

Concept Development

The Brighton Oval Clubroom Redevelopment project involves building three (3) separate new clubrooms on the Brighton Oval site to separately accommodate the Brighton Football and Cricket clubs (single shared facility), the Brighton Rugby Club and the Brighton Lacrosse Club.

Each new clubroom would be provided with ground floor comprising four (4) unisex change rooms, separate umpire/referee change rooms, first aid room, treatment/gym room, canteen, downstairs bar, ground floor public toilets, foyer/stairs and storage areas. The upper floor comprises clubroom social space, bar, kitchen, cool room, meeting room, toilets, foyer/stairs and storage areas. Each building is fitted with an internal lift and external balcony. The exact configuration varies from club to club as do the proposed floor areas which tend to reflect the size of the membership base and/or match day team size.

Following funding approval in 2018, Council initiated concept design for each clubroom culminating in development of endorsed concept designs by Architect Folland and Panozzo working in collaboration with the three (3) clubs.

Based on approved concept designs, detailed specifications and an innovative Managing Contractor tender model, Council approved awarding of a contract to build the three (3) new clubrooms to Cook Building in August 2018. The contract price was \$7,350,000 (excl GST) comprising:

- Detail design cost of \$340,755 (excl GST)
- Contractor costs of \$558,855 (excl GST)
- Target direct construction costs of \$6,450,390 (excl GST)

Under the contract arrangements, Council approvals are required at various project milestones including at 30%, 70% and 100% design development. Design development commenced in September 2018 but has not yet reached 30% detail design.

The initial focus of design development was to determine a preliminary cost estimate for the three (3) concept designs. This preliminary estimate indicated that the proposed concepts would cost in excess of \$8.0m to build, well above the target construction cost allowed in the tender.

Further rounds of Value Management were initiated by the contractor's design team working collaboratively with the Clubs to reduce the cost of the proposed buildings by reducing floor area, reducing scope of work (eg replacing full height tiling in wet areas with standard 2m high tiling) and reconfiguring designs to reduce construction costs. The resulting designs achieve the functional objectives of the project, generally meet Club requirements and include items specifically requested by each Club. The Clubs have indicated that they are not prepared to negotiate further on any changes to these revised concept designs.

Based on the updated concept designs, the Contractor re-estimated the cost of building the revised concept layouts which indicated that the forecast cost exceeded the target price by \$551,000 (excl GST) assuming that Council were to provide all new internal fitout, fixtures and fittings (including kitchen fitout) for each club. Clubs have traditionally separately funded their own bar fitout.

As part of the ongoing discussions, Clubs have indicated that they may be willing to accept some of the costs associated with the fitout of kitchens, cool rooms and some change room fitout.

This is based on the assumption that some equipment may be salvaged from previous clubrooms, some equipment and fit-outs may be donated by sponsors, or some may be able to be procured at discount rates through clearance sales or auction.

The estimated fitout and equipment costs for kitchen, cool room and benching within the change rooms of the three (3) clubs based on new purchase is around \$347,000. If funded by the Clubs, the budget shortfall would be reduced to \$204,000 which covers the cost of additional floor area in one or more of the clubrooms (currently unfunded).

Revised Concept Plans

The revised concept plans for each of the three (3) Clubrooms are presented in Attachment 1.

Attachment 1 – Revised Concept Plans

The revised concept plans proposes a significant increase in size and functionality to each building, compared to the existing facilities. These increases in size will cater for future growth for their clubs without placing excessive operating costs, maintenance costs on the clubs, who will be responsible for building maintenance.

- Lacrosse = 101% increase in floor size (excluding balcony) compared to current building
- Rugby = 79% increase in floor size (excluding balcony) compared to current building
- BSSC = 25% increase in floor size (excluding balcony) compared to current building

Each design provides four unisex change room facilities for players and two for officials that will help encourage and facilitate the growth in female participation and junior participation across all sporting codes.

Once the functionality was achieved, the focus was then turned to reducing the floor space to match the available budget. The contractors and Council representatives met with representatives of all three sports clubs and finalized the concept plan (attached). The club representatives are unwilling to accept further reduction of the floor area.

Cost Estimates

The cost estimates of the revised concept plans is approximately \$551,000 over the available budget. This consists of the costs of fixtures and fit outs (approximately \$347,000) and costs of building construction (approximately \$204,000).

Attachment 2 – Cost Estimate Summary

The three clubs (the Brighton Rugby, Brighton Lacrosse and Brighton Sports and Social Club incorporating Football and Cricket) have indicated that they may be willing to take responsibility for the installation of part of the fit-out and fixtures estimated to cost approximately \$347,000 if all new fitting and equipment were provided.

Two Clubs, the Brighton Football Club and the Brighton Rugby Club have indicated that they have funding available to commit to the project, being \$75,000 (via AFL/SANFL grant) and \$95,000 (from Club funds) respectively. Clubs may further be able to offset fit-out and equipment costs through sponsorship and/or purchase of quality products via auction or clearance sales. Some equipment may be able to be salvaged from existing clubrooms.

An alternative may be for clubs to seek a low interest loan arranged by Council through the Local Government Finance Authority.

Funding Options

Four funding options have been identified:

The estimated fitout and equipment cost for the three (3) clubrooms based on new purchase is around \$347,000 which if accepted by the Clubs, would result in the budget shortfall being \$204,000 which covers the cost of additional floor area in one or more of the clubrooms which is currently unfunded.

On this basis, the budget shortfall of \$204,000 (excl GST) might be covered as follows:

- Option 1 (preferred by the Clubs) – Clubs agree to fund part costs of fixtures, fit-out and equipment with Council increasing the project budget by \$204,000
- Option 2 - Clubs agree to fund part costs of fixtures, fit-out and equipment, and then pay 50% of over-budget amount (being \$102,000) with each Club share being in proportion to their floor area). Council would fund an additional \$102,000. (The Club contributions could be funded through low interest loans arranged by Council)
- Option 3 – Clubs agree to fund part costs of fixtures, fit-out and equipment, and Council works with the design team to redesign the buildings to achieve cost savings of \$204,000 across one or more clubroom buildings

Option 4 would be adopted if Council wished to proceed to provide full turn-key clubrooms without increasing the overall project budget. Under this option, Council would invoke the Redevelopment Clause in each of the Club leases and redesign one or more of the Clubrooms so as to save \$551,000 and keep the project with original budget. This is not a preferred option due to obvious community implications.

Consultation

Since the confirmation of State Government funding and Council funding in March 2018 and July 2018 respectively, Council administration have been working closely with the clubs to progress each of the new club building concepts.

In September 2018, Council established a Project Steering Group comprising of Presidents of each of the aforementioned clubs along with a representative from the Office for Recreation, Sport and Racing. In addition to the Project Steering Group meetings, each of the clubs have met with the builders and architects individually on several occasions to progress the design and functionality of their respective buildings. Council administration have facilitated and attended these meetings to ensure discussions and planning takes into consideration all factors impacting the overall budget.

At the first Project Steering Group meeting, a draft project plan was circulated, along with an initial cost estimation of the draft plans that formed part of the tender process. These plans have since been refined.

In regards to other site users such as the Brighton Croquet Club and the Holdfast Bay Dog Owners Association, these groups are largely unaffected by the building redevelopments, but will be consulted with during carpark redesign work that is part of Stage 2 of the project. At this stage, until the final design and exact location of the buildings are known, all carpark planning is conceptual only.

Delivery Program and Project Schedule

Project stages	Commencement	Completion
Detailed Design	Sep 2018	April 2019
Rugby clubroom construction	April 2019	Sep 2019
Football/Cricket clubroom construction	Sep 2019	April 2020
Lacrosse clubroom construction	Sep 2019	April 2020
Lacrosse light replacement	Sep 2018	April 2019
Other civil works	NA	NA

Project programs have some float to allow for delays (eg weather, site issues, etc) but the contract acknowledges that there may be reasonable grounds for Extension of Time claims and prolongation costs. Fixed margin agreed in tender for any variations/prolongation claims.

Detailed Design

Regular meeting have been scheduled with the clubs and the contractor to complete the 30% detailed design by early January 2019.

70% detailed design is expected to be completed in February 2019. During the future (70%) detailed design process also the contractor and the council representatives will meet with the club representatives on a regular basis to ensure the detailed design is developed in full consultation with the club representatives.

At the end of the detailed design, a Fixtures, Fittings and Equipment (FFE) schedule will be created to ensure expectations are managed from the beginning. These arrangements will be eventually included in the lease agreements.

Project Risks

In the previous report to the Council, project risks were identified as:

- Planning Approvals
- Budget
- Contract Model
- Program
- Political
- Stakeholders
- Maintenance and Operation
- Ongoing Management (Lease arrangements)
- Reputation.

Planning Approvals

Following an eleven-week referral process, Department of Planning, Transport and Infrastructure (DPTI) have now provided formal written support for the Brighton Oval redevelopment, clearing the way to proceed with a recommendation for approval to the 19 December meeting of the Council Assessment Panel. There are no other outstanding matters.

Higher water pressure for fire services – investigations are underway to identify any requirements to upgrade of the water pressure currently available to the site. This is unlikely to cause any issues in planning approvals.

Tree removals for additional car parks - there are 95 trees in the precinct. A tree management report indicates that some tree will need to be removed.

Master Plan - Civil Works

Stage 2 of the Brighton Oval Masterplan remains unfunded and focusses on broadening the community recreational use of the precinct, while also providing additional amenities and benefits for visitors to the precinct. Most of the Stage 2 works can be scheduled to occur concurrently to Stage 1 if funding was secured or could be scheduled to occur on immediate completion of Stage 1 building construction.

Council Administration have applied for \$500,000 Sport Australia (Federal Government) grant to fund Stage 2 works including a range of site enhancements and recreation facilities. These include

a new fitness station, half-court basketball and BBQ shelter, enhancements to playing surfaces, upgraded sports facilities such as behind goal netting, seating and storage to improve the experience of members and spectators. Sport Aus will be announcing successful applicants from mid-December onwards.

A funding application has also been submitted to Cricket Australia for \$50K to contribute to the cost of establishing improved practice nets for the Cricket Club. No specific timeframes have been provided for notification of successful grants from Cricket Australia.

In addition, briefings have taken place with the Federal Member for Boothby, Ms Nicolle Flint and Ms Nadia Clancy, the Labor Candidate for Boothby regarding the funding of the remaining elements of Stage 2, totalling approximately \$3.8 million.

Administration will continue to apply for relevant grant programs to assist in the delivery of this masterplan, and will update Council on the outcome of the current grants that have been applied for.

BUDGET

The 2018/19 budget has allocated capital expenditure of \$4m offset by \$2m in external funding (State Government). The 2019/20 budget allocation is proposed to be \$4m, providing a total committed project cost of \$8m (inclusive of \$2m in external grant funding).

The Brighton Sport and Social Club have secured \$75,000 from AFL/SANFL to fund enhancements to their building. Similarly Brighton Rugby Club is contributing \$95,000 for improvements to their building.

Should Council approve the recommendation in this report, an addition \$204,000 would be added to the budget in the 2019/20 Capital Program giving a total project budget of \$8,204,000.

LIFE CYCLE COSTS

Once the development is completed, the asset, component lives, and their values will be included in the asset register. The regular maintenance costs will be appropriately shared between the lessee and the Council. The required replacements and the associated costs will be included in the relevant asset management plan.

LOCAL GOVERNMENT ACT 1999

The Constituent Councils of the Southern Region Waste Resource Authority, a regional subsidiary established pursuant to Section 43 of the Local Government Act 1999, have resolved to amend the Charter. The amended Charter is as follows:

SOUTHERN REGION WASTE RESOURCE AUTHORITY REGIONAL SUBSIDIARY

Charter— 201

I

I. INTRODUCTION

- 1.1 Name
The name of the subsidiary is Southern Region Waste Resource Authority (referred to as 'the Authority' in this Charter).
- 1.2 Definitions
- 1.2.1 'absolute majority' means a majority of the whole number of the Board members or of the Constituent Councils as the case may be;
- 1.2.2 'Constituent Councils' means the Councils identified at Clause 1.3 of this Charter;
- 1.2.3 'Gazette' means the *South Australian Government Gazette*;
- 1.2.4 'net assets' means total assets (current and non-current) less total liabilities (current and non-current) as reported in the annual audited financial statements of the Authority together with the net present value of the projected future cash inflows net of cash outflows of the remaining useable airspace over the SRWRA Landfill Operation as licensed by the Environment Protection Authority;
- 1.2.5 'simple majority' means a majority of those present and entitled to vote;
- 1.2.6 'SRWRA Landfill Operation' means that land which is held by the Authority under certificates of title volume 5822, folio 967; volume 5822, folio 966; volume 5822, folio 965; volume 5299, folio 719; volume 5299, folio 720; volume 5479, folio 871 and volume 5696, folio 771;
- 1.2.7 'waste' means any or all waste as approved under the Environment Protection Act licence held by the Authority or its contractor.
- 1.3 Establishment
The Authority is a regional subsidiary established pursuant to Section 43 of the Local Government Act 1999 by the:
- 1.3.1 City of Marion;
- 1.3.2 City of Onkaparinga; and
- 1.3.3 City of Holdfast Bay.
- 1.4 Local Government Act 1999
This Charter must be read in conjunction with Parts 2 and 3 of Schedule 2 to the Act. The Authority shall conduct its affairs in accordance with Schedule 2 to the Act except as modified by this Charter in a manner permitted by Schedule 2.
- 1.5 Objects and Purposes
- 1.5.1 The Authority is established to:
- 1.5.1.1 provide and operate services at a place or places for the management of waste by or on behalf of the Constituent Councils and/or any other approved Councils;
- 1.5.1.2 undertake anything relevant (including educational programmes and processes) to the management of waste;
- 1.5.1.3 provide a forum for discussion and/or research for the ongoing improvement of management of waste;
- 1.5.1.4 undertake management of waste on behalf of the Constituent Councils on a competitive basis;
- 1.5.1.5 fulfil, on behalf of the Constituent Councils, any ongoing obligation in relation to rehabilitation and monitoring of waste management facilities under its control;
- 1.5.1.6 develop or facilitate activities or enterprises that result in a beneficial use of waste;
- 1.5.1.7 be financially self sufficient;
- 1.5.1.8 develop or facilitate activities or enterprises that result in a beneficial use of the landfill site or infrastructure; and
- 1.5.1.9 have regard in the performance of its functions to sustainable, environmentally efficient practices with regard to waste management
- 1.5.2 The Authority must in the performance of its role and functions and in all of its plans, policies, and activities operate in a sustainable manner by giving due weight to economic, social and environmental considerations.
- 1.6 Powers and Functions of the Authority
The powers and functions of the Authority are to be exercised in the performance of the Authority's Objects and Purposes. The Authority shall have those powers and functions delegated to it by the Constituent Councils from time to time which include but are not limited to:
- 1.6.1 accumulation of surplus funds for investment purposes;
- 1.6.2 investment of any of the funds of the Authority in any investment authorised by the Trustee Act 1936, or with the Local Government Finance Authority provided that:

- 1.6.2.1 in exercising this power of investment the Authority must exercise the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons; and
- 1.6.2.2 the Authority must avoid investments that are speculative or hazardous in nature;
- 1.6.3 distribution of all or any surplus funds and/or making payment of a dividend to the Constituent Councils provided that such distribution or payment will be made to the Constituent Councils in the proportions of their equitable interest in the Authority in accordance with Clause 5.1 of this Charter;
- 1.6.4 setting aside a reserve fund or funds clearly identified for the upkeep and/or replacement of fixed assets of the Authority or meeting any deferred liability of the Authority;
- 1.6.5 borrowing money and/or to incurring expenditure in accordance with Clause 1.7 of this Charter;
- 1.6.6 opening and operating bank accounts;
- 1.6.7 entering into contracts, purchasing, selling, leasing, hiring, renting or otherwise acquiring or disposing of any personal property or interests therein;
- 1.6.8 purchasing, selling, leasing, hiring, renting or otherwise acquiring or disposing of any real property or interests therein, provided that it shall be a condition precedent, that in any such transaction where the Authority will incur a singular or a total liability of \$500 000 or more that the prior written approval of two-thirds of the Constituent Councils is obtained;
- 1.6.9 employing, engaging or dismissing the Executive Officer of the Authority;
- 1.6.10 employing, engaging or retaining professional advisers to the Authority;
- 1.6.11 charging whatever fees the Authority considers appropriate for services rendered to any person, body or Council;
- 1.6.12 determining the types of waste which shall be received and the method of collection treatment, recycling and disposal of that waste;
- 1.6.13 undertaking all manner of things relating and incidental to the collection, treatment, recycling and disposal of waste;
- 1.6.14 pursuing the concept of co-operative regionalism in the collection, treatment, recycling and disposal of waste for which the Constituent Councils are or may become responsible
- 1.6.15 cause all waste collected by the Authority to be treated, recycled and disposed of in a sanitary and environmentally acceptable way;
- 1.6.16 providing a forum for the discussion and consideration of topics related to the Constituent Councils' obligations and responsibilities in respect of waste;
- 1.6.17 adopting and using a trading name provided that the Authority shall first register the trading name with the Office of Consumer and Business Affairs in accordance with the requirements of the Business Names Act 1996;
- 1.6.18 to commence legal proceedings provided that any legal proceedings seeking urgent relief be the subject of an urgent report to the Constituent Councils by the Executive Officer;
- 1.6.19 without limiting the Authority's powers and functions, to make submissions to and negotiate with the Federal Government, State Government and other sources of grant funding in relation to the provision and receipt of funding for the Authority; and
- 1.6.20 anything else necessary or convenient for or incidental to the exercise, performance or discharge of its powers and, functions.
- 1.7 Borrowings and Expenditure
- 1.7.1 The Authority has the power to incur expenditure and/or to borrow money:
- (a) in accordance with the approved budget of the Authority; or
 - (b) for the purposes of unbudgeted expenditure in accordance with (c) and (d) below; or
 - (c) pursuant to the provisions of subclauses 1.6.8 and 1.7.4 of this Charter; or
 - (d) with the prior approval of two-thirds of the Constituent Councils for amounts which do not exceed 25% of the value of the net assets of the Authority and with the prior approval of all the Constituent Councils for other amounts, which approval must be evidenced by formal resolution of the Councils, or
 - (e) otherwise for genuine emergency or hardship as provided for in the Act.
- 1.7.2 For the purpose of exercising the powers at Clause 1.7.1 of this Charter the Authority may borrow money from the Local Government Finance Authority or from a registered bank or financial institution within Australia.
- 1.7.3 For the purposes of Clause 1.7.2 but subject to Clause 1.7.4 of this Charter borrowings of the Authority:
- (a) must not be used for the purpose of funding operational costs; and
 - (b) where the borrowings are undertaken with the prior approval of the Constituent Councils, must be drawn down within a period of 24 months from the date of approval.
- 1.7.4 The Authority may operate an overdraft facility or facilities as required provided that the overdrawn balance must not exceed \$100 000 in total without the prior approval of two-thirds of the Constituent Councils.
- 1.8 Delegation by the Authority
- The Authority may by resolution delegate to the Executive Officer of the Authority any of its powers or functions under this Charter but may not delegate:
- 1.8.1 the power to impose charges;
 - 1.8.2 the power to enter into transactions in excess of \$50 000;
 - 1.8.3 the power to borrow money or obtain any other form of financial accommodation;

- 1.8.4 the power to approve expenditure of money on the works, services or operations of the Authority not set out in a budget approved by the Authority or where required by this Charter approved by the Constituent Councils;
 - 1.8.5 the power to approve the reimbursement of expenses or payment of allowances to members of the Board of Management;
 - 1.8.6 the power to adopt or revise a budget or any financial estimates and reports; and
 - 1.8.7 the power to make any application or recommendation to the Minister.
- A delegation is revocable at will and does not prevent the Board from acting in a matter.

1.9 National Competition Policy

The Authority does not undertake any commercial activities which constitute a significant business activity of the Authority and to which the principles of competitive neutrality must be applied.

2. BOARD OF MANAGEMENT

The Authority is a body corporate and is governed by a Board of Management (referred to as 'the Board' in this Charter) which shall have the responsibility to manage the business and other affairs of the Authority ensuring that the Authority acts in accordance with this Charter.

2.1 Functions of the Board

- 2.1.1 The formulation of strategic plans and strategies aimed at improving the business of the Authority.
- 2.1.2 To provide professional input and policy direction to the Authority.
- 2.1.3 Monitoring, overseeing and measuring the performance of the Executive Officer of the Authority.
- 2.1.4 Ensuring that a code of ethical behaviour and integrity is established and implemented in all business dealing of the Authority.
- 2.1.5 Assisting in the development of business plans.
- 2.1.6 Exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons.
- 2.1.7 Observe all plans, targets, structures, systems and practices required or applied to the Authority by the Constituent Councils.
- 2.1.8 Ensure that all information furnished to a Constituent Council is accurate.
- 2.1.9 Ensure that the Constituent Councils are advised, as soon as practicable, of any material development that affects the financial or operating capacity of the Authority or gives rise to the expectation that the Authority may not be able to meet its debts as and when they fall due.

2.2 Membership of the Board

- 2.2.1 The Board shall consist of seven members appointed as follows:
 - 2.2.1.1 two persons appointed by each Constituent Council;
 - 2.2.1.2 one person appointed jointly by the Constituent Councils who is not a member or officer of a Constituent Council but who, in the opinion of the Constituent Councils, has expertise in waste management and/or business.

This person will be chosen from a list of persons circulated to the Constituent Councils and appointed by a panel comprising the Chief Executive Officer (or nominee) and one other person from each Constituent Council.
- 2.2.2 With the exception of the person appointed pursuant to subclause 2.2.1.2, a Board Member shall, subject to this Charter, be appointed for a term not exceeding the term of the Constituent Council and specified in the instrument of appointment and at the expiration of the term of office will be eligible for re-appointment.
- 2.2.3 The Constituent Councils may appoint either a specific Deputy for each Board Member appointed pursuant to subclause 2.2.1.1 or, as an alternative, may appoint one non specific Deputy for both such Board Members and a second Deputy to that Deputy. In the absence of a Board Member the specific Deputy or the non specific Deputy will be deemed to be the Board Member for that time or, where a non specific Deputy and second Deputy have been appointed and both Board Members are absent then both Deputies will be deemed to be the Board Members for that time, exercising all of the rights and privileges and being subject to all of the obligations and liabilities of the Board Member(s) during the absence of the Board Member(s).
- 2.2.4 The office of a Board Member will become vacant upon:
 - 2.2.4.1 the death of the Board Member; or
 - 2.2.4.2 the Council providing written notice of termination to the Board Member and the Board; or
 - 2.2.4.3 if the Board Member is an elected member of a Constituent Council upon ceasing to be an elected member; or
 - 2.2.4.4 if the Board Member is an officer of a Constituent Council, upon ceasing to be employed by the Council which appointed him/her; or
 - 2.2.4.5 upon the Board Member providing his/her resignation in writing to one or more of the Constituent Councils; or
 - 2.2.4.6 upon the happening of any other event through which the Board Member would be ineligible to remain as a member of the Board; or
 - 2.2.4.7 upon the Board Member becoming a bankrupt or applying for the benefit of a law for the relief of insolvent debtors; or

- 2.2.4.8 if the Board Member has been appointed pursuant to subclause 2.2.1.1, upon the Constituent Council withdrawing from the Authority.
- 2.2.5 The Board may by a two-thirds majority vote of the Board Members present (excluding the Board Member subject to this subclause 2.2.5) make a recommendation to the relevant Constituent Council requesting the Constituent Council to terminate the appointment of a Board Member that it has appointed under subclause 2.2.1.1 or to all of the Constituent Councils to terminate the appointment of the Board Member appointed under subclause 2.2.1.2 for:
- 2.2.5.1 any behaviour of the Board Member which in the opinion of the Board amounts to impropriety;
- 2.2.5.2 serious neglect of duty in attending to his/her responsibilities as a Board Member;
- 2.2.5.3 breach of fiduciary duty to the Authority or the Constituent Council(s);
- 2.2.5.4 breach of the duty of confidentiality to the Authority and/or the Constituent Council(s);
- 2.2.5.5 breach of the conflict of interest provisions; or
- 2.2.5.6 any other behaviour which may discredit the Authority.
- 2.2.6 A Board Member may be removed from office as a Board Member prior to the expiration of a term of appointment only in accordance with the following:
- 2.2.6.1 a Board Member appointed by a Constituent Council pursuant to subclause 2.2.1.1, by resolution of the Constituent Council which originally appointed the Board Member; and
- 2.2.6.2 the Board Member appointed jointly by the Constituent Councils pursuant to subclause 2.2.1.2 by a joint resolution being a resolution passed by each of the Constituent Councils.
- 2.2.7 If any casual vacancy occurs in the membership of the Board it will be filled in the same manner as the original appointment. The person appointed to the Board to fill a casual vacancy will be appointed for the balance of the term of the original appointment.
- 2.2.8 The Board Member appointed pursuant to subclause 2.2.1.2 shall be eligible for such allowance from the funds of the Authority as the Board shall determine from time to time.
- 2.3 Propriety of Members of the Board
- 2.3.1 The principles regarding conflict of interest prescribed in the Act apply to all Board Members in the same manner as if they were elected members of a Council.
(See Chapter 5, Part 4, Division 3 of the Act for conflict of interest provisions)
- 2.3.2 The Board Members are not required to comply with Division 2, Chapter 5 (Register of Interests) of the Act.
- 2.3.3 The Independent Chair be required to comply with Division 2, Chapter 5 (Register of Interests) of the Act.
- 2.3.4 The Board Members will at all times act in accordance with their duties of confidence and confidentiality and individual fiduciary duties including honesty and the exercise of reasonable care and diligence with respect to the performance and discharge of official functions and duties as required by Part 4, Division I, Chapter 5 of the Act and Clause 23 of Part 2 of Schedule 2 to the Act.
- 2.4 Chair of the Board
- 2.4.1 The Chair of the Board shall be the person appointed pursuant to subclause 2.2.1.2, who shall hold office for a term of three years, unless he/she resigns or is removed from office pursuant to subclause 2.2.5 or is otherwise no longer eligible to act as a Board Member.
- 2.4.2 The Chair is eligible for re-appointment at the expiration of the term of office.
- 2.4.3 In the event that the appointed Chair either resigns or is no longer eligible to act as a Board Member prior to the expiration of that persons term, the Board shall elect from amongst the other Board Members a new Chair who shall hold office until a further appointment is made pursuant to subclause 2.2.1.2 whereupon the person so appointed will hold office for the duration of the original appointment.
- 2.4.4 The Board may choose a person appointed pursuant to subclause 2.2.1.1 to be the Deputy Chair of the Board for a term determined by the Board.
- 2.4.5 The Chair shall preside at all meetings of the Board and, in the event of the Chair being absent from a meeting, the Deputy Chair shall preside and in the event of both the Chair and the Deputy Chair being absent from a meeting the Board Members present shall appoint a person from amongst them, who shall preside for that meeting or until the Chair or the Deputy Chair is present.
- 2.5 Meetings of the Board
- 2.5.1 The provisions of Part 2 of the Local Government (Procedures at Meetings) Regulations 2000 shall, insofar as the same may be applicable and not inconsistent with this Charter, apply to the proceedings at and conduct of all meetings of the Board.
- 2.5.2 Ordinary meetings of the Board must take place at such times and places as may be fixed by the Board or the Executive Officer of the Authority from time to time. There shall be at least six ordinary meeting of the Board held in each financial year. Meetings shall not be held before 5 p.m. unless the Board resolves otherwise by resolution supported unanimously by all of the Board Members present at the meeting which determines the issue.
- 2.5.3 An ordinary meeting of the Board will constitute an ordinary meeting of the Authority. The Board shall administer the business of the ordinary meeting.

- 2.5.4 For the purposes of this subclause, the contemporary linking together by telephone, audio-visual or other instantaneous means ('telecommunications meeting') of a number of the Board Members provided that at least a quorum is present, is deemed to constitute a meeting of the Board. Each of the Board Members taking part in the meeting, must at all times during the telecommunications meeting be able to hear and be heard by each of the other Board Members present. At the commencement of the meeting, each Board Member must announce his/her presence to all other Board Members taking part in the meeting. A Board Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio visual or other communication equipment, unless that Board Member has previously notified the Chair of the meeting.
- 2.5.5 A proposed resolution in writing and given to all Board Members in accordance with proceedings determined by the Board will be a valid decision of the Board where a majority of Board Members vote in favour of the resolution by signing and returning the resolution to the Executive Officer or otherwise giving written notice of their consent and setting out the terms of the resolution to the Executive Officer. The resolution shall thereupon be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.
- 2.5.6 Notice of ordinary meetings of the Board must be given by the Executive Officer to each Board Member not less than three clear days prior to the holding of the meeting.
- 2.5.7 Notice of any meeting of the Board must:
- (a) be in writing; and
 - (b) set out the date, time and place of the meeting; and
 - (c) be signed by the Executive Officer; and
 - (d) contain, or be accompanied by, the agenda for the meeting; and
 - (e) be accompanied by a copy of any documents or reports that are to be considered at the meeting (so far as this is practicable).
- All documents or reports delivered to Board Members in accordance with this subclause are confidential unless indicated otherwise.
- 2.5.8 The Executive Officer must maintain a record of all notices of meetings given under subclause 2.5.7 to Board Members.
- 2.5.9 Notice under subclause 2.5.7 may be given to a Board Member:
- (a) personally; or
 - (b) by delivering the notice (whether by post or otherwise) to the usual place of residence of the Board Member or to another place authorised in writing by the Board Member; or
 - (c) by leaving the notice for a Board Member appointed under subclause 2.2.1.1 at an appropriate place at the principal office of the Constituent Council which appointed the Board Member; or
 - (d) by a means authorised in writing by the Board Member as being an available means of giving notice.
- 2.5.10 A notice that is not given in accordance with subclause 2.5.9 will be taken to have been validly given if the Executive Officer considers it impracticable to give the notice in accordance with the subclause and takes action that the Executive Officer considers reasonably practicable in the circumstances to bring the notice to the Board Member's attention.
- 2.5.11 Any Constituent Council or Board Member may by delivering a written request to the Executive Officer of the Authority require a special meeting of the Board to be held. The request will only be valid if it is accompanied by the agenda for the special meeting. On receipt of the request the Executive Officer shall send a notice of the special meeting to all Board Members at least 24 hours prior to the commencement of the special meeting. Such notice shall comply with subclauses 2.5.7 and 2.5.9 of this Charter.
- 2.5.12 The quorum for any meeting of the Board is a simple majority of the number of members in office.
- 2.5.13 Every Board Member, including the Chair, shall have a deliberative vote. The Chair shall not in the event of an equality of votes have a casting vote.
- 2.5.14 All matters will be decided by a simple majority of votes of the Board Members present except where this Charter provides otherwise. In the event of an equality of votes the matter will lapse.
- 2.5.15 Subject to subclause 2.3.1, all Board Members present at a meeting shall vote.
- 2.5.16 Any meeting of the Board may be adjourned from time to time and from place to place.
- 2.5.17 Subject to Clause 2.6 and to the absolute discretion of the Board to conduct any meeting or part of any meeting in public, meetings of the Board will not be conducted in a place open to the public.
- 2.5.18 The Executive Officer must cause minutes to be kept of the proceedings at every meeting of the Board.
- 2.5.19 If the Executive Officer is excluded from attendance at a meeting of the Board, the person presiding at the meeting shall cause the minutes to be kept.
- 2.5.20 Each Board Member must be supplied with a copy of all minutes of the proceedings of a meeting within five days of the meeting.
- 2.5.21 All documents presented to, received at or derived from a Board Meeting, including but not limited to:
- minutes of a Board Meeting;
 - reports to the Board received at a meeting of the Board; and
 - recommendations presented to the Board in writing and adopted by resolution of the Board.

will remain confidential and not available for public inspection unless the Board otherwise resolves.

2.5.22 Prior to the conclusion of each meeting of the Board, the Board must identify which agenda items considered by the Board at that meeting will be the subject of an information report to the Constituent Councils.

2.5.23 Subject to this Charter and to any direction of the Constituent Councils the Board may determine its own procedures.

2.6 Annual General Meeting

2.6.1 An Annual General Meeting of the Board shall be held prior to November in each year at a place and time determined by a resolution of the Board.

2.6.2 In addition to the requirements of subclause 2.5.6 of this Charter, notice of the Annual General Meeting will also be given by:

- (a) placing a copy of the notice and agenda on public display at the principal office of the Authority and of each Constituent Council;
- (b) by giving notice in newspapers which circulate in the areas of the Constituent Councils;
- (c) in such other manner as the Executive Officer considers appropriate taking into account:
 - (i) the characteristics of the community and area of the Constituent Councils; and
 - (ii) the best ways to bring notice of the Annual General Meeting to the attention of the public; and
 - (iii) such other matters as the Executive Officer thinks fit.

2.6.3 The notice and agenda must be placed on public display at least 14 clear days before the Annual General Meeting and must be available to the public:

- (a) for inspection, without charge;
- (b) by way of a copy, upon payment of a fee fixed by the Authority, and must be kept on public display until the completion of the Annual General Meeting.

2.6.4 A reasonable number of copies of the notice and agenda and any document or report supplied to Board Members for the Annual General Meeting must be available for members of the public at the meeting.

2.6.5 The Annual General Meeting will be conducted in a place open to the public and will consider and deal with business of a general nature aimed at reviewing the progress and direction of the Authority over the immediately preceding financial year and shall include the following:

- (a) Chair's report;
- (b) Executive Officer's report;
- (c) the annual budget for the ensuing financial year;
- (d) the audited financial statements for the previous financial year;
- (e) any other general business determined by the Board to be considered at the Annual General Meeting.

2.6.6 The minutes of the Annual General Meeting must, in addition to the requirements of subclause 2.5.20 be available to the public within five days of the Meeting for inspection or by provision of a copy upon payment of a fee fixed by the Board.

3. STAFFING ISSUES

3.1 The Board must appoint an Executive Officer of the Authority to manage the business of the Board on terms agreed between the Executive Officer and the Board. The Executive Officer may be a natural person or a body corporate.

3.2 The Executive Officer shall cause records to be kept of the business and financial affairs of the Authority in accordance with this Charter, in addition to other duties provided for by this Charter and those specified in the terms and conditions of appointment.

3.3 In the absence of the Executive Officer for any period exceeding two weeks a suitable person to act in the position of Executive Officer of the Authority must be appointed by the Board.

3.4 The Board shall delegate responsibility for the day to day management of the Authority to the Executive Officer, who will ensure that sound business and human resource management practices are applied in the efficient and effective management of the operations of the Authority.

3.5 The functions of the Executive Officer shall be specified in the terms and conditions of appointment and shall include but are not limited to:

- 3.5.1 attending at all meetings of the Board unless excluded by resolution of the Board;
- 3.5.2 ensuring that the decisions of the Board are implemented in a timely and efficient manner;
- 3.5.3 providing information to assist the Board to assess the Authority's performance against its Strategic and Business Plans;
- 3.5.4 appointing, managing, suspending and dismissing other employees of the Authority;
- 3.5.5 determining the conditions of employment of employees of the Authority, within budgetary constraints set by the Board;
- 3.5.6 providing advice and reports to the Board on the exercise and performance of its powers and functions under this Charter or any Act;
- 3.5.7 ensuring that the Authority is at all times complying with Schedule 2 to the Act and all other relevant statutory obligations;
- 3.5.8 co-ordinating and initiating proposals for consideration of the Board including but not limited to continuing improvement of the operations of the Authority;
- 3.5.9 ensuring that the assets and resources of the Authority are properly managed and maintained;

- 3.5.10 ensuring that records required under the Act or any other legislation are properly kept and maintained;
- 3.5.11 exercising, performing or discharging other powers, functions or duties conferred on the Executive Officer by or under the Act or any other Act, and performing other functions lawfully directed by the Board;
- 3.5.12 achieving financial outcomes in accordance with adopted plans and budgets of the Authority;
- 3.5.13 inviting any person to attend at a meeting of the Board to act in an advisory capacity; and
- 3.5.14 providing reports to the Constituent Councils in accordance with subclause 2.5.22.
- 3.6 The Executive Officer may delegate or sub-delegate to an employee of the Authority or a committee comprising employees of the Authority, any power or function vested in the Executive Officer. Such delegation or sub-delegation may be subject to any conditions or limitations as determined by the Executive Officer.
- 3.7 Where a power or function is delegated to an employee, the employee is responsible to the Executive Officer for the efficient and effective exercise or performance of that power or function.
- 3.8 A written record of all delegations and sub-delegations must be kept by the Executive Officer at all times.
- 3.9 The Executive Officer and any other officer declared by the Board to be subject to this provision is required to comply with Division 2 of Part 4 of Chapter 7 (Register of Interests) of the Act. Section 118 (Inspection of Register) of the Act and Section 119 (Restrictions on disclosure) of the Act will apply.

4. MANAGEMENT

4.1 Financial Management

- 4.1.1 The Authority shall keep proper books of accounts in accordance with the requirements of the Local Government (Financial Management) Regulations 2011.
 - 4.1.2 The Authority's books of account must be available for inspection by any Board Member or authorised representative of any Constituent Council at any reasonable time on request.
 - 4.1.3 The Authority must establish and maintain a bank account with such banking facilities and at a bank to be determined by the Board.
 - 4.1.4 All cheques must be signed by two persons authorised by resolution of the Board.
 - 4.1.5 Any payments made by Electronic Funds Transfer must be made in accordance with procedures which have received the prior written approval of the Auditor.
- The Executive Officer must act prudently in the handling of all financial transactions for the Authority and must provide quarterly financial and corporate reports to the Board and if requested, the Constituent Councils.

4.2 Audit

- 4.2.1 The Authority shall appoint an auditor in accordance with the Local Government (Financial Management) Regulations 2011, on terms and conditions set by the Board.
- 4.2.2 The Auditor will have the same powers and responsibilities as set out in the Local Government Act 1999, in relation to a Council.
- 4.2.3 The audit of Financial Statements of the Authority, together with the accompanying report from the Auditor, shall be submitted to both the Board and the Constituent Councils.
- 4.2.4 The books of account and financial statements shall be audited at least once per year.
- 4.2.5 The Authority is required to establish an audit committee.

4.3 Business Plan

The Authority shall:

- 4.3.1 prepare a three year Business Plan linking the core business activities of the Authority to strategic, operational and organisational requirements with supporting financial projections setting out the estimates of revenue and expenditure as necessary for the period; and
- 4.3.2 review the Business Plan annually; and
- 4.3.3 consult with the Constituent Councils prior to adopting or amending the Business Plan.
(See Clause 24, Part 2, Schedule 2 to the Act for the contents of the Business Plan)

4.4 Annual Budget

- 4.4.1 The Authority shall, after 31 May but before the end of June in each financial year, prepare and adopt an annual budget for the ensuing financial year in accordance with the Local Government Act 1999.
- 4.4.2 The proposed annual budget must be referred to Constituent Councils at the same time as the Executive Officer submits it to the Board Members.
- 4.4.3 A Constituent Council may comment in writing to the Executive Officer on the budget at least three business days before the meeting at which it will be considered by the Board or, alternatively, may comment through its Board Member at the meeting of the Board.
- 4.4.4 The Authority must provide a copy of its annual budget to the Constituent Councils within five business days after adoption by the Board.
- 4.4.5 Reports summarising the financial position and performance of the Authority against the annual budget shall be prepared and presented to the Board every three calendar months and copies provided to the Constituent Councils within five days of the Board meeting to which they have been presented.

(See Clause 25, Part 2, Schedule 2 to the Act and Regulations 7, 8 and 9 to the Local Government (Financial Management) Regulations 2011 for the contents of the budget)

4.5 Reporting

- 4.5.1 The Authority must submit to the Constituent Councils by 30 September in each year in respect of the immediately preceding financial year, a report on the work and operations of the Authority detailing achievement of the aims and objectives of its Business Plan and incorporating the audited Financial Statements of the Authority and any other information or reports as required by the Constituent Councils.
- 4.5.2 The Board shall present a balance sheet and full financial report to the Constituent Councils at the end of each financial year.
- 4.5.3 The Board shall present audited financial statements to the Constituent Councils in accordance with the requirements of the Local Government (Financial Management) Regulations 2011.

5. MISCELLANEOUS

5.1 Equitable Interest

- 5.1.1 Subject to subclause 5.1.2 the equitable interest of the Constituent Councils in the Authority is agreed as follows:
- (a) City of Holdfast Bay: 15%.
 - (b) City of Marion: 30%.
 - (c) City of Onkaparinga: 55%.
- 5.1.2 The equitable interest of the Constituent Councils in the Authority as set out at subclause 5.1.1 may be varied by agreement of the Constituent Councils and will be varied where a new Constituent Council or Councils is admitted pursuant to Clause 5.3.

5.2 Withdrawal

- 5.2.1 A Constituent Council may not withdraw from the Authority except with the approval of the Minister and subject to the Local Government Act and this Charter.
- 5.2.2 A Constituent Council which intends to withdraw from the Authority shall give to the Board and the other Constituent Councils written notice of such intention, specifying the date of intended withdrawal. The notice shall be a minimum of 24 months notice expiring on 30 June of the relevant financial year.
- 5.2.3 The withdrawal of any Constituent Council does not extinguish the liability of that Constituent Council for the payment of its contribution towards any actual or contingent deficiency in the net assets of the Authority at the end of the financial year in which such withdrawal occurs.
- 5.2.4 The withdrawal of any Constituent Council does not extinguish the liability of that Constituent Council to contribute to any loss or liability incurred by the Authority at any time before or after such withdrawal in respect of any act or omission by the Authority prior to such withdrawal.
- 5.2.5 Payment by or to the withdrawing Constituent Council must be fully paid by 30 June of the financial year following 30 June of the year in which the withdrawal occurs unless there is common agreement of alternative payment arrangements by the Constituent Councils.

5.3 New Members

Subject to the provisions of the Act, this Charter may be amended by the unanimous agreement of the Constituent Councils to provide for the admission of a new Constituent Council or Councils, with or without conditions of membership.

5.4 Insurance and Superannuation Requirements

- 5.4.1 The Authority shall register with the Local Government Mutual Liability Scheme and comply with the Rules of that Scheme.
- 5.4.2 The Authority shall advise Local Government Risk Management Services of its insurance requirements relating to Local Government Special Risks including buildings, structures, vehicles and equipment under the management, care and control of the Authority.
- 5.4.3 If the Authority employs any person it shall register with the Local Government Superannuation Scheme and the Local Government Workers Compensation Scheme and comply with the Rules of those Schemes.

5.5 Winding Up and Statutory Guarantee

- 5.5.1 The Authority may be wound up by unanimous resolution of the Constituent Councils and with the consent of the Minister.
- 5.5.2 On winding up of the Authority, the surplus assets or liabilities of the Authority, as the case may be, shall be distributed between or become the responsibility of the Constituent Councils in the proportions of their equitable interest in the Authority in accordance with Clause 5.1.
- 5.5.3 **If** there are insufficient funds to pay all expenses due by the Authority on winding up (or at any other time there are unfunded liabilities which the Authority cannot meet), a call shall be made upon all of the Constituent Councils in proportion to their equity share for the purpose of satisfying their statutory guarantee of the liabilities of the Authority.

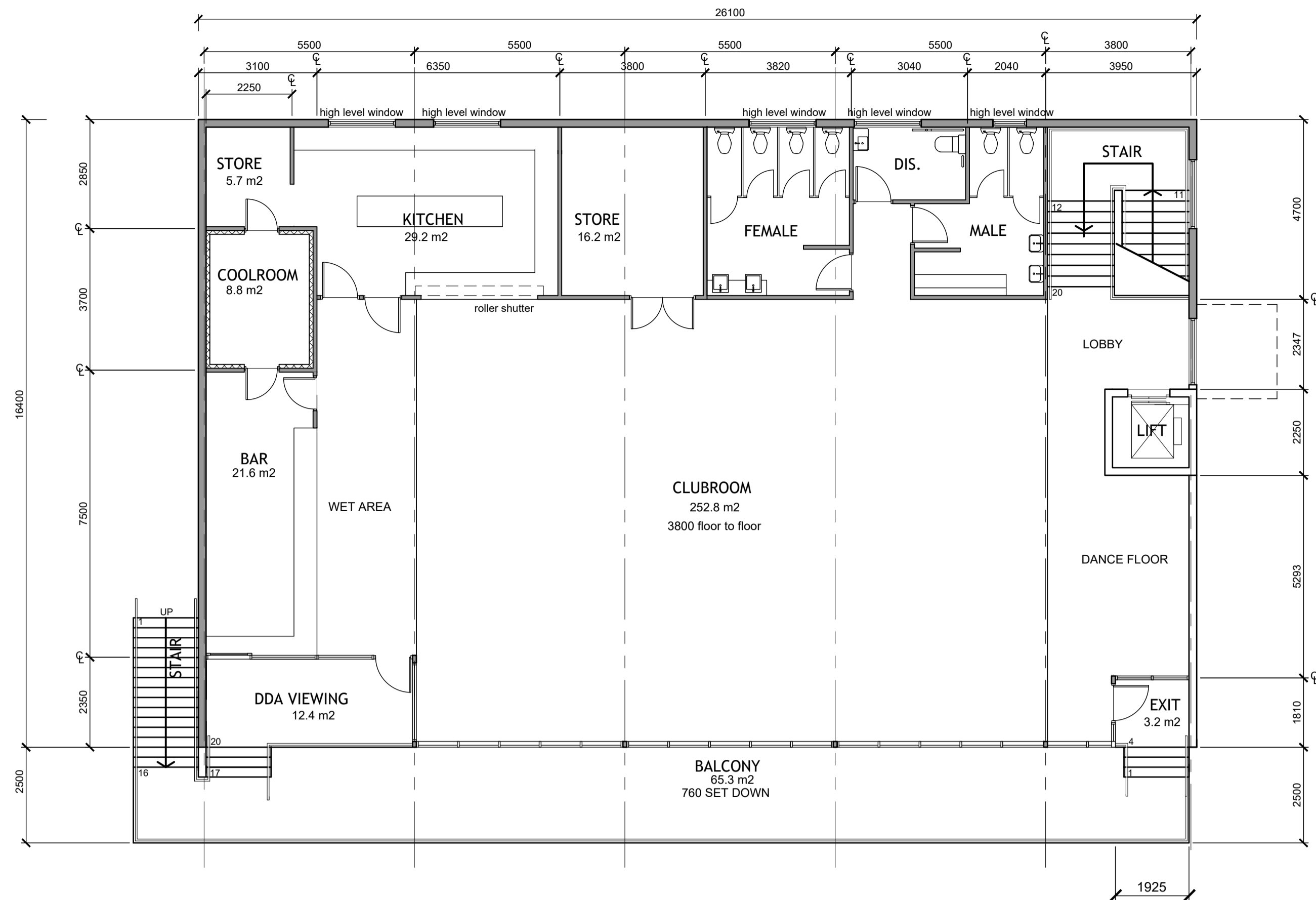
5.6 Direction by Constituent Councils

- 5.6.1 The establishment of the Authority does not derogate from the power of any of the Constituent Councils to act independently in relation to a matter within the jurisdiction of the Authority.
- 5.6.2 Provided that all of the Constituent Councils have first agreed as to the action to be taken, the Constituent Councils may direct and control the Authority.

- 5.6.3 For the purpose of this Clause, any decision of the Constituent Councils under subclause 5.6.1 and/or direction given or control exercised by the Constituent Councils must be given in writing to the Executive Officer of the Authority.
- 5.7 Review of Charter
- 5.7.1 This Charter will be reviewed by the Constituent Councils acting in concurrence at least once in every four years.
- 5.7.2 This Charter may be amended by unanimous agreement expressed by resolution of the Constituent Councils.
- 5.7.3 The Executive Officer must ensure that the amended Charter is published in the *Gazette* and a copy of the amended Charter provided to the Minister.
- 5.7.4 Before the Constituent Councils vote on a proposal to alter this Charter they must take into account any recommendation of the Board.
- 5.8 Disputes Between Constituent Councils
- 5.8.1 The Constituent Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.
- 5.8.2 Where the Constituent Councils are unable to resolve a matter within 28 days of the matter being presented to them, the matter will be referred for arbitration by the President (or his/her nominee) of the Institute of Arbitration.
- 5.8.3 Notwithstanding subclause 5.8.2 the Constituent Councils agree to be bound by the decision of the Arbitrator (except in relation to any decision relating to the acquisition or disposal of any real property) and will endeavour to work together in good faith in the implementation of that decision.
- 5.8.4 The costs of arbitration shall be borne equally by the Constituent Councils.
- 5.9 Committees
- 5.9.1 The Board may establish a committee comprised of any persons for the purpose of enquiring into and reporting to the Board on any matter within the Authority's functions and powers and as detailed in the terms of reference given by the Board to the committee.
- 5.9.2 The Board may establish a committee comprised only of Board Members for the purpose of exercising, performing or discharging delegated powers, functions or duties.
- 5.9.3 A member of a committee established under this Clause holds office at the pleasure of the Board.
- 5.9.4 The Chair of the Board is an *ex-officio* a member of any committee established by the Board.
- 5.10 Common Seal
- 5.10.1 The Authority will have a common seal, which may be affixed to documents requiring execution under seal and where affixed must be witnessed by two Board Members or where authority has been conferred by instrument executed under the common seal of the Authority, by the Chair of the Board and the Executive Officer.
- 5.10.2 The common seal must not be affixed to a document except to give effect to a resolution of the Board.
- 5.10.3 The Executive Officer must maintain a register which records the resolutions of the Board giving authority to affix the common seal and details of the documents to which the common seal has been affixed with the particulars of persons who witnessed the fixing of the seal and the date that the seal was affixed.
- 5.10.4 The Board may by instrument under seal authorise a person to execute documents on behalf of the Authority.
- 5.11 Circumstances Not Provided For
- If any circumstances arise about which this Charter is silent, incapable of taking effect or being implemented according to its strict provisions, the Board has the power to consider the circumstance and determine the action to be taken.

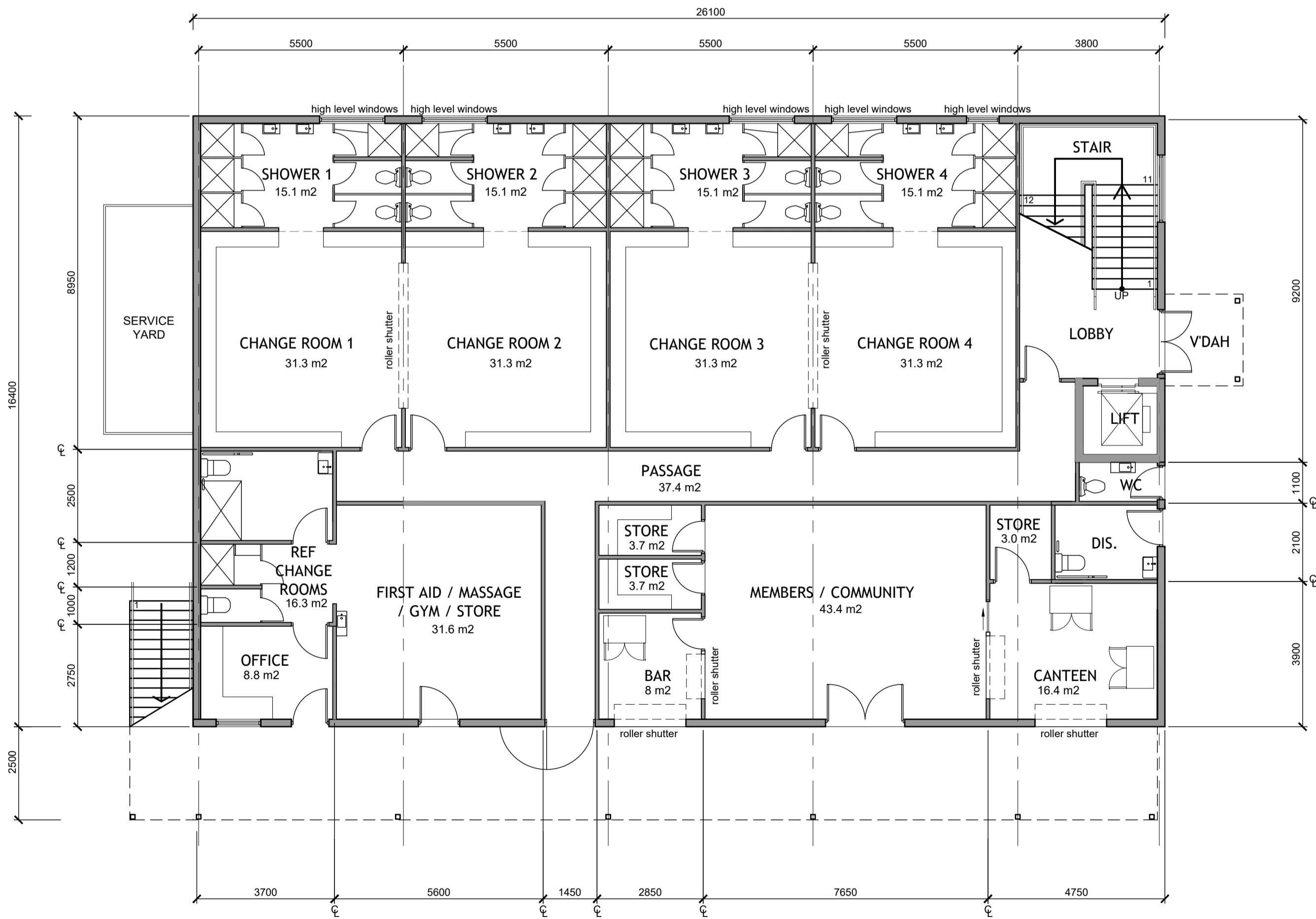
NICK BROWN, Executive Officer

FIRST FLOOR PLAN
1:100



AREA SCHEDULE (gross m2 building footprint areas)		
Rugby Ground (excluding Balcony over)		427 m2
Rugby	First	411 m2
	Balcony/dda viewing/exit	82 m2
TOTAL Rugby		920 m2

GROUND FLOOR PLAN
1:100



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PRELIMINARY

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ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY
P5	20.11.2018	ISSUED FOR CLIENT/CLUB SIGN OFF	TR				
P4	16.11.2018	ISSUED FOR CLIENT REVIEW	TRNG				
P3	26.10.2018	ISSUED FOR CLIENT REVIEW	TR				
P2	08.10.2018	ISSUED FOR CLIENT REVIEW	TR				
P1	04.10.2018	ISSUED FOR CLIENT REVIEW	TR				

ORIENTATION

TRUE NORTH

CLIENT
COOK BUILDING
135 Greenhill Road Unley SA 5061 P 08 8357 3862

ARCHITECT
BELL Architecture
Suite 1, 77 King William Road Unley SA 5061 P 08 8373 3870 F 08 8357 2939

cook BUILDING

JOB TITLE
BRIGHTON OVAL PROPOSED NEW CLUBROOMS
BRIGHTON RD, BRIGHTON SA

DRAWING TITLE
PROPOSED FLOOR PLANS
RUGBY CLUBROOMS
(BUILDING 1)

BELL

JOB NO
BA180095

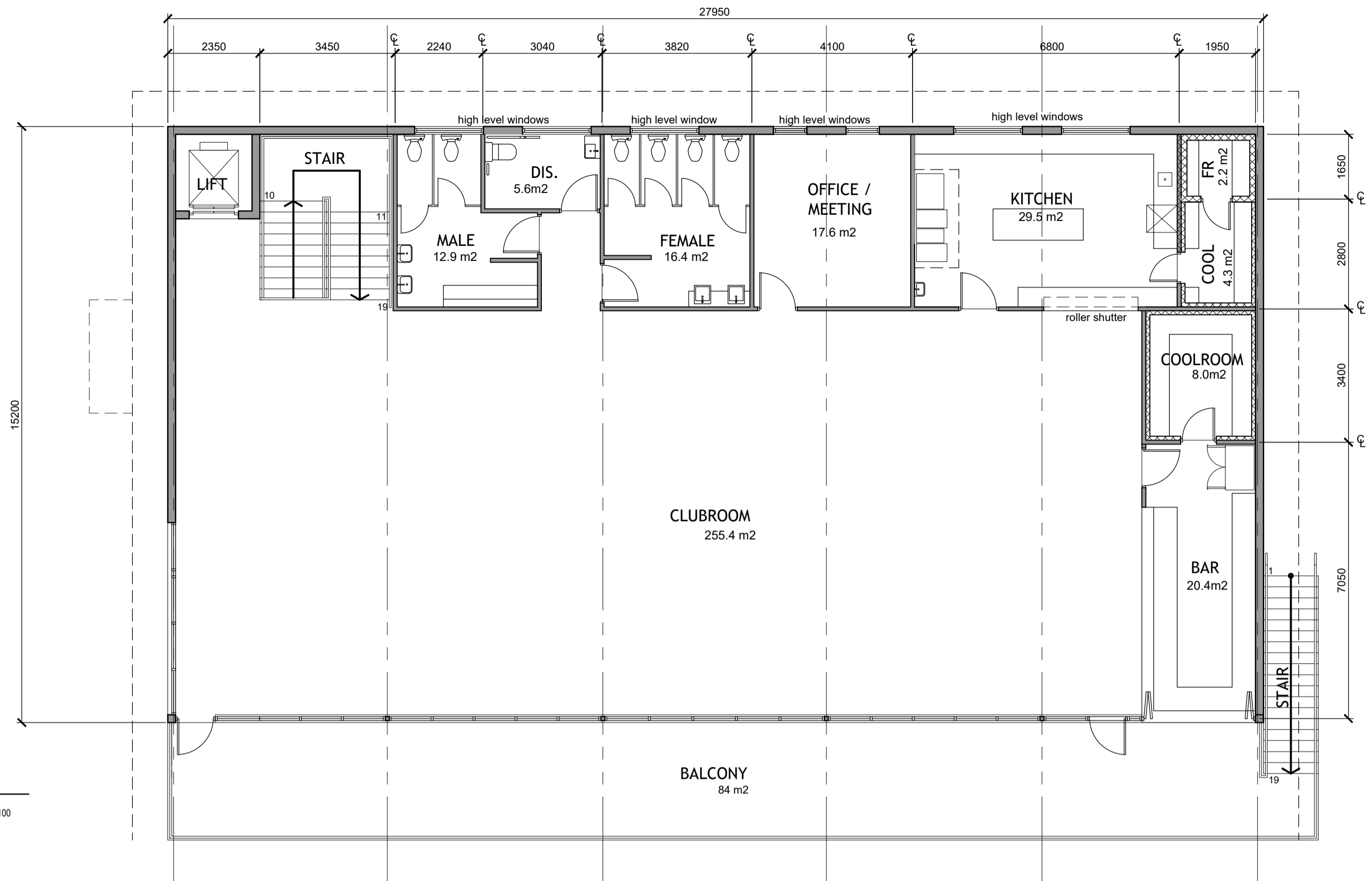
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TRNG

DRAWING NO
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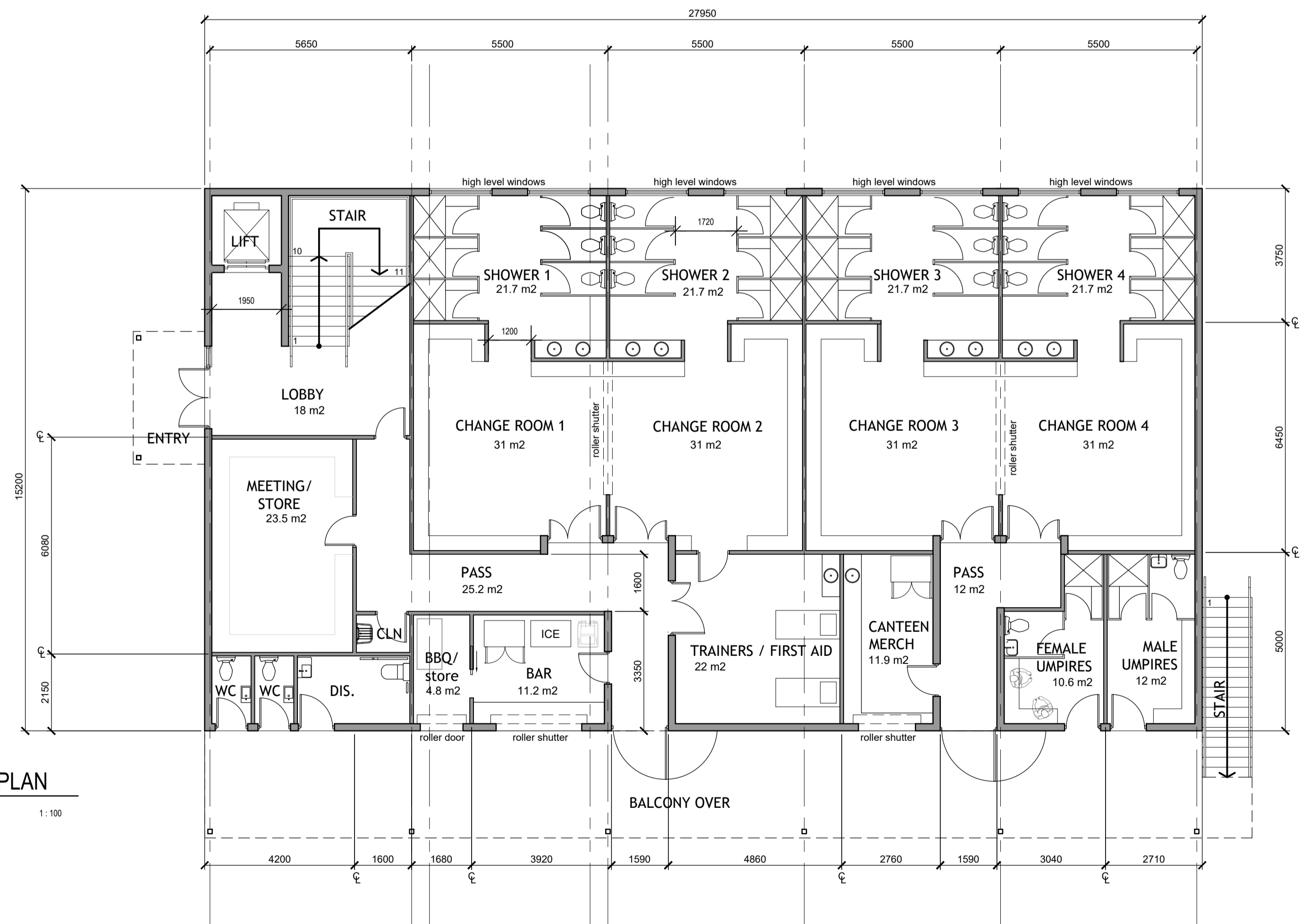
REVISION
P5

FIRST FLOOR PLAN
1:100



AREA SCHEDULE (gross m2 building footprint areas)	
Football / Cricket Ground	425 m2
Football / Cricket First Balcony	425 m2 103 m2
TOTAL Football / Cricket	953 m2

GROUND FLOOR PLAN
1:100



PRELIMINARY

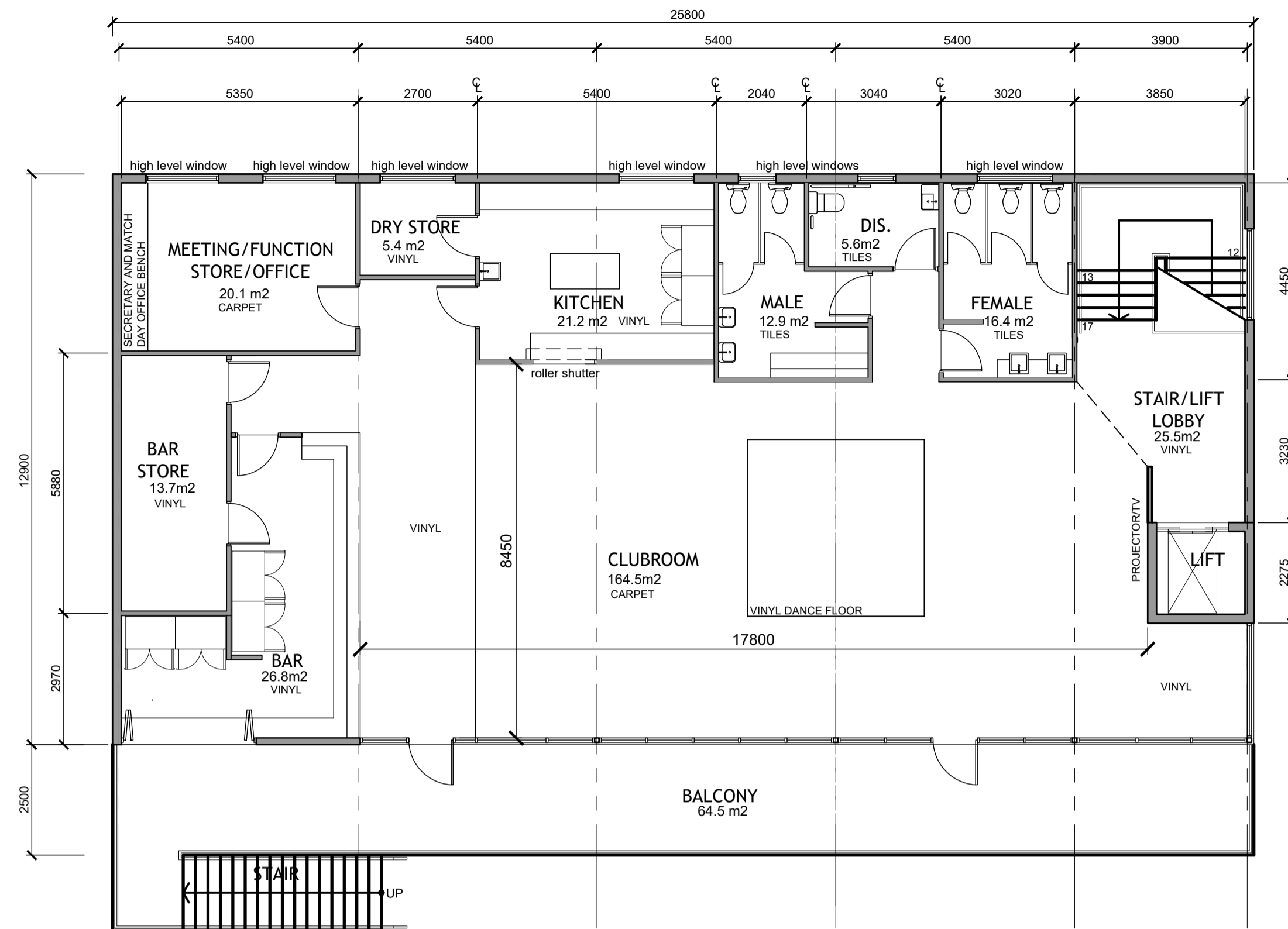
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P5	01.11.2018	ISSUED FOR CLIENT REVIEW
P4	26.10.2018	ISSUED FOR CLIENT REVIEW
P3	22.10.2018	ISSUED FOR CLIENT REVIEW
P2	08.10.2018	ISSUED FOR CLIENT REVIEW
P1	04.10.2018	ISSUED FOR CLIENT REVIEW

ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY
TR				
NQ				
TR				
TR	P9	14.11.2018	ISSUED FOR CLUBCLIENT SIGN OFF - KITCHEN FLIPPED AND WINDOWS ALTERED.	TR
NQ	P8	13.11.2018	ISSUED FOR CLUBCLIENT SIGN OFF - FULLY DIMENSIONED INTERNAL WALLS	TR
NQ	P7	12.11.2018	ISSUED FOR CLUBCLIENT SIGN OFF	TR

ORIENTATION
CLIENT
ARCHITECT
BELL Architecture
Suite 1, 77 King William Road Unley SA 5061 PO Box 3091 Unley SA 5061 P 08 8373 3870 F 08 8357 2939

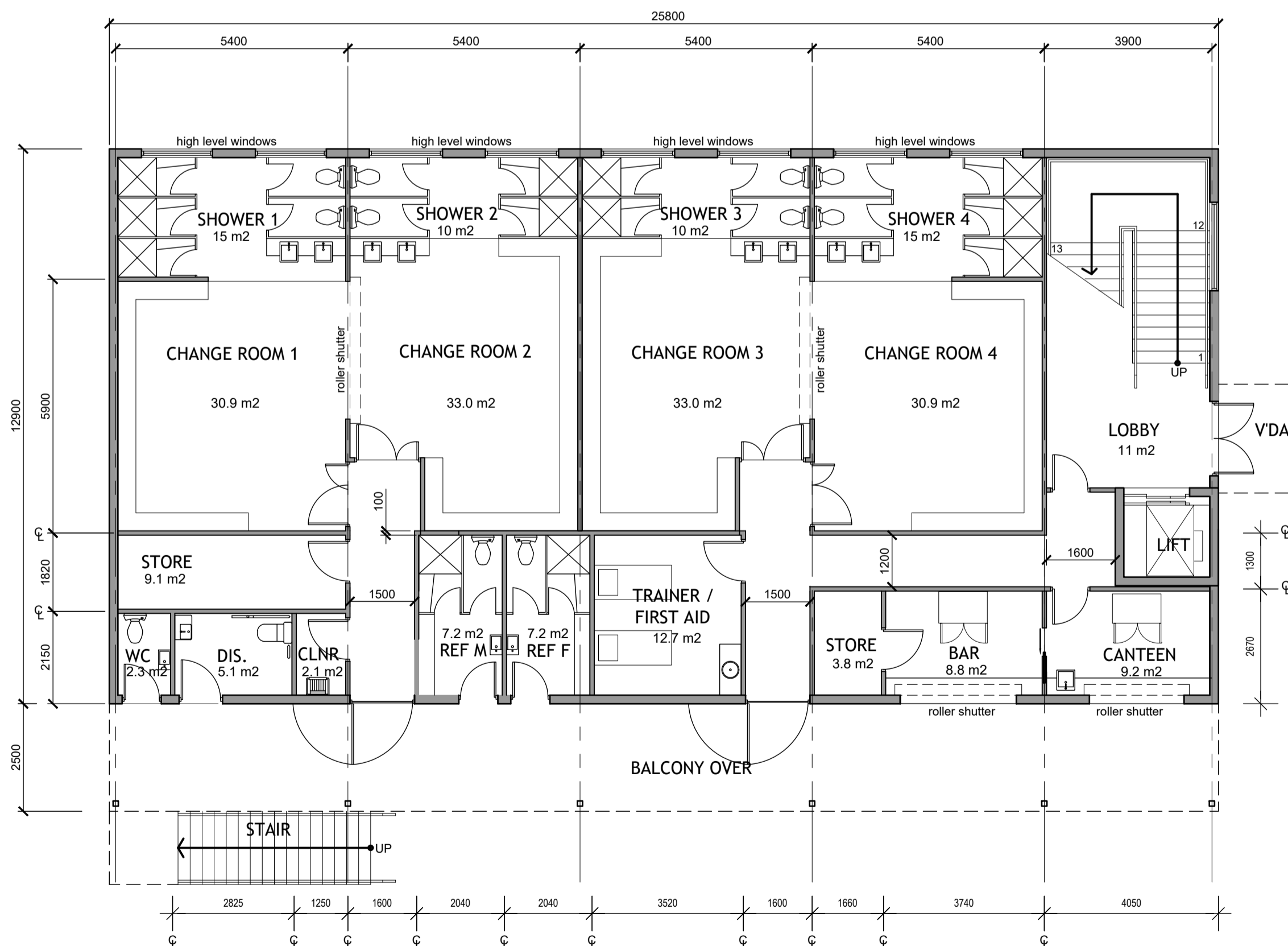


JOB NO	DRAWING SCALE @ A1	DRAWN BY	DRAWING NO	REVISION
BA160000	1:100	NQ/TR	SK2202	P9



FIRST FLOOR PLAN
1:100

AREA SCHEDULE (gross m2 building footprint areas)		
Lacrosse Ground (excluding Balcony over)		332.8 m2
Lacrosse	First	332.8 m2
	Balcony	64.5 m2
TOTAL Lacrosse		730.1m2



GROUND FLOOR PLAN
1:100

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PRELIMINARY

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ISSUE	DATE	DESCRIPTION	ISSUED BY	ISSUE	DATE	DESCRIPTION	ISSUED BY
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P5	05.11.2018	ISSUED FOR CLIENT REVIEW	TR				
P4	29.10.2018	ISSUED FOR CLIENT REVIEW	TR				
P3	28.10.2018	ISSUED FOR CLIENT REVIEW	TR				
P2	08.10.2018	ISSUED FOR CLIENT REVIEW	TR				
P1	04.10.2018	ISSUED FOR CLIENT REVIEW	TR				

ORIENTATION

TRUE NORTH

CLIENT
COOK BUILDING
135 Greenhill Road Unley SA 5061 P 08 8357 3862

ARCHITECT
BELL Architecture
Suite 1, 77 King William Road Unley SA 5061 P 08 8373 3870 F 08 8357 2939

cook BUILDING

JOB TITLE
BRIGHTON OVAL PROPOSED NEW CLUBROOMS
BRIGHTON RD, BRIGHTON SA

DRAWING TITLE
PROPOSED FLOOR PLANS
LACROSSE CLUBROOMS
(BUILDING 3)

JOB NO
BA180095

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1:100

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TR

DRAWING NO
SK2203

REVISION
P6

BELL

**BRIGHTON OVAL - CLUBROOM REDEVELOPMENT
PROJECT BUDGET (Updated as at 29.11.18)**

Original Budget	\$ 8,000,000	\$ 8,000,000
LESS: Lacrosse Lights	\$ 90,000	\$ 90,000
LESS: Council Project Management		
Concept Design (Folland Panozzo Architects)	\$ 45,000	
Legal - contract/tendering	\$ 35,000	
Tonkin - prelim design/specs/planning advice	\$ 109,000	
Contractor Superintendent (Tonkin)	\$ 75,000	
Quantity Surveyor (RBL)	\$ 25,000	
	<u>\$ 289,000</u>	\$ 289,000
LESS: Council - other works packages		
Civil works/Services/Landscaping	\$ 300,000	
Tree Removals	\$ 10,000	
	<u>\$ 310,000</u>	\$ 310,000
LESS: Contract Costs		
Detail Design (Cook & Bell)	\$ 340,755	
Contractors Preliminaries/Margins/Proj Costs	\$ 558,855	
	<u>\$ 899,610</u>	\$ 899,610
LESS: Contingency	\$ 80,000	\$ 80,000
Available for Construction Works Packages		\$ 6,331,390

Brighton Oval Upgrade - Football & Cricket - Rev.3

No	Cost Centre	Total Tender Estimate
1	Demolition	\$113,836.00
2	Civil Works	\$52,000.00
3	Landscaping	\$0.00
4	Concrete & Formwork	\$189,850.22
5	Precast Concrete	\$148,225.00
6	Masonry	\$77,400.00
7	Structural Steel	\$94,500.00
8	Cladding	\$47,355.00
9	Roofing	\$87,300.00
10	Glazing & Aluminium	\$120,913.80
11	Carpentry	\$4,050.00
12	Joinery	\$36,000.00
13	Doors & Hardware	\$65,280.00
14	Metalwork	\$50,600.00
15	Lightweight Walls & Ceilings	\$169,575.00
16	Roller Shutter	\$23,100.00
17	Wall Finishes	\$0.00
18	Floor Finishes	\$113,123.50
19	Painting	\$58,680.00
20	Electrical Services	\$146,050.00
21	Hydraulics Services	\$320,000.00
22	Mechanical Services	\$200,400.00
23	Fire Services	\$71,000.00
24	Lifts & Hoists	\$83,600.00
25	Commercial Kitchen Equipment	\$0.00
26	Loose Furniture	\$0.00
27	Curtains & Blinds	\$0.00
28	Signage	\$10,000.00
29	Toilet/Shower Cubicles	\$53,500.00
30	Commercial Cleaning	\$16,640.00
31	Builders Works	\$34,650.00
32	Temporary Club Accommodation	\$0.00
33	PC Allowance External Feature Treatment	\$10,000.00
34	Targeted improvement on services trade due to detailed scope (7%)	-\$53,931.50
35	Contingency	\$100,000.00
		\$2,443,697.02

Below the Line Items		
1	Coolrooms & Freezers	\$33,000.00
2	Kitchen/Bar Equipment	\$30,000.00
3	Kitchen & Dry Store Joinery	\$20,000.00
4	Bench Seating	\$27,000.00

Brighton Oval Upgrade - Lacrosse - Rev.3

No	Cost Centre	Total Tender Estimate
1	Demolition	\$43,520.00
2	Civil Works	\$28,000.00
3	Landscaping	\$0.00
4	Concrete & Formwork	\$172,400.41
5	Precast Concrete	\$142,450.00
6	Masonry	\$46,400.00
7	Structural Steel	\$75,000.00
8	Cladding	\$20,810.00
9	Roofing	\$72,500.00
10	Glazing & Aluminium	\$113,106.00
11	Carpentry	\$4,200.00
12	Joinery	\$37,500.00
13	Doors & Hardware	\$63,800.00
14	Metalwork	\$47,250.00
15	Lightweight Walls & Ceilings	\$150,315.00
16	Roller Shutter	\$23,600.00
17	Wall Finishes	\$0.00
18	Floor Finishes	\$79,916.00
19	Painting	\$47,631.00
20	Electrical Services	\$137,580.00
21	Hydraulics Services	\$280,000.00
22	Mechanical Services	\$183,400.00
23	Fire Services	\$71,000.00
24	Lifts & Hoists	\$83,600.00
25	Commercial Kitchen Equipment	\$0.00
26	Loose Furniture	\$0.00
27	Curtains & Blinds	\$0.00
28	Signage	\$10,000.00
29	Toilet/Shower Cubicles	\$42,750.00
30	Commercial Cleaning	\$15,040.00
31	Builders Works	\$34,650.00
32	Temporary Club Accommodation	\$0.00
33	PC Allowance for External Feature Treatment	\$8,000.00
34	Targeted improvement on services trade due to detailed scope (7%)	-\$47,038.60
35	Contingency	\$60,000.00
		\$2,047,379.81

Below the Line Items		
1	Coolrooms & Freezers	No Allowance
2	Kitchen/Bar Equipment	\$30,000.00
3	Kitchen & Dry Store Joinery	\$20,000.00
4	Bench Seating	\$22,500.00

27.11.18

Brighton Oval Upgrade - Rugby - Rev.3

No	Cost Centre	Budget Estimate
1	Demolition	\$45,146.00
2	Civil Works	\$28,000.00
3	Landscaping	\$0.00
4	Concrete & Formwork	\$200,880.00
5	Precast Concrete	\$133,925.00
6	Masonry	\$55,800.00
7	Structural Steel	\$110,000.00
8	Cladding	\$21,350.00
9	Roofing	\$85,739.38
10	Glazing & Aluminium	\$120,085.50
11	Carpentry	\$3,900.00
12	Joinery	\$43,500.00
13	Doors & Hardware	\$52,580.00
14	Metalwork	\$38,600.00
15	Lightweight Walls & Ceilings	\$181,085.00
16	Roller Shutter	\$28,500.00
17	Wall Finishes	\$0.00
18	Floor Finishes	\$106,551.00
19	Painting	\$50,195.00
20	Electrical Services	\$145,730.00
21	Hydraulics Services	\$305,000.00
22	Mechanical Services	\$221,400.00
23	Fire Services	\$71,000.00
24	Lifts & Hoists	\$83,600.00
25	Commercial Kitchen Equipment	\$0.00
26	Loose Furniture	\$0.00
27	Curtains & Blinds	\$0.00
28	Signage	\$10,000.00
29	Toilet/Shower Cubicles	\$52,650.00
30	Commercial Cleaning	\$16,640.00
31	Builders Works	\$34,650.00
32	Temporary Club Accommodation	\$0.00
33	PC Allowance for external Treatment	\$10,000.00
34	Targeted improvement on services trade due to detailed scope (7%)	-\$52,859.10
35	Contingency Allowance	\$80,000.00
		\$2,283,647.78

Club Scope Item Requests (ex GST)				
1	Balcony Set Down (inc increased building elevation)	Concrete	\$7,000.00	\$77,071.00
		Precast	\$23,375.00	
		Masonry	\$18,600.00	
		Structural Steel	Nil	
		Metalwork	\$1,800.00	
		Glazing	\$7,560.00	
		Lightweight Walls	\$9,550.00	
		Painting Internal	\$1,680.00	
		Painting External	\$2,550.00	
Nosings & Tactiles	\$4,956.00			
2	Coolrooms & Freezers		\$12,000.00	
3	Kitchen/Bar Equipment		\$30,000.00	
4	Kitchen & Dry Store Joinery		\$20,000.00	
5	Bench Seating		\$24,840.00	
			\$163,911.00	