



# 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 12 February 2019 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 Acting Mayor will declare the meeting open at 7:00pm.*

### 2. KAURNA ACKNOWLEDGEMENT

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

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

### 3. PRAYER

*Heavenly Father, we pray for your presence and guidance at our Council Meeting. Grant us your wisdom and protect our integrity as we carry out the powers and responsibilities entrusted to us on behalf of the community that we serve.*

### 4. APOLOGIES

4.1 Apologies Received

4.2 Absent

### 5. ITEMS PRESENTED TO COUNCIL

### 6. DECLARATION OF INTEREST

*If a Council Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Council they are asked to disclose the interest to the Council and provide full and accurate details of the relevant interest. Members are reminded to declare their interest before each item.*

### 7. CONFIRMATION OF MINUTES

#### Motion

**That the minutes of the Ordinary Meeting of Council held on 29 January 2019 be taken as read and confirmed.**

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

**Carried**

### 8. PUBLIC PRESENTATIONS

#### 8.1 Petitions

8.1.1 Petition – Kingston Park Kiosk (Report No: 54/19)

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 – Drinking Fountain Adjacent to the Brighton Jetty (Report No: 47/19)
- 9.2.2 Question on Notice – Household Waste (Report No: 48/19)
- 9.2.3 Question on Notice – Domestic Waste Calendar – Lack of Magnet (Report No: 58/19)
- 9.2.4 Question on Notice – Traffic Signage on the Corner of Partridge Street and Jetty Road Glenelg (Report No: 59/19)
- 9.2.5 Question on Notice – Provision of Suitable Equipment for Children with a Disability in Council Playspaces (Report No: 62/19)
- 9.2.6 Question on Notice – Budget vs Actual Amounts for Printing and Public Relations Costs (Report No: 64/19)
- 9.2.7 Question on Notice – Council Workshops (Report No: 66/19)

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

- 11.1 Motion on Notice – Rescission Motion – Open Space and Public Realm Strategy [C28018/1263] – Councillor Bouchee (Report No: 55/19)
- 11.2 Motion on Notice – Budget Item 394 Community Centre Coordination – Councillor Clancy (Report No: 57/19)
- 11.3 Motion on Notice – Rescission Motion – Footpath Encroachment – Purchase of Land – Portion of 15 Pine Avenue, Kingston Park [C290119/1365] – Councillor Lonie (Report No: 60/19)
- 11.4 Motion on Notice – Long Term Parked Cars – Councillor Clancy (Report No: 65/19)

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

- 13.1 Draft Minutes – Alwyndor Management Committee – 17 January 2019 (Report No: 49/19)
- 13.2 Minutes – Audit Committee – 6 February 2019 (Report No: 52/19)

**14. REPORTS BY OFFICERS**

- 14.1 Items in Brief (Report No: 46/19)
- 14.2 Brighton Community Garden – Bowker Oval Community Engagement Findings (Report No: 45/19)
- 14.3 Code of Practice – Meeting Procedures – Annual Review (Report No: 50/19)

- 14.4 Budget Update – as at 31 December 2018 (Report No: 51/19)
- 14.5 Responses to the State Government’s Turning the Tide on Single Use Plastics and Container Deposit Scheme Discussion Papers (Report No: 63/19)

**15. RESOLUTIONS SUBJECT TO FORMAL MOTIONS**

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

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

**17. CLOSURE**

**JUSTIN LYNCH  
CHIEF EXECUTIVE OFFICER**



Item No: **8.1.1**

Subject: **PETITION – KINGSTON PARK KIOSK**

Date: 12 February 2019

Written By: Governance Coordinator

General Manager: Corporate Services, Mr R Bria

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### **SUMMARY**

A non-conforming petition has been received requesting Council recognise the importance of Coffee n Cookies to the community and extend their lease.

The petition does not meet the criteria outlined in the Council's Code of Practice – Procedures at Meetings as it does not include the Head Petitioners contact details on each page of the petition in accordance with clause 3.1.7 of the Council's Code of Practice – Meeting Procedures.

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### **RECOMMENDATION**

**That the non-conforming petition be noted.**

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### **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

### **COUNCIL POLICY**

City of Holdfast Bay Code of Practice – Procedures at Meetings

### **STATUTORY PROVISIONS**

*Local Government Act 1999*

*Local Government Act (Procedures at Meetings) Regulations 2013*

### **REPORT**

A non-conforming petition has been received requesting:

*"We, the undersigned, understand that the City of Holdfast Bay (the Council) has given notice, within the terms of the Licence Agreement with Mr David Easson, of Coffee n' Cookies, for him to*

*remove non-approved items from the kiosk building and the adjoining space and that he has agreed to comply.*

*We further understand that the Council has given Mr Eason Notice to Yield up the Site prior to the otherwise agreed period up until a tender process is completed. Mr Eason has appealed to Council to allow a continuation of trading.*

*We strongly support an extension of the Licence Agreement.*

*Coffee n Cookies provides an important community facility and service, acting as a hub for a large number of regular customers who have formed friendship and informal support groups. It also serves beach goers and caravan park patrons.*

*During approximately four years of operation, the facility has, with the exception of extreme weather conditions, been open 7 days a week for extended hours throughout the year. It now employs full-time/part-time three women who will be significantly impacted by the closure of the operation.*

*Coffee n Cookies offers seating at quality tables and chairs for over 30 customers with shade/protection offered by multiple umbrellas -with all items purchased and maintained by Mr Eason. The facility is dog-friendly. The substitution of a food van without such facilities and without operating the same hours, as a core condition of licence, is not an acceptable substitute.*

*We strongly urge the Council to recognise the importance, to its community, of the current arrangements and to maintain them until such time as a permanent cafe is constructed and operating at Kingston Park”.*

*Refer Attachment 1*

## **ADMINISTRATION COMMENT**

### **Requirements of the Local Government (Procedures at Meetings) Regulations 2013 and City of Holdfast Bay Code of Practice – Meeting Procedures**

The *Local Government (Procedures at Meetings) Regulations 2013* and City of Holdfast Bay Code of Practice – Meeting Procedures describe how petitions are dealt with by Council and the minimum criteria that they need to meet to be considered as a petition by Council. Section 10 of regulations are shown below.

#### 10—Petitions

- (1) A petition to the council must—
  - (a) be legibly written or typed or printed; and
  - (b) clearly set out the request or submission of the petitioners; and
  - (c) include the name and address of each person who signed or endorsed the petition; and

- (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
- (3) Subregulation (2) may be varied at the discretion of the council pursuant to regulation 6.

In addition the Council's City of Holdfast Bay Code of Practice – Meeting Procedures has additional criteria which a petition must also meet and these are shown below.

Chapter Three: Supplementary Meeting Procedures:

- 3.1.5 The original or each page of a petition is to be presented by the head petitioner to Council's Administration and identify the name and contact details of the head petitioner.
- 3.1.6 Each page of a petition presented to the Council is to restate the whole of the request or submission of the petitioners.

The petition does not meet the criteria outlined by the regulations and the Council's code of practice as it does not include the Head Petitioners contact details on each page of the petition in accordance with clause 3.1.7 of the Council's Code of Practice – Meeting Procedures.

City Of Holdfast  
TRIMMED

9 JAN 2019

7A Sherlock Road  
Kingston Park

Mr Justin Lynch, CEO  
Ms Amanda Wilson, Mayor  
City of Holdfast Bay  
24 Jetty Road  
BRIGHTON South Australia 5048

24 January 2019

Dear Mr Lynch and Ms Wilson

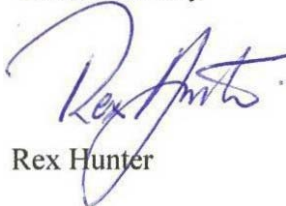
**Re: Kingston Park Kiosk**

I write on behalf of a number of the regular patrons of the Kingston Park kiosk, Coffee 'n' Cookies, who are among the more than 250 signatories to an attached letter to the City of Holdfast Bay.

The letter presents the view that until the Council can construct a purpose built cafe at Kingston Park, the existing kiosk arrangements should continue. Provision of food van(s) is not an acceptable alternative.

I trust that the Council will give due consideration to the points raised in the letter and will have regard to the significant support for them.

Yours sincerely



Rex Hunter

cc Councillors: Ms Annette Bradshaw, Ms Clare Lindop, Ms Susan Lonie

Enc:

To City of Holdfast Bay

We, the undersigned, understand that the City of Holdfast Bay (the Council) has given notice, within the terms of the Licence Agreement with Mr David Easson, of Coffee n' Cookies, for him to remove non-approved items from the kiosk building and the adjoining space and that he has agreed to comply.

We further understand that the Council has given Mr Easson Notice to Yield up the Site prior to the otherwise agreed period up until a tender process is completed. Mr Eason has appealed to Council to allow a continuation of trading.

We strongly support an extension of the Licence Agreement.

Coffee n Cookies provides an important community facility and service, acting as a hub for a large number of regular customers who have formed friendship and informal support groups. It also serves beach goers and caravan park patrons.

During approximately four years of operation, the facility has, with the exception of extreme weather conditions, been open 7 days a week for extended hours throughout the year.

It now employs full-time/part-time three women who will be significantly impacted by the closure of the operation.

Coffee n Cookies offers seating at quality tables and chairs for over 30 customers with shade/protection offered by multiple umbrellas -with all items purchased and maintained by Mr-Easson. The facility is dog-friendly. The substitution of a food van without such facilities and without operating the same hours, as a core condition of licence, is not an acceptable substitute.

We strongly urge the Council to recognise the importance, to its community, of the current arrangements and to maintain them until such time as a permanent cafe is constructed and operating at Kingston Park.

Item No: **9.2.1**

Subject: **QUESTION ON NOTICE – DRINKING FOUNTAIN ADJACENT TO THE BRIGHTON JETTY**

Date: 12 February 2019

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## **QUESTION**

Councillor Miller asked the following question:

- “1. When did Council removed the granite drinking fountain adjacent to the Brighton Jetty, and why?**
- 2. Why a new drinking fountain has not been installed?**
- 3. What the cost implications would be to install a drinking fountain near the Brighton Jetty would be?”**

## **Background**

This question was raised to me by members of the community who are rightly concerned about the lack of public drinking fountains around the Brighton Jetty, a popular summer destination and a busy thoroughfare for locals. There can be found in multiple places adjacent to CHBs other Jetty at Glenelg which are an asset to visitors and promotes healthy living.

## **ANSWER – General Manager City Assets & Services**

1. Council decommissioned the drinking fountain around 20 years ago. The decorative granite structure was retained. The design of the granite bowl was such that deposited rubbish and blown sand continuously blocked the drain outlet and caused overflows, making the area wet, unattractive and slippery. Flooding of the drinking fountain bowl also made the fountain unattractive and discouraged use.
2. Without knowing the full history, the likelihood is that alternative drinking fountains/taps were installed on the foreshore at the end of Dunluce Avenue (approx 100m north of Jetty Road) and on the shower located on the foreshore opposite the Brighton Surf Life Saving Club (approx 200m south of Jetty Road). The decorative granite base and bowl had a monument installed and remained decommissioned.
3. There are several options:
  - (a) Do nothing – there appears to be ample opportunity for community access to water from public drinking fountains/taps adjacent to Jetty Rd and for purchase from shops/cafes located on Jetty Rd. Re-commissioning of the

decorative drinking fountain at the jetty will likely create the same hazards/issues as existed in the past and so is not supported.

- (b) Recommission the decorative fountain – will require significant work to re-establish and ensure drainage is improved. Additional ongoing maintenance from rubbish dumping and sand build up will be required. May be problematic as the original fountain had issues with clogging up with sand and was unserviceable. Estimated cost around \$9,000 plus water supply and maintenance costs.
- (c) Install a new drinking fountain near the site – current drinking fountains/taps are between 100 and 200m away. A stainless steel drinking fountain with tap could be installed adjacent to the safety fence near the original decorative fountain with the advantage of easy drainage to the beach. Estimated cost around \$9,000 plus ongoing water supply and maintenance costs.

Item No: **9.2.2**  
Subject: **QUESTION ON NOTICE – HOUSEHOLD WASTE**  
Date: 12 February 2019

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## QUESTION

Councillor Miller asked the following question:

- “1. What household recycling education initiatives are in place in CHB?**
- 2. What is the rate of household recycling contamination?**
- 3. What effect does this have on our waste management program?**
- 4. Are there plans to further educate households on how to properly manage their household waste?”**

## Background

This question has been asked on behalf of residents who have noticed regular issues with household recycling bins, namely the presence of plastic bags and non-recyclable plastics which is quite common.

## ANSWER – General Manager City Assets & Services

1. *What household recycling education initiatives are in place in CHB?*

City of Holdfast Bay runs a number of education initiatives including:

- A visual bin inspection campaign where householders are provided feedback on kerbside recycling, organic and garbage bins contents in the form of tags. Householders seen to be doing the right thing then have the chance to win a \$100 Jetty Road Glenelg gift card (30 to be won). This program was developed in conjunction with State Government and has been so successful it has been adopted by 15 local and interstate councils.
- City of Holdfast Bay Environmental Education and Projects Officer runs on average 20-30 waste presentations and waste tours for interested community groups and schools each year
- In 2013 all Households with a kerbside bin service received a kitchen organics basket and compostable bags for disposal of food scraps into their organics bin. Households can access free rolls of bags from the Brighton Civic Centre and the Libraries
- City of Holdfast Bay is currently running a State Government funded pilot with 2 local Foodland Supermarkets where plastic bags for fruit and vegetable purchases have been swapped for compostable versions. These bags are



compatible with kitchen organic baskets for correct food scarp disposal. This program has received wide spread media attention, has been praised by the Minister for the Environment and Water David Speirs MP and is currently being considered by Foodland to be rolled out in all 120 stores in South Australia.

- Each year City of Holdfast Bay households receive a waste calendar and waste and recycling guide in their letterbox.

2. *What is the rate of household recycling contamination?*

CHB has one of Adelaide's lowest contamination rates between 11-13%

3. *What effect does this have on our waste management program?*

Contamination rates above 30% are extremely hard for our Recycling Processor Visy to sort. Main contaminants include soft plastics, polystyrene and textiles.

4. *Are there plans to further educate households on how to properly manage their household waste?*

City of Holdfast Bay is continuing bin inspections, community talks and offering compostable bags and kitchen organic baskets in 2019. South Aussie with Cosi has been engaged to develop a number of waste educational youtube videos for Facebook. Administration are currently working on project proposals for council consideration to assist the LGA reduction of single use plastics consumption.

Item No: **9.2.3**

Subject: **QUESTION ON NOTICE – DOMESTIC WASTE CALENDAR – LACK OF  
MAGNET**

Date: 12 February 2019

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**PROPOSED MOTION**

Councillor Bouchee proposed the following motion:

**Could administration advise why the calendar has no magnet on the back?**

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**ADMINISTRATION COMMENT**

The magnet was removed so that the calendar could be recycled more effectively when placed in a kerbside recycling bin. This practice has been adopted by a number of councils across SA and reduces contamination of the recycling stream.

Item No: **9.2.4**

Subject: **QUESTION ON NOTICE – TRAFFIC SIGNAGE ON THE CORNER OF PARTRIDGE STREET AND JETTY ROAD GLENELG**

Date: 12 February 2019

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## **QUESTION**

Councillor Bouchee asked the following question:

***“Could administration please advise when the sign for “No Right Turn etc..” north bound Partridge/Jetty Rd Glenelg.?”***

## **ANSWER – Technical Officer, Traffic & Transport**

Council’s resolution required 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.”

Traffic consultant Infraplan was engaged to investigate options, including a ban on right turns from Partridge St (northbound) into Jetty Road during peak times. During the review an option was identified where, rather than banning the right turn at peak times, 3 new dedicated lanes could be provided for northbound traffic on Partridge St at Jetty Rd intersection being:

- a dedicated right turn lane for traffic from Partridge Street (northbound) turning into Jetty Road;
- a dedicated left turn lane from Partridge into Jetty Rd; and
- a dedicated straight ahead traffic lane.

Modelling confirmed that this configuration would dramatically improve traffic flows at the intersection. Essentially, there would be and right turn and no need to ban the right turn which is currently holding up traffic. Other options were also modelled, including the No Right Turn ban, but the 3 lane concept gave by far the best outcome.

At the time, Infraplan had been engaged by Holdfast for the Jetty Road Masterplan investigations for Strategy & Innovation and asked to revisit options for Anzac Highway Bicycle Lane. Due to Infraplan’s resource constraints, the decision was made to progress the Partridge/Jetty right turn last of these three project.

Infraplan is preparing a report to detail the findings of their review and their recommendation. This detailed report will then be forwarded to DPTI to confirm their acceptance of the proposed option(s) and to assess changes to traffic signal and control bans, This DPTI review will take around 4-6 weeks, but is dependent on DPTI’s timeframes. Once the technical feasibility has been confirmed and preliminary authorisation obtained from DPTI, a report will be submitted to Council for endorsement and funding consideration.

Item No: **9.2.5**

Subject: **QUESTION ON NOTICE – PROVISION OF SUITABLE FOR EQUIPMENT CHILDREN WITH A DISABILITY IN COUNCIL PLAYSPACES**

Date: 12 February 2019

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## **QUESTION**

Councillor Bradshaw asked the following question:

***“Has consideration been given to providing a component in one of Holdfast Bay Playspaces for children with a disability?”***

### **Background**

Following the opening of the playspace at Angus Neill Reserve I received a phone call from a disappointed resident who had taken their disabled child to that space, only to find there was nothing suitable for them to safely play on.

Apparently there’s a Sydney-based charity with an aim to financially assist with such playspaces all over Australia. It’s my understanding they recently assisted in the installation of a playspace which is suitable for children with a disability in the Marion Council area at Ascot Park.

### **ANSWER – Manager Active Communities**

Each of our playspaces that are being redeveloped aim to create playspaces that are accessible to children of all ages, abilities and backgrounds incorporating universal design principles where possible. For instance, wheelchair and pram access is made to most pieces of equipment and interactive play elements are installed at an appropriate height for children in wheel chairs. The selection of rubber soft fall rather than pine chips is also a consideration where possible. In the case of Angus Neill Reserve, the multi-person basket swing is directly accessible by wheelchair, along with the carousel that is designed to enable wheel chairs to be wheeled on and off without lifting required. Designing playspaces to be accessible to people with disabilities is a part of design briefs with contractors, and most recently is the case with the design brief for Bindarra Reserve that specified design with a play focus on ages 2 to 8 years and universal design principles.

The Hendrie Street Playspace (project cost approximately \$1 million) in the City of Marion received \$110,000 in funding from the Touched by Olivia Foundation. Touched by Olivia Foundation was formed in Australia in 2006 by the Perkins Family, following the loss of Olivia, their baby daughter, to a rare disease. With a strategy aimed at creating healthier and happier lives for children, their core focus centres on creating inclusive playspaces across Australia.

Item No: **9.2.6**

Subject: **QUESTION ON NOTICE – BUDGET VS ACTUAL AMOUNTS FOR PRINTING AND PUBLIC RELATIONS COSTS**

Date: 12 February 2019

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**QUESTION**

Councillor Smedley asked the following question:

**“Could Administration please advise Budget vs Actual (YTD) amounts to say 31/12/2018, consolidated for all cost centres, including Alwyndor, for:**

- 1. Printing and publishing costs.**
- 2. Public relations costs including retainers if any, and where applicable, incorporating the use of external speech, script and copy writers.”**

**ANSWER**

The answer will be provided at the Council meeting.

Item No: **9.2.7**

Subject: **QUESTION ON NOTICE – COUNCIL WORKSHOPS**

Date: 12 February 2019

## QUESTION

Councillor Abley asked the following question:

*“Could you please advise:*

1. *The dates and topics of the upcoming Council Workshops*
2. *When they will be available on the council website for public viewing?”*

## ANSWER – Governance Coordinator

1. All Council and pre-Council meeting workshop dates and times are currently in the Elected Member Calendar and the content of the workshop will be updated as early as possible prior to the date. The below schedule is currently being finalised and is subject to change due to availability of presenters, information or attendance.

12 February 2019 Glenelg Town Hall	Pre Council	Arts and Culture Strategy
19 February 2019 Brighton Civic Centre	3 <sup>rd</sup> Tuesday	Jetty Road Detailed Designs Coast 1, 2 options, Mosely Sq, present 3 concept options for jetty rd/colley tce corner  Anzac Hwy Bike Lanes Project
26 February 2019 Glenelg Town Hall	Pre Council	Jetty Rd Mainstreet Governance Model
5 March 2019 Brighton Civic Centre	1 <sup>st</sup> Tuesday	Budget Workshop 2
12 March 2019 Glenelg Town Hall	Pre Council	Kangaroo Island opportunities
19 March 2019 Brighton Civic Centre	3 <sup>rd</sup> Tuesday	Community Centre’s Update  Playspace Action Plan Briefing, Provide Summary of PAP contained in meeting Agenda
26 March 2019 Glenelg Town Hall	Pre Council	By Law Review – Endorse By Law changes
2 April 2019 Brighton Civic Centre	1 <sup>st</sup> Tuesday	Budget Workshop 3

9 April 2019 Glenelg Town Hall	Pre Council	Value of LGA Membership
23 April 2019 Glenelg Town Hall	Pre Council	Glenelg Football Club

The schedule for Council Workshops are every 1st and 3rd Tuesday of the month at Brighton Civic Centre from 6.00pm.

Pre-Council meeting Workshops are scheduled each 2nd and 4th Tuesday of the month between 6pm and 7pm at Glenelg Town Hall, prior to the Council meeting.

2. Council Workshops/Briefings (informal gatherings) are open to the public unless they are determined by the Council or Chief Executive Officer that they need to be held in confidence under section 90(3) of the Local Government Act 1999 or if they are a planning session of a general of strategic nature.

As the workshops are subject to change, they are normally placed on the website the week prior to the workshop under: Council Committees and Workshops.

Item No: **11.1**

Subject: **MOTION ON NOTICE – RESCISSION MOTION – OPEN SPACE AND PUBLIC REALM STRATEGY [C280818/1265] – COUNCILLOR BOUCHEE**

Date: 12 February 2018

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### **PROPOSED MOTION**

Councillor Bouchee proposed the following motion:

**That Council rescind Part 1. and 2. of Motion (C280818/1265 in relation to Report 285/18 passed 28 August 2018.**

If carried, then I propose:

#### **That Council:**

- 1. Endorse “The Open Space Strategy Summary “ together with Appendix A, B, C, D. provided in Report 285/18**
  - 2. Note “The Open Space Project List 2018-2030” Appendix E provided in Report 285/18**
  - 3. Note the “ Engagement Summary Report” and “ Detailed Responses to Engagement Comments” as provided in attachments provided in Report 285/18.**
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### **BACKGROUND**

This was passed in the final months of of the last Council.

The Strategy is an excellent resource for future recommendations by Administration . This is a new Council and members may wish to implement an alternative list of projects and priorities.

I believe by previously endorsing the “Open Space Project List 2018-2030” it has pre-empted any possible future decisions by this Council , by noting this list specifically , any future projects in the Budget must be identified and not just listed as an “Open Space” Budget item.



**PREVIOUS COUNCIL MINUTE (28 August 2018)****14.2 Open Space and Public Realm Strategy (Report No: 285/18)**

*The second phase of community engagement on the draft Open Space and Public Realm Strategy 2018-2030 has been completed and the Strategy is ready to be finalised. There were a few comments received during the consultation period including two detailed responses from the Holdfast Bay Residents Alliance and Marino Residents Association. These comments have been considered and changes to the strategy have been identified for the Council's consideration.*

*It is recommended that the Open Space and Public Realm Strategy 2018-2030 be endorsed by Council.*

**Motion****C280818/1265*****That Council:***

- 1. *endorse the "Open Space Strategy Summary" and "Open Space and Public Realm Strategy 2018-2030" provided in Attachments 1 and 2 of Report 285/18;***
- 2. *note the 'Engagement Summary Report' and 'Detailed Responses to Engagement Comments' as provided in Attachments 3 and 4 of Report 285/18.***

*Moved Councillor Lonie, Seconded Councillor Aust*

**Carried****ADMINISTRATION COMMENT –**

The Open Space and Public Realm Strategy 2018-2030 sets out the priorities for enhancement and improvement of open space and public realm across the City aligned to the strategic objectives of the Council. While the Strategy provides a list of potential open space projects (Appendix E), endorsement of the Strategy does not approve funding for the projects. Any funding for the projects listed in Appendix E require approval for funding from Council through the Annual Business Plan process. It is anticipated that administration will identify prior to a new financial year the priorities from these projects and will table those with Council for funding approval as part of the Annual Business Planning process that also goes through public consultation. This allows Council to raise any concerns it has with regard to any individual projects prior to any funding approval being endorsed.

The projects listed were also included as part of the community engagement conducted from 11 to 31 July 2018, and any feedback received was included in finalising the projects identified. Many of the projects listed in Appendix E are projects that were identified in the Council's 2012 Open Space Strategy. Given they were already endorsed potential projects, it was identified as important to carry them through to the review of the Strategy and additional projects identified through the engagement processes conducted.

Therefore there is no need to rescind Appendix E of the Strategy as the process to allocate funding to these projects will require Council approval through the Annual Business Plan process.

Item No: **11.2**

Subject: **MOTION ON NOTICE – BUDGET ITEM 394 COMMUNITY CENTRE COORDINATION – COUNCILLOR CLANCY**

Date: 12 February 2019

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### **PROPOSED MOTION**

Councillor Clancy proposed the following motion:

**That the remaining funds in the budget for Community Centre Coordination , operational budget item 394, be suspended and not spent pending further council reports, a workshop and further council consideration concerning the way ahead for community centres.**

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### **BACKGROUND**

Councillors need time to receive the report by council regarding community centres and receive responses from the community centres so council can make an informed decision.

### **ADMINISTRATION COMMENT – Manager Active Communities**

Council responds directly to the community with regards to service and program provision and allocates appropriate resources accordingly. As at 31 January 2019, unspent budget for budget line 394 (Community Development Coordination) is \$57,397. \$34,510 has been spent to date and \$57,874 remains with the salary component of this being \$45,179. The remaining budget excludes the \$30,000 allocated for Holdfast Bay Community Centre Masterplan which is located in budget line C41. Removal of the resources including remaining budget allocation of the previously mentioned amount would directly impact and impede delivery of core community development services and programs citywide, these include but no limited to; coordination and implementation of the Holdfast Bay Community Centre Masterplan, Community grants and donations program, Glenelg North Community Garden liaison, community events, Glenelg Community Centre booking management, assistance provided to community centre administration, administer Community Centres MOU and reporting to Council on achievement of key objectives. Importantly these community driven functions of Council could not be absorbed across the respective Business Unit.

Item No: **11.3**

Subject: **MOTION ON NOTICE – RESCISSION MOTION – FOOTPATH ENCROACHMENT – PURCHASE OF LAND – PORTION OF 15 PINE AVENUE, KINGSTON PARK [C290119/1365] – COUNCILLOR LONIE**

Date: 12 February 2019

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### **PROPOSED MOTION**

Councillor Lonie proposed the following motion:

**That Council rescind the motion (C290119/1365) in relation to Report No: 18/19 being that Council remove the section of footpath at 15 Pine Avenue Seacliff.**

If carried, then I propose:

- 1. Approve the purchase of approximately 11.84m squared of land that is part of 15 Pine Ave, Kingston Park, at a cost of approximately \$18,000 which includes the cost of construction of a crossover.**
- 2. Authorises the Mayor and CEO to affect the land purchases affix the Seal and sign any associated documentation.**
- 3. Subject to transfer of the subject land, approve a road opening in accordance with Roads (Opening and Closing) Act 1991.**
- 4. Provide additional capital expenditure on up to \$25,000 at the March 2019 budget update for the purchase of the land and associated costs.**

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### **BACKGROUND**

I believe that to remove this footpath will impact on all pedestrians, especially children, the elderly and disabled, in being to directly access the newly opened Pine Gully Path.

This will particularly be relevant when the Pine Gully pedestrian crossing is reopened over the train line, and relevant for not only School children from Seacliff Primary but also residents on the eastern side of Brighton Road.

The pedestrian crossing on Brighton road is south of Pine Ave, the careful school crossing is on the south side, and the rail crossing, when reopened, naturally takes you to the southern side, where the Pine Gully path starts.

To cross then re cross the road, near a bend on a slope, places pedestrians at unnecessary risk.

#### **PREVIOUS COUNCIL MINUTE**

#### **14.14 Footpath Encroachment – Purchase of Land – Portion of 15 Pine Avenue, Kingston Park (Report No: 18/19)**

*Council's footpath adjoining the residential block at 15 Pine Avenue, Kingston Park encroaches some 11.84 square metres onto that private property.*

*The property owner is willing to sell the portion for a price of approximately \$18,000 which includes the cost of construction of a cross over. The alternative option is to reduce the width of the foot path or the roadway. This remediation is estimated to cost approximately \$15,000 but will reduce the road width.*

*This report recommends that Council purchase the encroachment area for the price sought by the land owner. Note that Council will also need to pay all transaction costs (ie. conveyancing, road opening process, etc) of about \$7,000.*

#### **Motion**

**C290119/1365**

***That the footpath be removed in front of 15 Pine Avenue, Seacliff.***

*Moved Councillor Clancy, Seconded Councillor Bouchee*

**Carried**

Item No: **11.4**

Subject: **MOTION ON NOTICE – LONG TERM PARKED CARS – COUNCILLOR CLANCY**

Date: 12 February 2019

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**PROPOSED MOTION**

Councillor Clancy proposed the following motion:

**That the CEO write to the Minister of Transport to request that the previous legislation, which prevented cars from being parked for extended periods on the street, be reintroduced.**

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**BACKGROUND**

Used car sales yards are storing their cars in suburban streets which is restricting residents and visitors access to parking.

There have been cars parked for over four weeks in many of the streets in Somerton Park close to Brighton Road. The street is becoming their sales yards which has no cost attached.

Item No: **13.1**

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 17 JANUARY 2019**

Date: 12 February 2019

Written By: Personal Assistant, GM Alwyndor

A/General Manager: Alwyndor, Mr B Capes

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### **SUMMARY**

The minutes of the Alwyndor Management Committee meeting held on 17 January 2019 are provided for information.

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### **RECOMMENDATION**

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 17 January 2019 be noted.**

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

2. **That having considered Agenda Item 13.1 - 49/19 Draft Confidential Minutes – Alwyndor Management Committee – 17 January 2019 in confidence under section 90(2) and (3)(b) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Attachments and minutes be retained in confidence until the Alwyndor Management Committee release the minutes from confidence and that this order be reviewed every 12 months.**
- 

### **COMMUNITY PLAN**

Community: Building a healthy, active and resilient community

Community: Providing welcoming and accessible facilities

Culture: Supporting excellent, efficient operations

### **COUNCIL POLICY**

Not applicable

### **STATUTORY PROVISIONS**

Not applicable

## **BACKGROUND**

This report is presented following the Alwyndor Management Committee Meetings.

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



## CITY OF HOLDFAST BAY

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care, Dunrobin Road, Hove on Thursday 17 January 2019 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor P Chabrel

#### **Independent Members**

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

#### **Staff**

Acting General Manager Alwyndor – Mr B Capes  
Personal Assistant – Ms R Gordon  
Financial Accountant – Ms A Klenk  
Best Practice and Innovation Coordinator – Ms R Cantos  
Residential Services Manager – Ms S Wirth  
Engagement and Communications Advisor – Ms T Helbers  
Home Support Services Manager – Ms N Jeffery  
Healthy Living Services Manager – Ms S Drew

### **1. OPENING**

The Chairperson declared the meeting open at 6.34 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 - Cr S Lonie

3.2 Leave of Absence - Mr K Whitford

**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 December 2018 be taken as read and confirmed.**

Moved by Mr Bamford, Seconded by Cr Lonie

**Carried**

**6. REVIEW OF ACTION ITEMS**

**7. CONFIDENTIAL**

**7.1 Short-term Strategy (Report No: 01/19)**

**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: 01/19 Short-term Strategy 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: 01/19 Short-term Strategy 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 as the knowledge of our requirement to employ additional resources may provide a commercial advantage to a third party regarding the sourcing and employment of those resources.**

**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 Chabrel

**Carried**

This report outlines the short-term plan for Alwyndor to focus on key priorities and address areas of risk.

### **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 1 hour (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 6.38pm

The Chairperson brought the suspension of the meeting to a close at 7.41pm

Ms Jeffery, Ms Cantos, Ms Helbers and Mr Drew left the meeting at 7.42pm

*The Acting General Manager advised that the primary focus of the Executive team at this time is Alwyndor's accreditation. Alwyndor's accreditation expires in November. Alwyndor can expect an agency accreditation visit any time from May and will be one of the first organisations to go through accreditation under the new quality standards. As part of aligning to the new quality standards, we need to re-do all 355 care plans across Residential and Home Support departments. The Committee queried why it is necessary to re-do all care plans - the Residential Services Manager advised that current plans do not meet the new quality standards.*

*The Acting General Manager advised that an internal accreditation working party has been formed. This team will also address Alwyndor's preparedness for the Royal Commission. Although smaller providers have not been invited (or legally obliged) to respond to the Royal Commission – it has been requested that smaller providers make a submission. The Committee recognised that both accreditation and the Royal Commission are matters we must be properly prepared for. The Acting General Manager agreed to provide a copy of Alwyndor's submission to the Royal Commission to the Committee once complete.*

*The Committee acknowledged that we are in a position to use the accreditation preparation process to improve team culture and to bring into focus our key vision of "active, healthy and meaningful lives for all people as they age". The Committee*

*encouraged the executive team to communicate, and guide staff in how to generate the best outcomes for Alwyndor's community.*

*Short-term (three month) staffing resources required were discussed at length in order to prepare to meet the new quality standards and accreditation.*

*The Committee agreed that overall sustainability must also continue to be an area of ongoing prioritisation and focus.*

*The Committee acknowledged the efforts made by the executive team to focus on care, customers and compliance during a period of change in the aged care industry. The Committee also recognised that under the Acting General Manager the executive team are motivated and united to achieve these short-term goals and have the full support of the Committee.*

### **Motion**

**That the Alwyndor Management Committee:**

- 1. notes the information outlined in this report.**
- 2. agrees for the Acting General Manager to focus on and address key areas of risk over the next six months.**
- 3. approves the Acting General Manager to employ short-term additional resource to meet requirements as appropriate having regard to the key areas of risk identified as discussed.**
- 4. requests the Acting General Manager reports progress against an accreditation action plan to the Committee each month.**

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

- 5. That having considered Agenda Item 7.1 Short-term Strategy (Report No: 01/19) 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 Attachments be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.**

Moved Ms Cudsi, Seconded Ms Bonnici

**Carried**

## **7.2 Financial Update (verbal)**

### **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 Cr Chabrel, Seconded Ms Bonnici

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 7.2 Financial Update (verbal report) 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 Cr Chabrel

Carried

Ms Wirth and Ms Klenk left the meeting at 8.10pm

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

8.1 Strategic Planning (verbal)

**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 8.14pm

The Chairperson brought the suspension of the meeting to a close at 8.30pm.

**Motion**

**That Strategic Planning process be deferred until the appointment of a General Manager with the view of commencing in April but no later than 30 June 2019.**

Moved Ms Aukett, Seconded Mr Cheater

**Carried**

Mr Capes left the meeting at 8.32pm

**8.2 Recruitment of General Manager Alwyndor (verbal)**

*The Committee discussed the recruitment for the role of General Manager, Alwyndor.*

Ms Cudsi left the meeting at 8.44pm

Ms Cudsi re-joined the meeting at 8.45pm

**Motion**

**That the Alwyndor Management Committee recommend that the Chief Executive Officer consider having an experienced aged care professional on the interview panel for the recruitment of a GM for Alwyndor**

Moved Mr Cheater, Seconded Ms Bonnici

**Carried**

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 21 February 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**10. CLOSURE**

The meeting closed at 8.46 pm.

**CONFIRMED 21 February 2019**

**CHAIRPERSON**

DRAFT

Item No: **13.2**

Subject: **MINUTES - AUDIT COMMITTEE – 6 FEBRUARY 2019**

Date: 12 February 2019

Written By: General Manager Business Services

General Manager: Business Services, Mr R Bria

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## **SUMMARY**

The minutes of the meeting of the Audit Committee held on 6 February 2019 are presented to Council for information and endorsement.

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## **RECOMMENDATION**

1. **That Council receives and notes the minutes of the meeting of the Audit Committee of 6 February 2019, namely:**
    - (a) **That the Audit Committee recommends to Council the appointment of Councillor John Smedley as the Presiding Member for the term of Council.**
    - (b) **That the Audit Committee advises Council it has received and considered a Standing Items Report addressing:**
      - **Monthly financial statements**
      - **Internal control**
      - **Risk management**
      - **Whistleblowing**
      - **Internal audit**
      - **Economy and efficiency audits**
      - **Audit Committee Meeting Schedule for 2019**
    - (c) **That the Audit Committee supports the 2019-20 budget timetable, development, and key parameters as identified in this report.**
  2. **That Council appoints Councillor John Smedley as the Presiding Member of the Audit Committee for the term of Council.**
-



**COMMUNITY PLAN**

A Place that Provides Value for Money

**COUNCIL POLICY**

Not applicable

**STATUTORY PROVISIONS**

*Local Government Act 1999*, Sections 41 and 126

**BACKGROUND**

The Audit Committee is established under Section 41 of the *Local Government Act 1999*, and Section 126 of the *Local Government Act 1999* defines the functions of the Audit Committee to include:

- reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and
- proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
- proposing, and reviewing, the exercise of powers under section 130 A; and
- if the council has exempted a subsidiary from the requirement to have an audit committee, the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee; and
- liaising with the council's auditor; and
- reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

**REPORT**

Minutes of the meeting of Audit Committee held on 6 February 2019 are attached for member's information.

**BUDGET**

Not Applicable

**LIFE CYCLE COSTS**

Not Applicable

**Minutes of the meeting of the Audit Committee of the City of Holdfast Bay held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 6 February 2019 at 6:00pm.**

**PRESENT**

**Members**

Councillor J Smedley  
Councillor R Snewin  
Mr J Wood  
Mr S Spadavecchia  
Mr S Tu

**Staff**

General Manager Business Services – Mr R Bria  
Manager Finance – Mr J Newton

**1. OPENING**

The General Manager Business Services will declare the meeting open at 6 pm.

**2. APPOINTMENT OF PRESIDING MEMBER**

The Audit Committee's Terms of Reference provides that it may nominate any member of the Committee to be its presiding member (other than the Mayor).

**Motion**

- 1. That the Audit Committee appoints Councillor John Smedley as Presiding Member for this meeting.**
- 2. That the Audit Committee recommends to Council the appointment of Councillor John Smedley as the Presiding Member for the term of Council.**

Moved Councillor Snewin, Seconded Mr S Spadavecchia

**Carried**

**3. APOLOGIES**

- 3.1 Apologies Received - Nil
- 3.2 Absent - Nil

**4. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

**5. CONFIRMATION OF MINUTES****Motion**

**That the minutes of the Audit Committee held on 17 October 2018 be taken as read and confirmed.**

Moved by Mr J Wood, Seconded by Mr Sean Tu

**Carried**

**6. ACTION ITEMS**

The Action Items were tabled and discussed.

**7. REPORTS BY OFFICERS****7.1 Standing Items – February 2019 (Report No: 37/19)**

The Audit Committee is provided with a report on standing items at each ordinary meeting.

**Motion**

**That the Audit Committee advises Council it has received and considered a Standing Items Report addressing:**

- **Monthly financial statements**
- **Internal control**
- **Risk management**
- **Whistleblowing**
- **Internal audit**
- **Economy and efficiency audits**
- **Audit Committee Meeting Schedule for 2019**

Moved Mr S Tu, Seconded Mr J Wood

**Carried**

**7.2 2019-20 Budget Development (Report No: 38/19)**

The 2019-20 budget development, timelines, initial assumptions and parameters will be presented to Council at a workshop on 5 February 2019. Pursuant to its term of reference, the Audit Committee has an opportunity to review the presentation providing comments to Council in relation to the commencement and planning of the draft 2019-20 budget.

**Motion**

**That the Audit Committee supports the 2019-20 budget timetable, development, and key parameters as identified in this report.**

Moved Mr S Tu, Seconded Mr J Wood

**Carried**

**8. AUDIT COMMITTEE FORWARD AGENDA**

**9. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING - Nil**

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

The next meeting of the Audit Committee will be held on Monday 8 April 2019 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

**11. CLOSURE**

The Meeting closed at 7:32 pm.

**CONFIRMED      Monday 8 April 2019**

**CHAIRMAN**

Item No: **14.1**  
Subject: **ITEMS IN BRIEF**  
Date: 12 February 2019  
Written By: Personal Assistant  
General Manager: Business Services, Mr R Bria

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## **SUMMARY**

These items are presented for the information of Members.

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

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## **RECOMMENDATION**

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

1. **Proclamation Day 2018**
  2. **Brighton Jetty Sculptures Council Purchase**
  3. **Senator the Hon Simon Birmingham**
- 

## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

Not applicable

## **REPORT**

1. **Proclamation Day 2018**

The 182<sup>nd</sup> anniversary of the reading of the Proclamation of South Australia was held at the Old Gum Tree reserve on Friday 28 December.

Dignitaries in attendance included:

- His Excellency the Honourable Hieu Van Le AO
- Premier Steven Marshall
- Steven Patterson MP, Member for Morphett
- Nicolle Flint MP, Member for Boothby
- Ms Nadia Clancy, Labor Candidate for Boothby
- Mayor Michael Coxon, City of West Torrens
- Cr Alexander Hyde, representing the Lord Mayor and Adelaide City Council
- Deputy Mayor Tim Pfeiffer, City of Marion
- Cr Edgar Agius, City of Charles Sturt
- Cr Peter Denholm, Kangaroo Island Council
- Service Commanders – SAPOL, Navy, Army, RAAF, SES, MFS
- Elected Members of City of Holdfast Bay.

Tamaru delivered the Welcome to Country and set up a Wodli traditional shelter and provided cultural educational activities after the ceremony.

Speeches were also made by His Excellency the Honourable Hieu Van Le AC, Governor of South Australia; Mayor Amanda Wilson – who spoke in Kurna and English; Premier of South Australia, Mr Steven Marshall; Kurna Elder Lynette Crocker and Reverend Michele Yuan of Glenelg St Peter's Church delivered the prayer.

Musical performances by the Glenelg Brass Band and Brighton Secondary School student Natalie Bartram and the Fort Glanville Guards were also in attendance. The Rotary Club of Glenelg served a BBQ morning tea following the ceremony.

A forecast 39 degrees kept the attendance less than 300 people, however there was also good media coverage including three news crews from channels 7, 9 and 10, and The Advertiser in attendance.

## 2. **Brighton Jetty Sculptures Council Purchase**

The Patritti Brighton Jetty Sculptures Festival was held from 23 January to 3 February 2019 and is a valued annual arts event within the City of Holdfast Bay. This year saw a record number of 200 sculptures exhibited, including 90 outdoor installations along the popular sculptures' Walk along the Esplanade and in Bindarra Reserve.

The City of Holdfast Bay has sponsored the event since it began 12 years ago and has shown ongoing commitment and support of the annual festival. This arts event is appreciated by many and draws an audience of over 100,000 people to the seaside destination of Brighton. To ensure ongoing support for this major community event Council are currently negotiating a 3 year agreement.

In 2019 Council allocated \$20,000 for the purchase of a sculpture from the BJS event. To ensure a fair and transparent selection process the sculptures were judged by a selection panel comprising of Council representatives, a past event official, art

educators and art professionals. The selection panel were asked to base their decisions on a range of criteria and consideration was also given to the suitability of the sculpture for permanent public installation.

After some discussion and deliberation the panel were unanimous in their decision to select the sculpture titled Gyre by sculptor Matthew Turley.

The sculpture will be installed on the lower concourse on the south side of the Brighton Jetty where it was positioned during the Sculptures event along the foreshore and will be a lasting addition to the city's public art assets.



**3. Senator the Hon Simon Birmingham**

A letter has been received from Senator the Hon Simon Birmingham congratulating Council on its recent success at the South Australian Tourism Awards in Adelaide.

Senator the Hon Simon Birmingham's letter is attached for Members' information.

*Refer Attachment 1*



City of Holdfast  
Bay  
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## Senator the Hon Simon Birmingham

Minister for Trade, Tourism and Investment  
Deputy Leader of the Government in the Senate  
Senator for South Australia

Our Ref MC18-000371

Mr Justin Lynch  
City of Holdfast Bay  
PO Box 19  
BRIGHTON SA 5048

Dear Mr Lynch

Congratulations on your recent success at the South Australian Tourism Awards in Adelaide.

Your contribution to the tourism industry has been outstanding and is endorsed by your industry colleagues. The Local Government Award for Tourism for the City of Holdfast Bay recognises your efforts and capability as an organisation. Your contribution and continued dedication are constant reminders of how hard the sector works in showcasing tourism and South Australia.

The Australian Government is committed to supporting the tourism industry through the national *Tourism 2020* strategy. Tourism-related businesses are a substantial part of the national economy, accounting for more than one-in-eight of Australia's 2.2 million businesses and employing 1 in 13 Australians. South Australia has seen impressive growth in international visitation and expenditure, outstripping the national growth rate on both these measures.

Reflecting on the significant contribution the tourism industry makes to South Australia, I encourage you, as an integral part of this industry, to keep up the great work.

Yours sincerely

**Simon Birmingham**

18 JAN 2019



Item No: **14.2**

Subject: **BRIGHTON COMMUNITY GARDEN- BOWKER OVAL COMMUNITY ENGAGEMENT FINDINGS**

Date: 12 February 2019

Written By: Youth and Recreation Officer

General Manager: Community Services

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### **SUMMARY**

Community engagement was conducted around the proposal to establish the Brighton Community Garden at Bowker Oval Reserve, North Brighton. A high level of community interest was received regarding the proposal, with the majority of respondents (83.5%) in support of the project progressing in this location. Due to the high level of support for the proposal to establish the Brighton Community Garden at Bowker Oval Reserve, it is recommended to proceed with the establishment of the community garden at this location.

---

### **RECOMMENDATION**

1. **That Council notes the Brighton Community Garden- Bowker Oval Engagement Report findings.**
  2. **That Council endorses proceeding with establishing the Brighton Community Garden at Bowker Oval Reserve, North Brighton.**
  3. **That Council enters into a new Licence Agreement with the Brighton Community Garden Incorporated over a portion of land comprised in Certificate of Title Volume 5737 Folio 272 for a period of five years commencing 1 March 2019, with an Option to Renew for a subsequent five years.**
  4. **That a commencing annual rent of \$265 (plus GST) be charged to the Lessee.**
  5. **That the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to this lease.**
- 

### **COMMUNITY PLAN**

Placemaking: Developing walkable connected neighbourhoods  
Community: Building a healthy, active and resilient community  
Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community  
Environment: Building an environmentally resilient city  
Environment: Using resource efficiently  
Environment: Fostering an environmentally connected community

## **COUNCIL POLICY**

Community Consultation and Engagement Policy  
Community Garden Guidelines

## **STATUTORY PROVISIONS**

Local Government Act 1999- Chapter 11 Part 1 Division 4

## **BACKGROUND**

The Brighton Community Garden Incorporated (BCGI) submitted a 'Fund My Neighbourhood' application to establish a community garden in the suburb of Brighton. This proposal was endorsed by Council at the Council Meeting on Tuesday 10 October 2017 to proceed to the community voting stage. This application received over 130 votes from the community and was successful in receiving \$50,000 funding. Council have since been working with BCGI to determine the most suitable location for this garden.

As part of the Fund My Neighbourhood application process, potential sites were identified by Council to be further investigated should the project be successful in receiving funding. Once funding was awarded, Dover Square Reserve was selected as the preferred location to go out to community engagement. Community engagement was held over April 2018 and there was a high level of community interest both for and against the project. Of the 160 community members who completed the survey, 86 (53.8%) were in support of the proposal and 74 (46.3%) against. A community petition against the proposal was established by a group of local residents that frequent the reserve predominantly to exercise their dogs off leash. The petition was marketed as a "Petition to Save Dover Square Park" and was signed by 689 people with 434 (63%) residing within the City of Holdfast Bay.

As a result of the consultation and subsequent petition it was determined that Dover Square Reserve wasn't the correct location for this community facility and alternative locations would need to be explored further.

After further investigation, a disused asphalt tennis court space at Bowker Oval Reserve was selected as the new preferred location for the establishment of the Brighton Community Garden due to:

- The recreation nature of the reserve
- Large size of the reserve
- Off road car parking
- Toilet facilities
- Available disused space

- Co-located sporting clubs and closely located school
- Existing on site amenities- shelter, BBQ, playspace
- Location of the reserve surrounded by housing allowing passive surveillance

Community engagement was held from Tuesday 20 November to Thursday 13 December 2018. 176 hard copy and online surveys were received and approximately 50 community members engaged through two drop-in sessions held on site on Sunday 2 and Wednesday 5 December 2018. The main themes from the engagement can be viewed in the Brighton Community Garden-Bowker Oval Reserve Engagement Report.

*Refer Attachments 1, 2, 3*

## **REPORT**

From the latest community engagement results, it is clear that there is a high level of interest and support for the proposal to establish Brighton Community Garden at Bowker Oval Reserve. 83.5% (147 people) of survey respondents were in support of the community garden being established at the reserve with 90 of these respondents interested in becoming a general member and 43 interested in assisting with the development of the garden.

The general consensus was that people are very enthusiastic to see this area turned into a community garden to benefit all ages. Many people highlighted the social connectivity and wellbeing benefits of a community garden for senior community members and educational benefits for children and young people. A number of people highlighted the need for (an improved) playspace at the reserve (note that the existing playspace comes up for renewal in the Asset Management Register in 2020/2021) and the need for the garden to be fenced to ensure positive relationships with dog exercisers and garden members.

Participants not in support of the proposal highlighted concerns around vandalism of the garden and the need for this space to be used for sporting activities including the desires of the Coastal District Little Athletics Club to turn this area into a training area for high jump and other athletic activities. Council staff have been in discussions with little athletics about their wants for this space but to date no formal proposal has been received from the club. Council staff are in discussions with the club about other possible locations for this training area within the reserve.

To proceed with the development of the community garden, administration request Council endorse entering into a licence with BCGI over a portion of the land comprised in Certificate of Title Volume 5737 Folio 272 for a period of five years commencing 1 March 2019, with an Option to Renew for a subsequent five years. This 705m<sup>2</sup> parcel of land incorporates the asphalt space remaining from a community tennis court no longer in use. The licence fee will be \$265 (plus GST) per annum based on council's standard licence and lease calculation procedure.

*Refer Attachment 4*

Bowker Oval Reserve is owned by the South Australian Department of Education. The land is leased by the City of Holdfast Bay and Council's current lease is until 2038. The lease outlines that the reserve is to be used for the purposes of community sport and recreation. Council staff have been in discussions with the Department of Education regarding the use of the above parcel of

land for a community garden and they have advised that the use of this space for a community garden meets the permitted use as per Councils lease agreement and that they will provide formal approval if Council endorsement for the project is given.

Of the 176 respondents who completed the online and hard copy survey, 114 reside within the City of Holdfast Bay and 40 were from neighbouring Council, the City of Marion, due to the reserves location on the boundary of the two Council regions. 67% of participants were current visitors of Bowker Oval Reserve with the majority frequenting the reserve weekly (38%) or daily (36%).

Pending the successful endorsement of this report, Council administration will form an internal working group to assist Brighton Community Garden Inc. to establish the garden at Bowker Oval Reserve and expend the Fund My Neighbourhood state government funding. This internal working group will comprise of staff members working within their existing roles and capacities.

#### **BUDGET**

\$50,000 – fully funded through the grant received from the Brighton Community Garden Inc. successful application to the State Governments Fund My Neighbourhood program.

\$1,727 of the grant funding has already been used for initial concept designs and some marketing collateral for the initial and second community engagement, leaving \$48,673.

#### **LIFE CYCLE COSTS**

Ongoing costs associated with the community garden will be funded by Brighton Community Garden Inc.



# COMMUNITY

ENGAGEMENT SUMMARY REPORT

# BRIGHTON COMMUNITY GARDEN PROPOSAL - BOWKER OVAL RESERVE

20 NOVEMBER - 13 DECEMBER 2018

Report Completed for the Youth and Recreation Officer  
Written by the Digital Engagement Partner.  
December 2018



## INTRODUCTION

On Tuesday 20 November 2018, Council commenced phase two of an engagement process with the community on The Brighton Community Garden project. Following engagement with the community in April 2018, a new proposal for the location of Brighton Community Gardens was put forward.

Community engagement previously held was around the establishment of Brighton Community Garden at Dover Square Reserve, South Brighton. The results determined that Dover Square was not deemed an appropriate location.

In review of the results and further research, Bowker Oval Reserve has been put forward via community engagement as an alternative location for the Brighton Community Garden.

This report provides the engagement methodology and engagement outcomes.

All submissions have been collated and are available upon request.

The responses received in the survey are listed in the appendices of this report.

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## BRIEF DESCRIPTION OF ENGAGEMENT METHODOLOGY

This community engagement ran from 20 November to 13 December 2018, a total of 24 days.

The views of the community were collected via:

- Council's website - The Council website provided the opportunity to complete an online survey
- Email submissions
- Drop-in sessions
- Hard copy surveys

And promoted through:

- Registered YourView user update - via email to a 1,800 database
- CoHB Twitter account every week for the duration of the engagement
- Email notifications to six organisations and key interest groups
- Six corflutes at entrances to Bowker Oval Reserve
- Brighton Civic Centre, Brighton and Glenelg Libraries
- Newsfeed on the City of Holdfast Bay corporate and engagement sites
- CHB Facebook posts

## ENGAGEMENT FORMAT

### Survey questions

1. Do you currently visit/use Bowker Oval Reserve, North Brighton? \*  
(Yes/No)
  - 1a. If yes, how frequently do you visit Bowker Oval Reserve?  
(Daily/Weekly/Fortnightly/Monthly/occasionally)
  - 1b. If yes, for what purpose/s do you visit Bowker Oval Reserve?

(Exercising dog/Visiting playground and picnic area/Sport and recreation/Enjoying open space/ Other (please specify))

2. Would you like to see the proposed community garden established at Bowker Oval Reserve, North Brighton (Yes/No/Not sure)

**2a.** If you answered, 'No' - please provide your reasons why you are not in support of a community garden at this location.

3. If you answered yes:

**3a.** If you are interested in being involved in the garden, in what capacity?

(Assisting with establishment/ Assisting with garden management/governance As a general member/Running or attending talks and presentations at the garden/ Visiting the garden with children/grandchildren General assistance with handy work etc. Other (please specify)

**3b.** What activities and education workshops would you like to see run through the garden?

(Organic gardening/Composting/Native planting/Dealing with pests/Pruning/Taking cuttings/Children friendly and inter-generational activities/Cooking demonstrations/Water management/Growing edible plants/Seasonal planting Other (please specify)

**3c.** What features would you like to see within the garden?

(Communal garden beds/Individual garden beds/Disability friendly garden beds/Quiet/ relaxation area/Meeting space/Children's area/Fruit trees/Indigenous and native plants/Sensory garden/Composting system/Other (please specify)

4. What suburb do you live in?

5. Additional comments

## DATA ANALYSIS

All data has been independently reviewed by the Digital Engagement Partner.

## SURVEY OUTCOMES

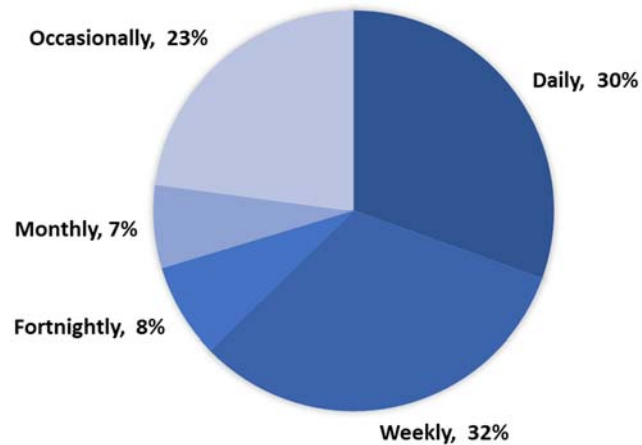
A total of 176 submissions were received. 141 were online survey submissions and 35 hard copy surveys were received during the engagement period, providing the following responses to the below questions:

### 1. Do you currently visit/use Bowker Oval Reserve, North Brighton? (Yes/No)

- 118 (67%) participants said yes.
- 58 (33%) participants said no.

#### 1a. If yes - how frequently do you visit Bowker Oval Reserve?

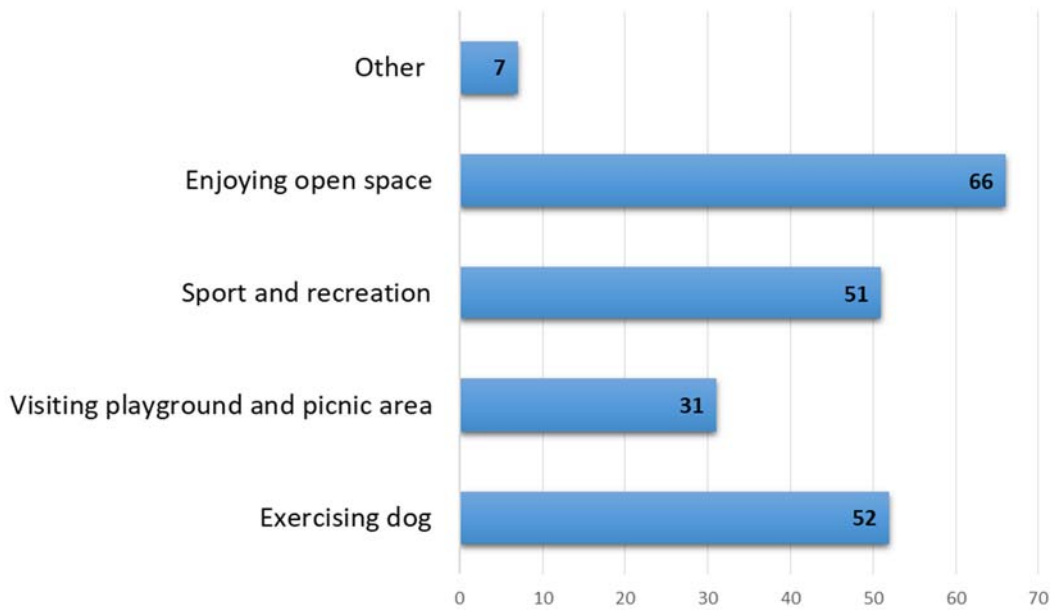
- 38% of those that visit Bowker Oval, frequent it weekly.
- 36% visit Bowker Oval daily.





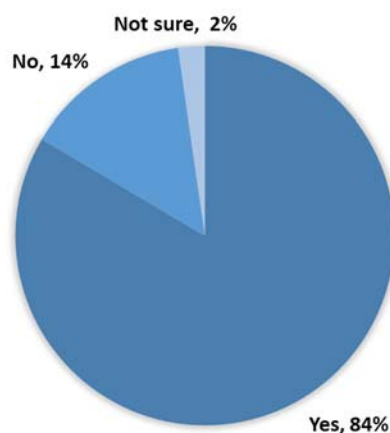
**1b. If yes - for what purpose/s do you visit Bowker Oval Reserve? (select all that apply)**

- 52 people selected enjoying open space.
- 51 participants selected sport and recreation.
- seven participants selected other: take visiting grandchildren for an excursion/Walking through to get to school/various activities/cycling/Grandchildren attend Paringa Park Primary/Use bbq for our annual Balmoral Ave Christmas Party/More scenic shortcut to shops - open space - green etc.



**2. Would you like to see the proposed community garden established at Bowker Oval Reserve, North Brighton (Yes/No/Not sure)**

- 147 participants (84%) said yes.
- 25 participants (14%) said no.
- Four participants (2%) said not sure.



**2a. If you answered, 'No' - please provide your reasons why you are not in support of a community garden at this location.**

**Summary**

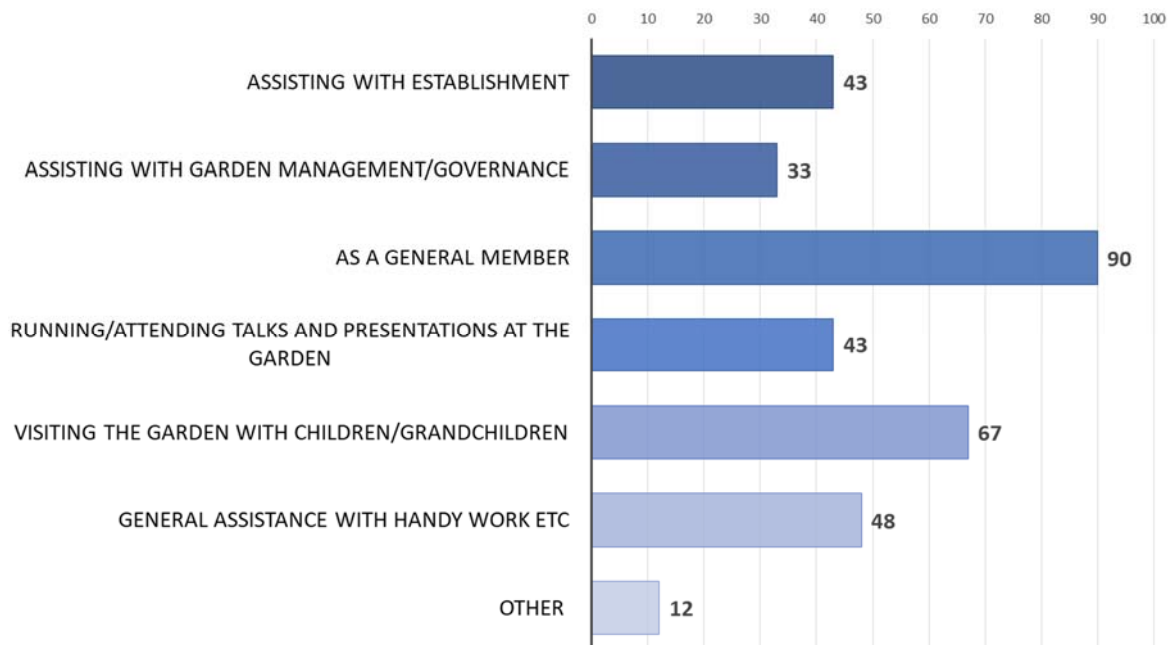
Participants not in support of the proposal highlighted concerns around vandalism of the garden (five comments) and the need for this space to be used for sporting activities including the desires of the Coastal District Little Athletics Club to turn this area into a training area for high jump and other athletic activities (11 comments). Four participants requested improvements/expansion to the playspace as a higher need than a community garden. Two participants questioned whether the garden would succeed in location of lower density housing and whether higher density locations had been considered. Concerns largely related to demand for allocation of space relating back to sporting activities and the sporting focus of the reserve

*For full list comments see Appendix A.*

**3. If you answered yes to a community garden at Bowker Oval:**

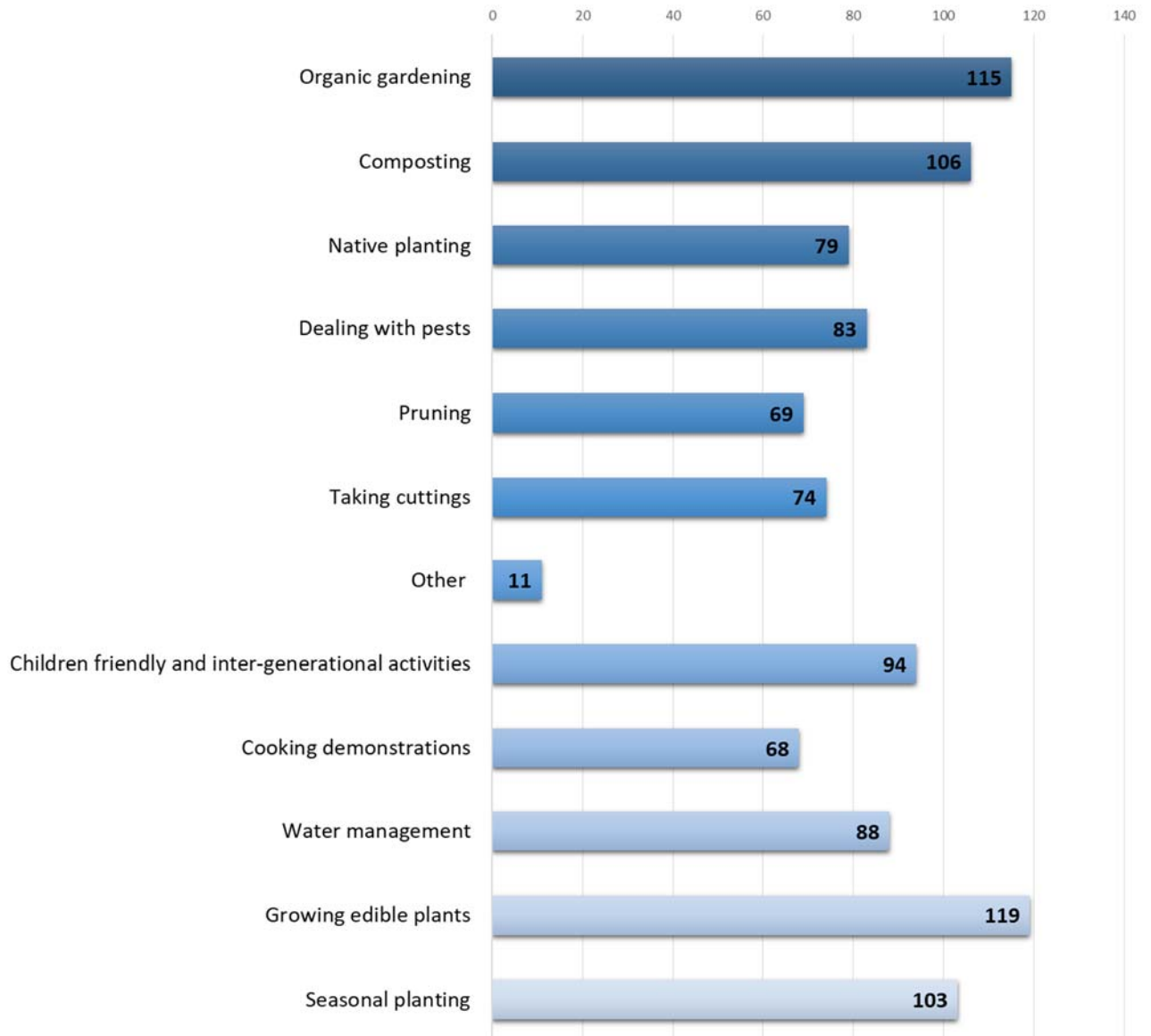
**3a. If you are interested in being involved in the garden, in what capacity?**

- 90 (27%) participants said as a General members.
- 67 (20%) participants said Visiting children/grandchildren.
- 48 (14%) participants said General assistance with handy work.
- 12 (3%) participants responded *other*: Light gardening, can't do bending, kneeling reaching due to disability, administration x2/ Not sure yet/none/ Learning more about gardening/ As a Councillor I am happy to be pro-active to keep this area working well.



### 3b. What activities and education workshops would you like to see run through the garden?

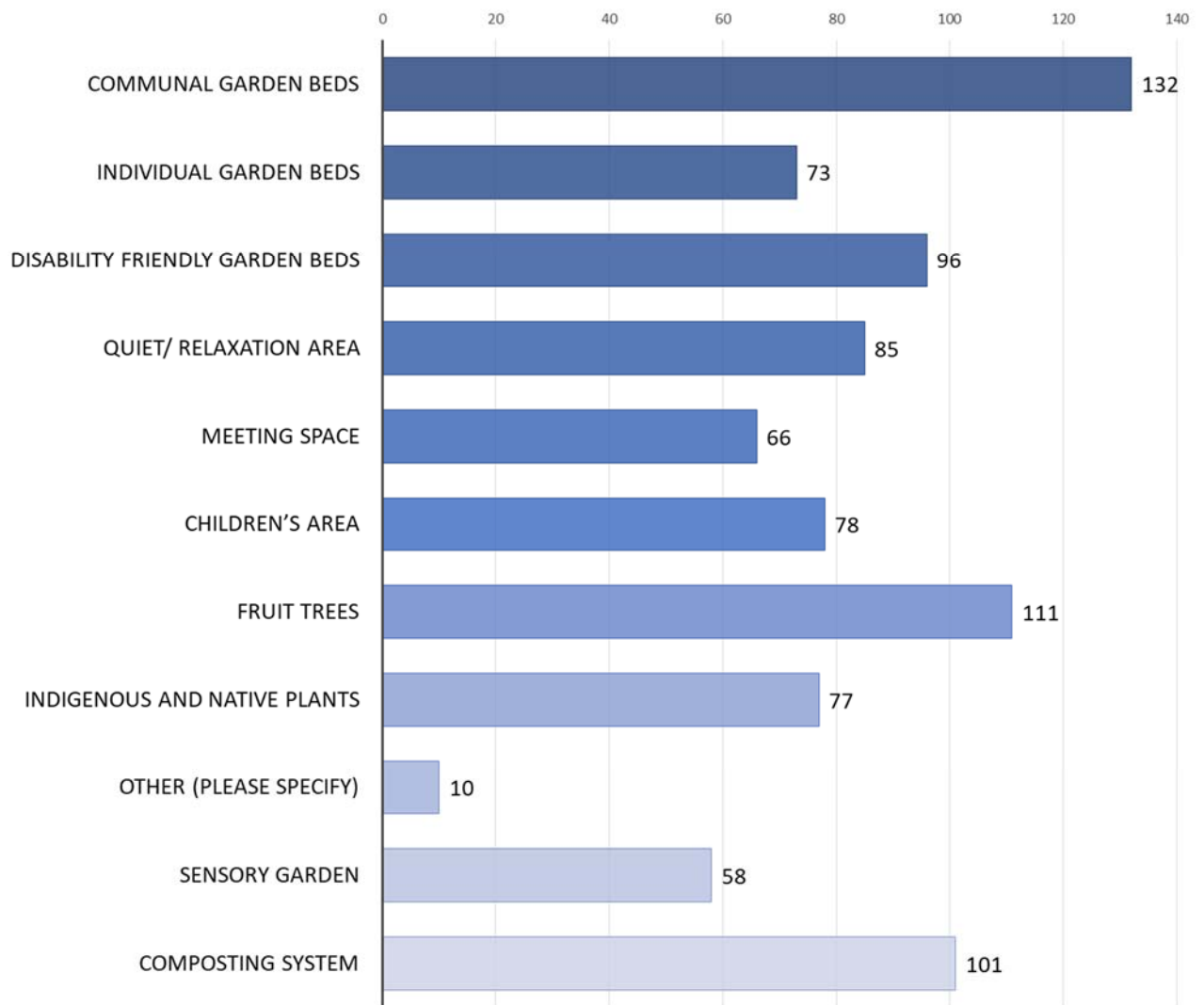
- 119 (12%) participants selected Growing edible plants
- 103 (10%) participants selected Seasonal plants
- 94 (9%) participants selected Children friendly and intergenerational activities
- 11 participants said other: cancer care group, native butterfly garden, community development, harvesting seeds, waste management and renewable energy, wicker beds, permaculture, native bee friendly garden.



**3c.) What features would you like to see within the garden? (tick all that apply)**

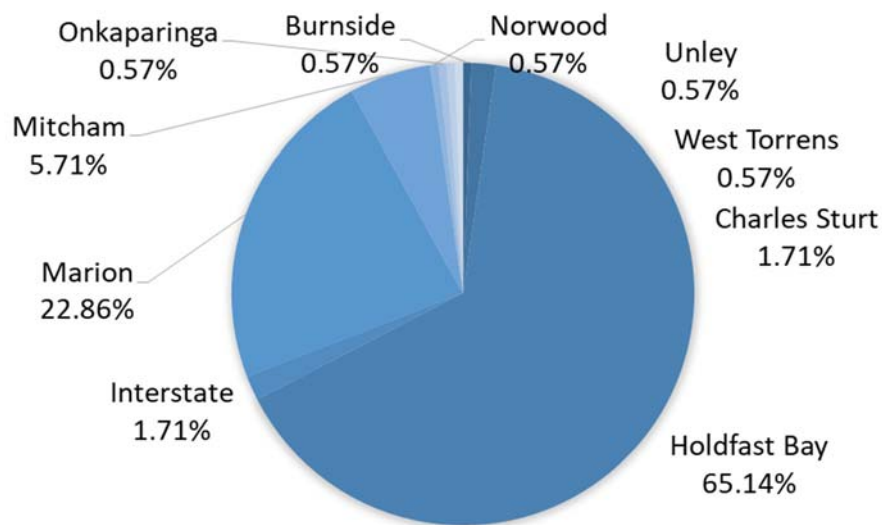
- Communal garden beds (15%)
- Fruit Trees (12%)
- Compostable systems (12%)
- Other: 10 participants responded with *other* (only 8 answered)

*See Appendix B. for Other comments.*



## SUBURB

- 114 participants were from the City of Holdfast Bay (65%).
- 40 participants were from the neighbouring council, City of Marion (23%).
- 17 participants were from metropolitan councils (10%).
- Three (3) participants were from interstate (2%) (the information may have been incorrectly entered by participants).



## COMMUNITY DROP-IN SESSIONS

Two Community Drop-In Sessions were held on site and hosted by Council staff and Brighton Community Garden Inc. representatives. An estimated 50 community members attended the two sessions. The first session held from 10am to 11am on Sunday 2 December attracted 25 local residents all in support of the community garden proposal proceeding. Community members discussed their ideas for the garden and how they would like to get involved in the garden if it proceeded.

The second session held from 6pm to 7pm on Wednesday 5 December attracted 20 local residents and representatives from Coastal Districts Little Athletics Club. The residents in attendance were in support of the proposal proceeding and representatives from little athletics wanted to voice their desire to use the proposed space to increase athletics activities at the reserve. Council staff have been in discussions with little athletics about their wants for this space but to this date no formal proposal has been received from the club only verbal and email conversations around ideas for this space. A local resident group were also holding their Christmas catch-up at the reserve, and asked council staff and Brighton Community Garden Inc. representatives to share information about the proposal and how they could contribute their feedback. The group was made up of approximately 20 community members with 5 actively engaging in conversations regarding the engagement.

## SUMMARY OF COMMENTS

The general consensus was that people are very enthusiastic to see this area turned into a community garden to benefit all ages especially young and old (12 comments), highlighting the social connectivity and wellbeing benefits of a community garden for senior community members and educational benefits for children and young people. In addition:

- Two people highlighted the need for (an improved) playspace at the reserve (note that the existing playspace comes up for renewal in the Asset Management Register in 2020/2021).
- Two participants highlighted concerns about planting/growing on an asphalt surface. (Note this question is addressed in the FAQs and was discussed at the community drop-in sessions).

It is also acknowledged that the comments received regarding the use of this space by the Coastal District Little Athletics Club have been noted throughout and should this project proceed, consideration will be given to meeting the needs of this club and members via utilising other locations within the reserve.

*See Appendix C. for full comments.*

## OVERALL SUMMARY

Eighty four percent (84%) of participants were in favour of the community garden being established at Bowker Oval Reserve, North Brighton. Of these 147 participants who were in favour of the community garden 118 already visit Bowker Oval Reserve with the majority frequenting the reserve daily (36) or weekly (38).

The community expressed wanting a range of features within the garden but predominantly community garden beds, fruit trees and composting systems. Growing edible and seasonal plants was highlighted as something the community would like to learn more about.

Of the 176 respondents 88% reside within Holdfast Bay or its boundary Council, the City of Marion. Respondents were predominantly residents of the City of Holdfast Bay and the City of Marion due to the reserves location on the boundary of the two council regions.

## HOW FEEDBACK WAS RECEIVED

A total of 176 survey submissions were received:

- 35 submissions were received via hardcopy.
- 141 submissions (surveys) were received online:
- The online project page attracted 423 page views, with 152 individual visitors viewing details of the engagement.

Participation level for this engagement was high due to the proposed project potential to directly affect local residents and community/sporting groups.

*Appendix A. – Comments relating to question 2a:* If you answered, ‘No’ - please provide your reasons why you are not in support of a community garden at this location.

*Comments received via Your View Holdfast (all comments are verbatim)*

1.	This area should be exclusively for children playing football. Take your garden elsewhere.
2.	It’s a sporting precinct. Lots of kids during football, cricket and little athletics. It sounds like the risk of damage from balls etc would be high and lead to conflict between the garden love4s and the sports groups. Pick a spot without all the sports facilities, please.
3.	Terrible use of such an open, public space. It is primarily a sporting venue, and the attached playground area is inadequate as it is, I would prefer to see the whole area be made into a much larger open space park, similar to Point Malcolm near Fort Glanville, or even Hendrie Street park.  So many families visit for sports, it’d be great to have a fantastic playground attached for the little kids.
4.	With younger people seeking residence and raising families in the area residential development to meet demand is getting overdone and open space retention is high priority.  Schools are no longer coping with the growth and open space creation and retention is a high priority to ensure people and children are catered for. To consider taking open space for a community garden is selfish,unfair and very short sighted. I feel that community gardening activity can be achieved successfully with the co-operation and within the controlled boundaries of schools such as Paringa and Brighton and organisations such as Alwyndor,Minda,Townsend House, Community Centre etc where some interest shall be taken in them.  Wasting money digging up an existing sound foundation that once was a tennis court does not make sense when it could very easily and economically be made a tennis court again and help the new kids on the block development.
5.	Alwyndor is my choice, fenced.. already is a garden. Bowker st very open to vandals...
6.	Alwyndor is my choice, fenced.. already is a garden. Bowker st very open to vandals...
7.	I believe there are better locations for this garden. The area would be better used for furthering its sporting/recreational potential.
8.	Will be unused. Garden will trashed by kids. Let's see something more themed to oval. Sports themed of dig agility.

<p>9. The area should be for a sporting facility like all weather high jump and long jump. Surely a community garden should be located near densely populated, high rise apartment type housing where the occupants do not have gardens. The properties as far as the eye can see have their own gardens around Bowker street. Have you really checked how many people would use a community garden at Bowker street? I can imagine it looking pretty shabby, pretty quickly.</p>
<p>10. We do not believe there is value for a community garden in this space due to its high use by dog owners and local sporting clubs. A community garden is unlikely to thrive well in this area unless it is fenced off and then it would attract vandalism and eventually become a locked area that a few would use.</p>
<p>11. As a member of Coastal Districts Little Athletics Club, we use the oval for training and competition on Wednesday and Friday evenings. The club would like to keep the oval as a sporting area and has plans to upgrade the old tennis courts ( proposed garden area) for long jump and high jump events, providing a rubberized surface similar to that at the SA Athletics Stadium. This will provide an all weather and safer area for the young athletes to train and compete in those events. Currently, you need to go to the SA Athletics stadium to find that level of training facility. It will be a benefit not only to the Club, but as an all weather play area for other users.</p>
<p>12. As a member of the Coastal Districts Little Athletics Club I oppose this on several grounds. This area has been previously identified by our sporting club for future expansion to include an all weather surface for training and highjump/long jump pits. The club is actively seeking funding opportunities to make this a reality which will benefit the more than 150 kids that actively participate in this community based sports program. If a community garden was to be located in this space it would be closed off to the rest of the reserve over time to prevent the inevitable damage that inquisitive dogs and vandals would no doubt cause.</p>
<p>13. This space will be needed for the many kids that do Little Athletics at Bowker st</p>
<p>14. The use of this area for a garden, will have the potential to impact the ever popular little athletics club that currently use the location.</p>
<p>15. My family are members of the Coastal Districts Athletics club. Bowker street oval is a heavily sporting focused space for the Somerton Park and surrounding areas.</p> <p>The club is raising funds currently with the goal to turn this particular area into an area surfaced with running track rubber for all weather training and competition.</p> <p>This space provides a local option for Athletics training at Bowker Street rather than travelling to and paying for entry into the Santos stadium. It would be open to the public and next to the BBQ area so it would also provide a safe play space for the community when the grass is wet and ground is soggy.</p>



I am also concerned that when the inevitable vandalism, damage and theft occurs at this proposed community garden, that this will become a fenced and locked area reserved for a few rather than open space for community sporting use.
16. I don't support the community Garden as currently the area is used for sporting organisations and with the increased density of housing more people are living closer together and this sporting facility needs to expand. Youth and adult exercise is a very important part of life and you just cant build a additional sports ground down the road as these facilities need to be located on the same patch of land. Plus we don't need to attract vermin and snakes follow near childrens activities.
17. The Bowker Oval Reserve is predominantly an outdoor sporting complex, which is used regularly by schools and various sporting clubs, for their competitions and physical exercise. To add a garden to this area would be a mixed use of the Reserve. My children use this oval for high energy activities such as athletics, cricket, basketball and tennis. We would prefer to see the area at the South East corner of the oval renovated to further expand the great existing high energy sporting areas.
18. We use this facility for the junior coastal athletics club which many young people attend and I feel the athletics club would make better use of this space
19. Bowker Street is a sporting hub. This area should be used to contribute to the sporting infrastructure of the location.
20. after hours vandalism will see any produce destroyed and spread within surrounding areas.
21. I feel that the residents in this neighbourhood have space for private gardens to grow what they desire and do not see it serving a useful purpose of the space. I would prefer the area to be utilised for sporting purposes as it is mostly used for sport or to build a better playground as this is a growing area for young families.
22. With young children and a dog I would much prefer a better playground or bbq area with more seating so more people can enjoy this area with their families!
23. There is limited open space for sporting use and this space should remain for sporting use.
24. I'm not in support of community gardens. I think open spaces are better especially with smaller land sizes and urbanisation these days. A community garden is a waste of space for the public and a money grabber for the council. Not a good idea.
25. NA

*Appendix B. – Comments relating to 3c:* What features would you like to see within the garden?

Comments received via Your View Holdfast (all comments are verbatim)

1. This would also be a great site for regular produce swaps, and/or a Grow Free cart.
2. ""- All of the above really

3. - Raised beds are easier to access/work on for all "
4. Would be great to have plants grown that attract births and butterflies.
5. Rainwater collection and use. Worm farms and education sessions. Muriel painted by graphic artist along the fence between resident and garden. An archway for entry which is names after Alex the driving force behind the community group.
6. "Individual beds- How would this work? would there be enough? etc
7. Quite/relaxation area- This could go into reserve
8. Meeting Space- Could have adjacent space
9. Children's area- Could have adjacent space
10. Sensory garden- Needs own space"
11. Bees!!!!
12. Harvesting/using rain water

### Appendix C. -5: Additional comments

Comments received via Your View Holdfast (all comments are verbatim)

1. I live about 3 houses from it, and would love to see it go ahead - it would offer alot of the elderly people in the area an area to mingle/share
2. I do not currently use the park, but I would if there was a community garden. There are no community gardens near me.
3. GREAT IDEA AND MUCH BETTER LOCATION THAN PARK AT DOVER GARDENS
4. a sheltered place for companionship to prep seedlings, cuttings, share a thermos. physical access where one could either sit stand or wheel into.
5. I am so enthused by this concept! I think it's a fabulous idea and I cannot wait to get started.
6. It is a good idea. I would prefer a fenced nature-play area for children, but failing that this is a good option. I would like part of it to cater for young children.
7. Love this idea. Its a perfect location for a beautiful working garden that the whole community can enjoy.
8. Gardens attract snakes, rats, mice etc.  I live directly opposite Bowker Oval, I will be intensely disappoited if a community garden is placed there.
9. The more Bowker street oval is used and the more people engaged then the less chance the state government will sell it off.
10. If any building construction is planned for it to be made out of recycle material and energy efficient principles, water capture and irrigation.
11. Composting area would be beneficial and could possibly create drop off point(and time) or contact of kitchen scraps for compost bins.
12. Fantastic idea!!!
13. Toilet facilities are needed closer to proposed site.
14. Sitting Benches so people can rest and a raided garden area for older people so they do not have to kneel then stand up! Please

15. Please do some sound thinking on this and don't mis-spend money badly because you have it.
16. We are retired and live within 500m distance of the proposed gardens. Although we have a very small home garden we would love to have the opportunity to plant, maintain and harvest seasonal vegetables & herbs. If other members have similar ideas then produce from the gardens could be shared amongst community members and allow nearby primary school children to develop further understanding of the subject.
17. I think it's a wonderful idea!!!
18. Lots of people value the opportunity to exercise their dogs at Bowker, and there's a really beautiful community of dog owners, kids and parents who meet there every day, so the garden would need to be fenced to protect the garden from the dogs. (I'd hate to see conflict arising in this treasured community place.) To keep kids busy it would also be great to upgrade the playground equipment and increase the shade and seating adjacent to that disused court as it's a very hot and 'hostile' space in summer, but would provide an ideal gathering place for the gardeners and other community members.
19. Lots of people value the opportunity to exercise their dogs at Bowker, and there's a really beautiful community of dog owners, kids and parents who meet there every day, so the garden would need to be fenced to protect the garden from the dogs. (I'd hate to see conflict arising in this treasured community place.) To keep kids busy it would also be great to upgrade the playground equipment and increase the shade and seating adjacent to that disused court as it's a very hot and 'hostile' space in summer, but would provide an ideal gathering place for the gardeners and other community members.
20. Sounds like a brilliant initiative, love this idea!!
21. Look forward to seeing a community garden up and running
22. I would like to see the playground upgraded. So hope that the community garden will not conflict with this space and use. While community gardens a great spaces they can lead to exclusion of other users who may not be members of the garden. They can have the perception of private/club use only which can make the general public feel they are unable to utilise the space. It is important that the garden is open for all to access and not locked behind a fence for members only access. Also important that it integrates with current users and the playground space.
23. Wonderful idea! The area is currently run down and an eye sore so any change (almost) would be an improvement. Love the idea of a community garden to bring people together and install a sense of pride for the environment, plus share knowledge.
24. if the garden beds r 2 b raised does the asphalt need 2 b removed? the contamination feared would b no greater than if the beds were placed on the soil under it. if remove the asphalt could enough b left as flooring 4 the shed & potting shed? also a border around the fence line would help prevent the grass encroaching from the park, cutting down on maintenance. is asphalt a suitable base for hot composting beds? would an apron near the gates b good 4 soil & mulch deliveries? can some of the play equipment b used as part of a children's garden or relocated close by? the area is close 2 a school & retirement village great for community integration. think it is in a great spot. good luck with it
25. I think it's a great idea! I know there are many community gardens in Marion council and one garden in Glenelg North so it will be good to have something in Brighton. It will also

offer a public green space that is not just intended for dogs or sport...it will be catering to a wider group of people!
26. Taking an ugly area & teaching children about gardening, bring in isolated people. Feed the local community. GREAT IDEA!
27. Community gardens provide the opportunity for the people in the community to connect & share experiences, learn from each other and be together.
28. It is quite often vandalized at the park so I am concerned that this will just become another area to be vandalized. Our area is full of young families so something that children can use would be ideal.
29. Great idea!
30. I've visited the Glenelg North Community garden with my young children many times and would love to see that replicated at Bowker and to be more involved in community activities.
31. Lots of fresh vegetables
32. Gardening and plants bring joy to people of all ages. This garden is a wonderful idea. Thanks for proposing it and we hope you get a strong support and participation from the community. We love visiting the Bowker Reserve even though we live in Marion Council precinct.
33. Very excited about this community garden. It's a wonderful idea for our Brighton community.
34. we live a 2-minute walk from the oval and go there daily to exercise our dog (my partner and I both work shifts, and we like to avoid the busy times when other people are at the oval). I am massively in favour of this idea, as long as it is secure so that dogs or other animals can't get in there.
35. I'm very excited and me and my children will love it!
36. Hope you are successful
37. Happy to help!
38. Central Brighton would be preferred, rather than this far northern edge. Parking considerations? Fenced off from dogs? Must be chemical pesticide free (organic)
39. Think it's a wonderful idea, great for the Community.
40. As above
41. Better use of the area would be to enhance the sporting and outdoor lifestyle area that this reserve already brings. Upgrade to the tennis courts and athletic areas would encourage more family type activities.
42. I am not opposed to a Community Garden, which I think is a good idea, but would hate to lose the space for athletics use.
43. I'm very concerned that the new location is some distance from the previously proposed. I have previous experience with the Marino community garden and the people involved have always lived very close to this and nearly all involved are of the Greeny type and this is reflected in the natural environment that those residence of Marino live in. Being a real estate agent Somerton Park isn't like Marino. The natural habitat a garden like this will attract will see adjoining properties inundated with vermin which then attract snakes. I

say again people in Marino live all the time with natural wildlife including snakes but Somerton Park people don't actively look for snakes and if your not used to being aware you have more chance of being bitten. I believe the council needs to be put on notice that if snakes are attracted especially where kids are its a dangerous liability and negligent for Holdfast Bay.
44. Anything that promotes an energetic life style is good for the community and the council ovals contribute greatly to this cause, particularly by providing areas for children to be active. I feel a garden located in this area would not contribute to the above and whilst gardens may also be important to some, I would prefer gardens to be located in parks, not within an area which is predominantly a sporting complex.
45. Would be good to have accessible paths for wheelchairs
46. Community gardens provide healthy lifestyle choices for individuals/families. They can be used to educate people, bring community members together. Children's group can learn where their food comes from.
47. fantastic idea to build community, increasing the green space/bird life is always invaluable also
48. This sounds like something that should happen in more areas!
49. Can the area with swings etc. incorporate children's garden and BBQ area incorporate meeting area etc so it all flows into larger 684m2 area? - Now that would be very excellent! e.g. sensory garden could be in that flowing area too - 684m2 area. I get that this may not be possible ; if not, then the other areas I marked as separate. Space would go into 684m2. (I would hate to see these features excluded i.e. we are all part of the community.)
50. I fully support it
51. This is a great idea! It's important that we all learn sustainable ways of growing food. 😊☐
52. Sounds like a great idea which would benefit the community greatly
53. I think it's a wonderful idea.
54. Such a great idea! Love the sound of it.
55. This is a fantastic initiative. Thank you!
56. An initiative like this would be great to harvest/use rain water c.f. Salisbury wetlands project.
57. My experience in community gardens has shown me that they are a vital catalyst for social connection, well being and promoting sustainability.
58. Every area needs a community garden to develop community and encourage sustainability.
59. Wonderful idea. Certainly a community enriching project.
60. Community enriching, great idea
61. Sounds like a fantastic initiative
62. It would to be to have a garden in the area.
63. Well overdue project
64. Excellent idea I'm 96 years old and would love to see this abandoned space turned into a community garden
65. Fantastic idea well done

66. I think this sounds like a great idea! I have seen the one that is established at Henley Beach and it looks like a great community initiative, for young & old! I am not a green thumb at all & would love to learn about gardening from other people within my community.
67. I think this sounds like a great idea! I have seen the one that is established at Henley Beach and it looks like a great community initiative, for young & old! I am not a green thumb at all & would love to learn about gardening from other people within my community.
68. I am happy to support the garden through the Seacliff Community Produce Swap and would encourage our members to support the garden. It would be great to have space to run outdoor talks and workshops. I'm really interested in encouraging local residents to live more sustainably and would be happy to give some talks on aspects of this (i.e. reducing waste, living more simply) at the garden. Stay in touch. Good luck getting the garden established. It will be an amazing asset for our community.
69. It is disappointing that the plans of existing sporting tenants were not given priority over this project as they are short on facilities and storage space. Other locations would have been preferable such as the open space at the southern end of the Holdfast Bay Community Centre (corner of King and King George) which has off street parking, close proximity to 2 primary schools (not just one) in Brighton Primary and McAuley Community School when opened, it is more centrally located away from the existing Glenelg North and Marino community gardens, and has close proximity to the Townsend Park retirement community. Other locations include the underused parks on the corner of Quandong and Vincent St North Brighton or Paringa Park Reserve on Paringa Ave Somerton Park or Cecelia Street Hove as dog walkers use Bowker Reserve rather than these parks. If it is to be at Bowker the unsightly, dead and dying, small native trees surrounded by overgrown, unkept and under watered grass in the south east corner should be removed and this space used for the Community Garden so the tennis court space can be used as sporting space.
70. I would have been very keen 20 years ago but as I am 82 now I am rather useless. I don't have room to plant veggies at my place, but I try to grow a few among the flowers or on pots.
71. Fantastic location and will be a great community hub for the area!
72. I support this project and would love to see it up and running for the community
73. The garden at Dover square was denied due to the garden taking up space. Take the hint, the people don't want a community garden.
74. I think this is fantastic because that heap of asphalt has been sitting there for far too long and is a waste of space. The value of life and quality of experience a garden brings is so much more than just something nice to look at and walk around its a place for new skills, education on quality of healthy living and a place to drive the community friendships intergenerationally
75. Bowker St Oval is a sports oval that nurtures over 300 Little Aths. I feel that the proposed area could be better put to use as an area that develops our younger generation in sport!







## SHARE YOUR VIEW: BRIGHTON COMMUNITY GARDEN BOWKER OVAL RESERVE

We invite you to share your feedback on the proposal for a new community garden at Bowker Oval Reserve, North Brighton.

A community garden is an open space, managed by the community with the primary focus of producing food and contributing to the growth of a sustainable city environment. It is a place for learning and sharing about sustainable living practices, whilst actively building a community through shared activities contributing to improved health and wellbeing.

### BACKGROUND

Brighton Community Garden Inc. submitted a, 'Fund My Neighbourhood' application to establish a community garden in the area of Brighton. This application was successful and \$50,000 was awarded to the City of Holdfast Bay to work with the Brighton Community Garden Inc. to establish this garden.

The preferred location for the community garden is a disused asphalt court at Bowker Oval Reserve, North Brighton.

### COMMUNITY DROP-IN SESSIONS

Drop-in anytime to one of our sessions at Bowker Oval Reserve, North Brighton, between:

- 10am - 11am  
Sunday 2 December,  
or
- 6pm - 7pm  
Wednesday 5 December



# BRIGHTON COMMUNITY GARDEN

We invite you to share your feedback on the proposal for a new community garden at Bowker Oval Reserve, North Brighton

Q1. Do you currently visit/use Bowker Oval Reserve, North Brighton?

- Yes
- No (If no, move to Q4).

Q2. How frequently do you visit Bowker Oval Reserve?

- Daily
- Weekly
- Fortnightly
- Monthly
- Occasionally

Q3. For what purpose/s do you visit Bowker Oval Reserve?

- Exercising dog
  - Visiting playground and picnic area
  - Sport and recreation
  - Enjoying open space
- Other (please specify)

Q4. Would you like to see the proposed community garden established at Bowker Oval Reserve, North Brighton? (see map opposite page)

- Yes
- No (If no, move to Q7).
- Not sure

If no please provide your reason and move to Q7.

Q5. If you are interested in being involved in the garden, in what capacity?

- Assisting with establishment
- Assisting with garden management/governance
- As a general member
- Running/attending talks and presentations at the garden
- Visiting the garden with children/grandchildren
- General assistance with handy work etc.

Other (please specify)

Q6. What activities and education workshops would you like to see run through the garden?

- Organic gardening
- Composting
- Native planting
- Dealing with pests
- Pruning
- Taking cuttings
- Children friendly and inter-generational activities
- Cooking demonstrations
- Water management
- Growing edible plants
- Seasonal planting

Other (please specify)

Q7. What features would you like to see within the garden?

- Communal garden beds
- Individual garden beds
- Disability friendly garden beds
- Quiet/relaxation area
- Meeting space
- Children's area
- Fruit trees
- Indigenous and native plants
- Sensory garden
- Composting system

Other (please specify)

Q7. Any other comments you would like to provide on the project?

Q8. If you would like to be contacted regarding your interest in the Brighton Community Garden, please include your name and contact details here:

Q9. What suburb do you live in?

### Proposed Location and size of Brighton Community Garden



Proposed location showing disused tennis court.

## TIMELINE

This 24 day engagement starts on Tuesday 20 November 2018 and finishes 5pm on Thursday 13 December 2018.

## HOW YOU CAN PROVIDE FEEDBACK

### 1. Completing the survey and posting it to:

Your View: Brighton Community Garden  
Reply Paid 61

City of Holdfast Bay

PO Box 19

Brighton SA 5048

Or handing it in at Brighton Civic Centre,  
Brighton or Glenelg Library.

### 2. Filling in the Survey online at:

[yourviewholdfast.com/BowkerOval](http://yourviewholdfast.com/BowkerOval)

**All feedback must be received  
by 5pm 13 December 2018.**

### 3. Drop-in anytime to one of our Community sessions between:

- 10am - 11am Sunday 2 December -  
Bowker Oval Reserve, Bowker Street,  
North Brighton
- 6pm - 7pm Wednesday 5 December -  
Bowker Oval Reserve, Bowker Street,  
North Brighton.

## WHAT HAPPENS TO MY FEEDBACK?

The results from this engagement will be collated and presented in a report to Council.

All personal details provided will be removed from Council reports.

## NEXT STEPS

Following completion of community engagement, a report will be presented to Council with the results of engagement and recommendations for the Brighton Community Garden at Bowker Oval Reserve.

## CONTACT

Melissa Priest

Youth and Recreation Officer

City of Holdfast Bay

[mail@holdfast.sa.gov.au](mailto:mail@holdfast.sa.gov.au)



This project is driven by the  
Brighton Community Garden Inc.  
To find out more about this group visit:  
[f/brightoncommunitygarden](https://www.facebook.com/brightoncommunitygarden)



**COMMUNITY**  
A healthy, creative,  
connected community



## **BRIGHTON COMMUNITY GARDEN- BOWKER OVAL RESERVE ENGAGEMENT FREQUENTLY ASKED QUESTIONS**

### **What is a community garden?**

A Community Garden is an open space, managed by the community with the primary focus of producing food and contributing to the growth of a sustainable city environment. It is a place for learning and sharing about sustainable living practices whilst actively building community through shared activities and contributing to improved health and wellbeing.

### **Why has Bowker Oval Reserve been proposed for the establishment of the Brighton Community Garden?**

Bowker Oval Reserve has been proposed for the establishment of the Brighton Community Garden due to:

- The recreation nature of the reserve
- Large size of the reserve
- Off road car parking
- Toilet facilities
- Available disused space
- Co-located sporting clubs and closely located school
- Existing on site amenities- shelter, BBQ, playspace
- Location of the reserve surrounded by housing allowing passive surveillance

### **What is the proposed size of the Brighton Community Garden?**

The garden is proposed to take up the space of the current disused asphalt tennis court which is approximately 19m x 36m or 684m<sup>2</sup>.

### **Will community members be able to access the garden?**

Yes general community members will be able to access the Brighton Community Garden. Only community garden members will be allowed to pick produce from the garden however everyone will be welcome to visit the garden and to attend workshops and events planned by the garden group.

### **Will the community garden be fenced?**

If the garden proposal proceeds at Bowker Oval Reserve, fencing will be erected around the community garden as a barrier for dogs and ground level balls entering the garden, not to restrict people entering the garden.

### **What is the budget associated with this project?**

\$50,000 – fully funded through the grant received from the Brighton Community Garden Inc. successful application to the State Governments Fund My Neighbourhood program.

### **What is the Fund My Neighbourhood program?**

Fund My Neighbourhood was a State Government funding initiative based on the participatory budgeting principles of the internationally recognised Fund My Community program, developed by the Government of South Australia. The 2017 Fund My Neighbourhood program awarded \$20

million for initiatives suggested by local residents. This program will not be continued by the new State Government however they are honouring existing projects.

### **Is Bowker Oval Reserve owned by Council or State Government?**

Bowker Oval Reserve is owned by the South Australian Department of Education. The land is leased by the City of Holdfast Bay and Council's current lease is until 2038. The permitted use in the lease allows the reserve to be used for the purposes of community sport and recreation.

### **Was a previous engagement held for this project?**

Yes.

Community engagement was held over April 2018, around establishing the Brighton Community Garden at Dover Square Reserve, South Brighton. On the completion of this engagement it was determined that this wasn't the correct location for this community facility.

### **Who will run the Brighton Community Garden?**

The garden will be run by Brighton Community Garden Inc., a local community group based in Brighton, SA. Brighton Community Garden Inc. will be required to hold a Licence over the chosen garden location that is selected. Find out more about Brighton Community Garden Inc. at [www.brightoncm.wixsite.com/garden](http://www.brightoncm.wixsite.com/garden) or [www.facebook.com/brightoncommunitygarden](https://www.facebook.com/brightoncommunitygarden) .

### **Who are Brighton Community Garden Inc. and what is their vision?**

Brighton Community Garden Inc is made up of passionate gardeners and sustainability enthusiasts from the Brighton and Seacliff communities. It is the Brighton Community Garden Group's wish to create a Community Garden within the local area of the City of Holdfast Bay. The purpose of this garden will be to unite the community, promote physical and mental health and create a space where people can learn more about sustainability, organic principles and healthy living. In this garden they hope not to only grow great produce, but to nurture awareness for how our everyday actions and choices can benefit the world around us.

Brighton Community Garden Website: [www.brightoncm.wixsite.com/garden](http://www.brightoncm.wixsite.com/garden)

Brighton Community Garden Facebook Page:

<https://www.facebook.com/brightoncommunitygarden>

### **How will a garden be established on top of an asphalt surface?**

If the garden proposal proceeds at Bowker Oval Reserve, the plan is to remove the existing asphalt and replace it with granulated fines which will allow water penetration. Raised garden beds will be used on top of the granulated fines for planting to avoid any soil contamination.

### **What will membership options for the community garden look like?**

Membership of the Brighton Community Garden will be obtained upon completion of a membership form plus a \$10.00 annual fee that permits the member to participate in working bees, community events and communal garden areas.

Members of the garden will be able to apply for the allocation of their own plot. Plots will be rented in 6 month allotments at \$20.00 for a half sized plot and \$40.00 for a full sized plot.

### **How will compost be managed at the garden?**

Brighton Community Garden Inc. will employ effective composting techniques to ensure that the area will be manageable and easy to keep tidy. Brighton Community Garden Inc. will host composting (and worm farming and bokashi) workshops at the garden to inform members and general community members of beneficial techniques

### **How can I provide feedback?**

1. Filling in the Survey online at: Your View Holdfast at [www.yourviewholdfast.com/bowker](http://www.yourviewholdfast.com/bowker). All feedback must be received by 5pm 13 December 2018.

2. Attending one of our Community Information Sessions anytime between:

- 10am-11am Sunday 2 December - Bowker Oval Reserve
- 6pm-7pm Wednesday 5 December - Bowker Oval Reserve

### **What are the next steps?**

The results from this engagement, along with the results from the planned Community Drop-In Sessions, will be collated and used to determine the next steps for the establishment of Brighton Community Garden, whether this is at Bowker Oval Reserve, or another location. All personal details provided will be removed from Council reports.

### **Who can I contact for more information?**

Melissa Priest  
Youth and Recreation Officer  
8229 9999  
mpriest@holdfast.sa.gov.au



## PROPOSED BRIGHTON COMMUNITY GARDEN LOCATION AND DIMENSIONS



Item No: **14.3**

Subject: **CODE OF PRACTICE – MEETING PROCEDURES – ANNUAL REVIEW**

Date: 29 January 2019

Written By: Team Leader Governance

General Manager: Business Services, Mr R Bria

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### **SUMMARY**

The City of Holdfast Bay's Code of Practice – Meeting Procedures is required to be reviewed annually and was last reviewed on 23 January 2018. The reviewed Code of Practice is attached and is presented for adoption.

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

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### **RECOMMENDATION**

**That Council adopts the draft Code of Practice – Meeting Procedures (by at least two thirds of the members of the Council).**

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### **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations.

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

*Local Government Act 1999*

*Local Government (Procedures at Meetings) Regulations 2013*

### **BACKGROUND**

The *Local Government Act 1999* (the Act), section 86(8) prescribes that the procedures at Council meetings are to be observed as prescribed by regulations and where the procedure is not prescribed by regulation, as determined by Council. Section 89(1) prescribes the requirements



for Committee meetings are to be observed as prescribed by regulations and where the procedure is not prescribed by regulation, as determined by Council or if neither of these apply as determined by the council committee.

The *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations), regulation 6(2) states a council should at least once in every financial year review the operation of a code of practice under the regulations. A council may at any time, by resolution supported by at least two-thirds of the members of the council, alter a code of practice, or substitute or revoke a code of practice (regulation 6(3)).

## **REPORT**

Council last reviewed its Code of Practice – Meeting Procedures (the Code) in January 2018.

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

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

The Regulations outline the statutory requirements for meeting procedures. Under these regulations, Council may adopt a Code of Practice for its own meetings of Council and Committees which varies certain provisions of the Regulations.

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

The Code is presented to Council for adoption without any further amendments recommended, however before the reviewed Code comes into effect, Council is required to resolve to adopt the Code with a minimum two thirds majority.

*Refer Attachment 1*

## **BUDGET**

Not applicable.

## **LIFE CYCLE COSTS**

Not applicable.



# Code of Practice – Meeting Procedures

Adopted by Council.... January 2019

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# Chapter One: Introduction

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

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

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

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

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

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

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

## Part 1—Preliminary

### 1—Short title

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

### 2—Commencement

These regulations will come into operation on 1 January 2014.

### 3—Interpretation

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

**Act** means the *Local Government Act 1999*;

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

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

**formal motion** means a motion—

- (a) that the meeting proceed to the next business; or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned<sup>1</sup>;

**Guiding Principles**—see regulation 4;

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

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

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

**written notice** includes a notice given in a manner or form determined by the council, **which includes paper or electronic form.**

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

- (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
- (b) Saturdays, Sundays and public holidays will be taken into account.

- (3) For the purposes of the calculation of **clear days** under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.

- (4) For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).

**Note—**

1 See regulation 12 for specific provisions about formal motions.

#### 4—Guiding Principles

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

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

## Part 2—Meetings of councils and key committees

#### 5—Application of Part

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

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

#### 6—Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.

- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20<sup>1</sup>.

**Note—**

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

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

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

## 7—Commencement of meetings and quorums

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

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

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

## 8—Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will—
  - (a) initial each page of the minutes, which pages are to be consecutively numbered; and

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

## 9—Questions

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



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

## 10—Petitions

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

## 11—Deputations

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

## 12—Motions

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.

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

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

### 13—Amendments to motions

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

- (6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

#### 14—Variations etc

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

#### 15—Addresses by members etc

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

#### 16—Voting

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

#### 17—Divisions

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

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

## 18—Tabling of information

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

## 19—Adjourned business

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

## 20—Short-term suspension of proceedings

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

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

**Note—**

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

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

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

## **Part 3—Meetings of other committees**

### **22—Application of Part**

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

### **23—Notice of meetings for members**

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

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

## 24—Public notice of committee meetings

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

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

## 25—Minutes

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

## Part 4—Miscellaneous

### 26—Quorum for committees

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

#### Note—

See also section 41(6) of the Act.

### 27—Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.

- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

## 28—Points of order

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

## 29—Interruption of meetings by members

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



is guilty of an offence.

Maximum penalty: \$1 250.

### 30—Interruption of meetings by others

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

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

Maximum penalty: \$500.

## Chapter Three: Supplementary Meeting Procedures

### 3.1 Pre Meeting

- 3.1.1 Questions on notice are required to be received by the Chief Executive Officer no later than 5.00pm five clear days before the date of the meeting at which the question is to be asked (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Wednesday).
- 3.1.2 A question received after the timeframe specified in paragraph 3.1.1 above will be treated as a question for a subsequent meeting of the council.
- 3.1.3 All notices of motion are required to be received by the Chief Executive Officer no later than 5.00pm five clear days before the date of the meeting at which the motion is to be moved (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Wednesday).
- 3.1.4 A notice of motion received after the time specified in paragraph 3.1.3 above will be treated as a motion for a subsequent meeting of the council.
- 3.1.5 Members are required to submit their activity reports in writing to the Chief Executive Officer no later than 5.00pm the Tuesday prior to the council meeting.
- 3.1.6 A member's activity report received after the time specified in paragraph 3.1.5 above will be treated as an item for a subsequent meeting of the council.
- 3.1.7 Each page of a petition is to be presented by the head petitioner to Council's Administration and identify the name and contact details of the head petitioner.
- 3.1.8 Each page of a petition presented to the Council is to restate the whole of the request or submission of the petitioners.
- 3.1.9 Where a page of a petition does not comply with paragraph 3.1.8 above the signatures on that page are not to be taken into account by the Council when considering the petition.
- 3.1.10 On receipt of a petition a summary providing the statement as to the nature of the request or submission of the petitioners and the number of signatures the petition contains will be placed on the agenda for the next ordinary council meeting. A full copy of the petition is available for viewing upon request, but will not be placed on the agenda.
- 3.1.11 Online petitions will be dealt with as above and must meet the following requirements for them to be presented to Council:
  - 3.1.11.1 the petition must clearly set out the request or submission of the petitioners
  - 3.1.11.2 the names and addresses of each signatory must be clearly identified (in the case of an address this must be by reference to at least a street and suburb)
  - 3.1.11.3 the petition must be provided to council either by mail (including email) or in person.
- 3.1.12 Any person(s) wishing to appear as a deputation on behalf of an organisation, must, prior to Council or Council Committee meeting at which they wish to appear, advise the Chief Executive Officer in writing of the date of formation and/or incorporation of their organisation, provide a copy of the constitution and/or rules of the organisation, a list of members, and evidence in the form of a minute that the organisation and/or body has approved the deputation.
- 3.1.13 Where an organisation has provided its incorporation details as outlined in paragraph 3.1.12 above it will not be required to provide this information again for the term of the current Council.

## 3.2 Agenda

- 3.2.1 There will be no item of “Other business” on the agenda for meetings. Sufficient opportunity is afforded to members to raise any issue in accordance with this Code of Practice, the Act and Regulations.
- 3.2.2 When placing a motion with notice in an Agenda, the Chief Executive Officer may take the opportunity to provide written comments to assist Council to make informed decisions.
- 3.2.3 The following will appear at the beginning of all Council and Committee Meetings and will be read by the Presiding Member at the commencement of each meeting:
- 3.2.3.1 Kaurna Acknowledgement
- We acknowledge Kaurna people as the traditional owners and custodians of this land.*
- We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kaurna People today.*
- 3.2.3.2 Council Prayer
- Heavenly Father, we pray for your presence and guidance at our Council Meeting.*
- Grant us your wisdom and protect our integrity as we carry out the powers and responsibilities entrusted to us on behalf of the community that we serve.*
- 3.2.4 At the appropriate place on the Agenda the Presiding Member will draw the attention of members to the Disclosure Statement relating to Sections 73, 74 and 75 of the *Local Government Act 1999*. Any disclosure of interest will be recorded in the Minutes.
- 3.2.5 The Presiding Member may alter the order of the agenda subject to the leave of the Council or Committee where it is expedient to do so.
- 3.2.6 Each item on the agenda is to be voted on separately.

## 3.3 Fire Evacuation Statement

- 3.3.1 A copy of the Fire Evacuation statement will be provided to all present at the council meeting.

## 3.4 Disruption to Meetings

- 3.4.1 Mobile telephones may not be used during a meeting by members and officers.
- 3.4.2 Mobile phones, if brought into the Council chamber, or Committee room, must be switched off or turned to silent mode before the meeting commences.
- 3.4.3 The proceedings of a Council or Committee meeting are not permitted to be photographed or recorded in any way unless permission is specifically sought and given by the Mayor and Chief Executive Officer prior to the meeting.

## 3.5 Meeting Protocols

- 3.5.1 The answer to a question on notice is to be circulated in writing at the Council Meeting at which the question is asked. If it is not possible for the Administration to compile an answer in the time prior to the Council Meeting, the reason is to be recorded in the minutes and the answers provided at the next available Council Meeting.
- 3.5.2 A member may ask a question prior to the moving of a motion or during debate on a motion (or an amendment) for clarification purposes only, without losing their right to speak to the motion

(or an amendment). Questions should be succinct and relevant to the matter and not a statement.

- 3.5.3 A deputation, may not exceed three people, and will not exceed 5 minutes in total, not including questions from members, except with the consent of the Presiding Member.
- 3.5.4 Where a member who has given notice of motion in accordance with Regulation 13(2) is absent from the meeting at which the motion is to be considered, the motion will be adjourned to the next meeting unless the Presiding Member has received written authority from the member in advance of the meeting for a different member to move the notice of motion.
- 3.5.5 A motion without notice (unrelated to an agenda item of business) will not be accepted for debate at the meeting at which it is brought forward unless:
  - 3.5.5.1 the Presiding Member determines that the matter is one of urgency; and
  - 3.5.5.2 in the opinion of the Presiding Member, the motion relates to an issue that does not require additional information in order to make an informed decision on the motion.
- 3.5.6 A member wishing to move a motion that is different from that recommended in a Council report is encouraged to make available a written copy of their motion to assist the Presiding Member in the conduct of the meeting.
- 3.5.7 A member at a Council meeting is to stand when speaking to a matter being considered at the meeting unless:
  - 3.5.7.1 that person is prevented from doing so by a physical disability; or
  - 3.5.7.2 the Presiding Member determines otherwise.
- 3.5.8 A member who is unable to stand due to injury, illness, infirmity, disability or other cause, must advise the Presiding Member that they require special arrangements to be made in order for their vote to be adequately signaled to those persons present, and is accurately recorded in the minutes. The Presiding Member may, in consultation with the member concerned, determine the manner in which the member is to signal their vote.
- 3.5.9 A member who wishes to speak is asked to raise their hand to indicate to the Presiding Member that they wish to speak who will call upon them in turn.
- 3.5.10 Questions asked during the course of discussion or debate in a meeting that requires an answer will be directed to the Presiding Member, and will not be asked directly to a member or officer. Answers given in response to such questions will also be directed to the Presiding Member, and will both be directed to the person initiating the question.
- 3.5.11 The Presiding Member shall reserve their contribution to the end of the debate (but before the mover speaks in reply) so as to avoid any suggestion of 'leading' the meeting. Noting that the role of the Presiding Member is to enhance the debate and that they can ask questions and add valuable information to the debate that the meeting may not be fully aware of.
- 3.5.12 Council and Committee meetings will conclude no later than 10.30pm, unless the meeting formally resolves on each specific occasion to continue beyond that time. When a meeting is likely to continue beyond 10.30pm a motion is to be put to the meeting whether to continue or adjourn to another date and time.

### 3.6 Appointment to External Bodies

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

### 3.7 Post Meeting

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

### 3.8 Council Committees

- 3.8.1 A member at a Council Committee meeting may remain seated when speaking to a matter being considered at a Committee meeting.
- 3.8.2 Each member of a Council Committee who is present at a meeting of the Committee, must, subject to a provision of the Act to the contrary, vote on a question for decision at that meeting.
- 3.8.3 If a vote is tied and cannot be resolved by the committee the matters is to be considered as lost.

Item No: **14.4**

Subject: **BUDGET UPDATE – AS AT 31 DECEMBER 2018**

Date: 12 February 2019

Written By: Management Accountant

General Manager: Business Services, Mr R Bria

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## **SUMMARY**

This report covers the second update of Council's 2018/19 budget conducted as at 31 December 2018.

A comprehensive review of Municipal budgets has increased the forecast operating surplus by \$49,577 resulting in a forecast operating surplus of \$186,873. Major favourable variances have occurred in electricity charges and interest on investments and borrowings. This has been offset by unfavourable variances in car park ticket machine revenue, additional maintenance works and expenditure previously approved by Council.

Capital expenditure has decreased by \$2.898 million as the Brighton Oval Clubrooms, Stormwater Management Plan and Glenelg Oval Masterplan will form part of the 2019/20 capital program. This has been offset by reduced grant funding related to these projects of \$0.844 million.

As a part of Council's Business Transformation Program, a commitment has been made to provide regular reports on Annual Business Plan projects. Progress summaries and analysis have been included for the first time as part of this report.

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## **RECOMMENDATION**

1. **That Council notes the second 2018/19 budget update for Council's municipal operations including:**
    - (a) **an increase in the forecast operating surplus for 2018/19 of \$49,577 from \$137,296 to \$186,873 surplus;**
    - (b) **a decrease in forecast capital expenditure of \$2.898 million from \$25.164 million to \$22.266 million;**
    - (c) **a decrease in forecast capital revenue of \$843,520 from \$10.864 million to \$10.020 million;**
    - (d) **a decrease in forecast net financial liabilities of \$2.104 million at 30 June 2019 from \$21.765 million to \$19.661 million.**
  2. **That Council notes for Alwyndor operations no change to the 2018/19 revised budget forecast.**
  3. **That Council note the Annual Business Plan quarterly update for December 2018.**
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**COMMUNITY PLAN**

Culture: Being financially accountable  
Culture: Enabling high performance  
Culture: Supporting excellent efficient operations

**COUNCIL POLICY**

Not applicable.

**STATUTORY PROVISIONS**

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

**BACKGROUND**

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

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

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

**REPORT**

The current forecast projections comprise the original budget adopted by Council at its meeting on 12 June 2018, items carried forward from 2017/18 adopted by Council on 14 August 2018 and the first budget update as at 30 September 2018 adopted by Council on 23 October 2018.

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

*Refer Attachment 1*

The funding statements comprise six columns:

- The 2018/19 original full year budget.
- The current year to date revised forecast.
- Actual to 31 December 2018.
- Year to date variance to 31 December 2018.
- The current approved full year revised forecast comprising the original budget, items carried forward from 2017/18 and the budget update to 30 September 2018.
- Proposed budget forecasts variances arising from this budget update.
- Note references.

***Major capital variances***

A number of major capital projects will be completed in 2019/20. The Brighton Oval Clubrooms, Stormwater Management Plan and the Glenelg Oval Masterplan projects will be included as part of the 2019/20 capital budget process.

***Financial Assistance Grant - timing***

In June 2018 the Federal Government announced that it would bring forward the payment of 50 percent of the 2018-19 Financial Assistance Grants. Council received \$618,610 advance payment in June 2018. The timing of this payment required it to be recorded as income in the 2017/18 financial year. The effect of this will be a corresponding reduction in the operating result for 2018/19. Advice has not been received on whether the 2019/20 Financial Assistance Grant will be brought forward and paid in June 2019 and as such no budget adjustment has been included for this item.

***Financial Statements***

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

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

*Refer Attachment 2*

***Commercial Activities***

Comparative financial reports to 31 December 2018 have been provided for councils major commercial activities including Brighton Caravan Park, Partridge House and Partridge Street carpark.

*Refer Attachment 3*

***Financial Indicators***

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

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

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

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



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

The following tables provide updated forecasts for these and other major ratios for Council, Alwyndor and the consolidated result for both entities at 31 December 2018.

<b>Municipal Funds</b>	<b>Target – from 2018/19 Annual Budget/LTFP</b>	<b>Current Budget Forecast</b>	<b>Revised Budget Forecast</b>
Operating Result *	≥ 0	\$137,296 Surplus	\$186,873 surplus
Operating Ratio**	≥ 0%	0.3%	0.4%
Net Financial Liabilities ratio ***	≤ 75%	46%	42%
Interest Cover Ratio ****	≤ 5%	1.5%	1.3%
Asset Sustainability Ratio *****	90% -110%	71%	71%

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

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

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

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

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

<b>Ratio – Alwyndor Funds</b>	<b>Target – from 2018/19 Annual Budget/LTFP</b>	<b>Current Budget Forecast</b>	<b>Revised Budget Forecast</b>
Operating Result	≥ 0	\$334,726 Deficit	\$334,726 Deficit
Net Financial Liabilities ratio	NA	78%	78%
Asset Sustainability Ratio	90% -110%	76%	76%

<b>Ratio – Consolidated Funds *</b>	<b>Target – from 2018/19 Annual Budget/LTFP</b>	<b>Current Budget Forecast</b>	<b>Revised Budget Forecast</b>
Operating Result	≥ 0	\$197,430 Deficit	\$147,853 Deficit
Operating Ratio	≥ 0%	0.3%	(0.2)%
Net Financial Liabilities ratio	≤ 75%	56%	53%
Interest Cover Ratio	≤ 5%	0.6%	0.4%
Asset Sustainability Ratio	90% -110%	71%	72%

\*Amounts and ratios include Alwyndor operations.

Additional financial indicators have been identified for Alwyndor operations which give a better measure of financial performance. These measures and indicators have been included in the table below as at 31 December 2018.

<b>Additional Alwyndor Performance Indicators</b>	<b>Target</b>	<b>Actual to 31 December 2018</b>	<b>Notes</b>
Bed occupancy rate – year-to-date average	98.5%	98.8%	
Cash Liquidity Level – ability to refund bonds/refundable accommodation deposits (RAD's)	Minimum of \$2m	\$5m @ call	
Accommodation Bond/RAD Level – to ensure it is increasing to provide financial reserves for future capital expenditure	\$32m	\$34.6m (8% increase)	
Cash to total revenue	6.27%	4.15%	1
Percentage of full pension funded beds – this determines eligibility for Federal Government refurbishment supplement funding	55 beds – 41%	56 beds – 42%	
Resident Financial Position – surplus/(deficit) position per resident	\$8.45 deficit per resident per day	\$23.11 deficit per resident per day	2

#### **Notes**

1. Due to operating deficit.
2. Deficit result is due to higher depreciation on buildings; Aged Care Funding Instrument (ACFI) income targets not being achieved; the delay in rolling out the budgeted care work hours and agency usage greater than budget.

#### **Annual Business Plan Q2 Update**

As a part of Council's Business Transformation Program, our corporate reporting system has been enhanced which allows us to easily report on progress of our key projects. This allows us to provide regular reports to Council on projects and Annual Business Plan actions. This is the first time these reports have been presented to Council in this form and will be reported quarterly to Council in the budget review from now on.

The Annual Business Plan and each of the projects within it, are linked to the Council's Strategic Plan, and the five pillars within it which comprise:

Community – a healthy, creative and connected community

Environment – A community connected to our natural environment

Economy – A diverse and resilient local economy

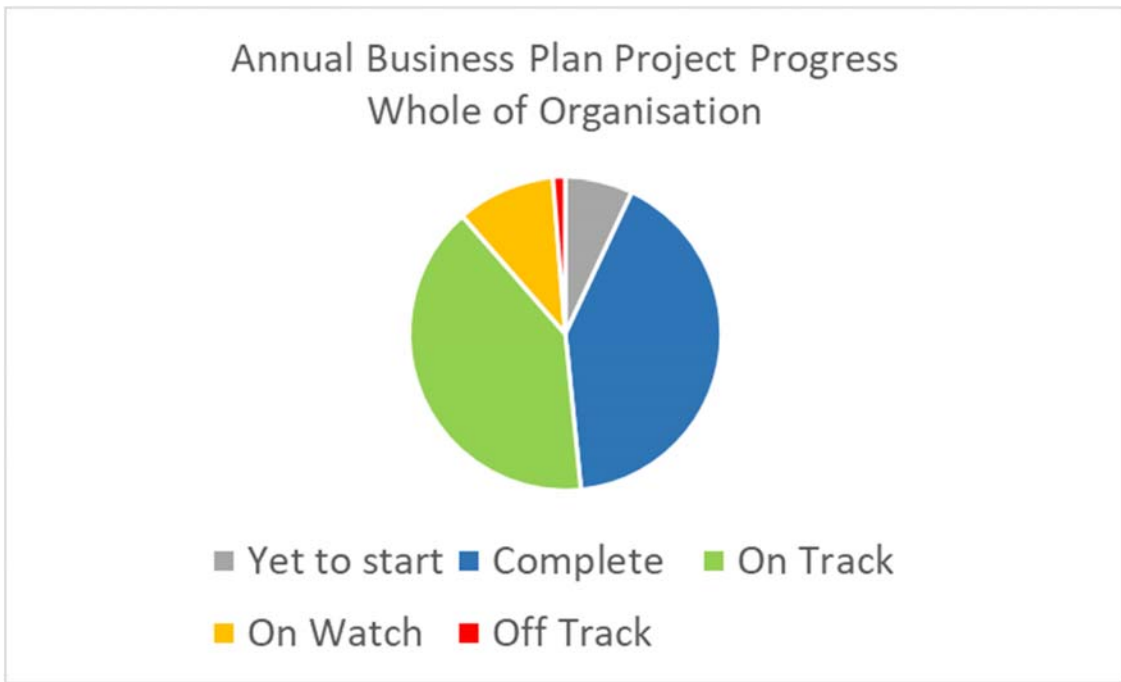
Placemaking – An accessible, lively and safe coastal city that celebrates our past to build for our future

Culture – An effective customer-centred organization

In keeping with these strategic linkages the progress summaries are presented as five reports, each with projects connected to their relevant pillars.

In summary, the organisation is tracking very well against its business plan commitments in terms of capital projects and new initiatives. Of 157 capital and new initiative projects, 41% are complete, 40% are on track for completion, with just 7% yet to start (as per schedule), 10% on watch and only 2 projects off track. Full details are available in the reports attached.

*Refer Attachment 4*



	Number of ABP Projects	Percentage
No Update	0	0%
Yet to Start	11	7%
Complete	65	41%
On Track	63	40%
On Watch	16	10%
Off Track	2	1%
<b>Total</b>	<b>157</b>	<b>100%</b>

**BUDGET**

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

**LIFE CYCLE COSTS**

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



## City of Holdfast Bay Municipal Funds Statement as at December 2018

2018 - 2019 Original Budget \$'000	Year to Date				2018 - 2019 Adopted Forecast \$'000	Proposed Forecast Adjustment \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000				
(763)	(403)	(391)	(11)	Administrative Services	(747)	(1)	1
1,637	745	745	-	- FAG/R2R Grants	1,637	-	
(1,087)	(513)	(498)	(15)	Financial Services	(1,063)	45	2
(9,033)	(4,517)	(4,519)	2	Financial Services-Depreciation	(9,033)	-	
(247)	-	-	-	- Financial Services-Employee Leave Provisions	(247)	-	
(753)	(256)	(246)	(10)	Financial Services-Interest on Borrowings	(753)	43	3
230	-	-	-	- Financial Services-SRWRA	230	-	
34,292	34,805	34,806	(1)	General Rates	34,246	-	
(1,999)	(846)	(843)	(3)	Governance & Risk	(1,682)	-	
(647)	(316)	(223)	(93)	Human Resources	(647)	50	4
(2,732)	(1,649)	(1,690)	41	Strategy & Innovation	(3,071)	(4)	5
(675)	(244)	(210)	(34)	Business Development	(679)	-	
(968)	(458)	(436)	(22)	Community Development	(972)	4	6
(347)	(147)	(188)	41	Community Engagement Admin	(347)	-	
(886)	(420)	(397)	(23)	Community Events	(886)	-	
(289)	(134)	(155)	21	Community Services Administration	(289)	-	
(206)	(81)	(68)	(13)	Community Transport	(193)	-	
(8)	20	36	(16)	Community Wellbeing	(11)	-	
(545)	(263)	(248)	(15)	Customer Service	(545)	-	
-	194	212	(18)	Jetty Road Mainstreet	(77)	-	
(1,435)	(604)	(583)	(21)	Library Services	(1,435)	-	
17	31	116	(85)	SA HACC	(70)	-	
(325)	(153)	(127)	(26)	Tourism & Marketing Admin	(325)	-	
(1,471)	(662)	(690)	28	Asset Management	(1,471)	(20)	7
(1,494)	(713)	(705)	(8)	Assets & City Services	(1,567)	10	8
36	69	76	(7)	Cemeteries	36	-	
590	314	285	29	City Regulation	724	(43)	9
935	393	466	(73)	Commercial - Brighton Caravan Park	935	-	
7	(14)	(17)	3	Commercial - Partridge House	7	-	
392	199	187	12	Commercial - Recreational Clubs Leases	392	-	
(903)	(322)	(357)	35	Development Services	(903)	-	
(569)	(203)	(158)	(45)	Environmental Services	(511)	-	
(407)	(187)	(123)	(64)	Infrastructure Maintenance	(407)	(50)	10
(64)	(6)	(4)	(2)	Property Maintenance	(64)	-	
(7,310)	(3,385)	(3,379)	(6)	Public Spaces	(7,374)	16	11
(3,515)	(1,508)	(1,496)	(12)	Waste Management	(3,515)	-	
-	-	(4)	4	Net Gain/Loss on Disposal of Assets - non cash item	-	-	
816	-	-	-	- Less full cost attribution - % admin costs capitalised	816	-	
<b>272</b>	<b>18,767</b>	<b>19,174</b>	<b>(407)</b>	<b>=Operating Surplus/(Deficit)</b>	<b>137</b>	<b>50</b>	
-	-	4	(4)	Net Gain/loss on disposal of assets	-	-	
9,033	4,517	4,519	(3)	Depreciation	9,033	-	
17	-	-	-	- Other Non Cash Items	17	-	
<b>9,050</b>	<b>4,517</b>	<b>4,523</b>	<b>(7)</b>	<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>	<b>9,050</b>	<b>-</b>	
<b>9,322</b>	<b>23,284</b>	<b>23,697</b>	<b>(413)</b>	<b>=Funds Generated from Operating Activities</b>	<b>9,187</b>	<b>50</b>	
9,585	6,361	6,292	70	Amounts Received for New/Upgraded Assets	9,530	(874)	12
1,202	132	129	3	Proceeds from Disposal of Assets	1,333	30	13
<b>10,787</b>	<b>6,493</b>	<b>6,421</b>	<b>72</b>	<b>Plus Funds Sourced from Capital Activities</b>	<b>10,864</b>	<b>(844)</b>	
(5,499)	(2,625)	(2,388)	(237)	Capital Expenditure on Renewal and Replacement	(6,126)	(59)	14
(17,059)	(1,314)	(1,215)	(99)	Capital Expenditure on New and Upgraded Assets	(19,038)	2,957	15
<b>(22,558)</b>	<b>(3,939)</b>	<b>(3,603)</b>	<b>(336)</b>	<b>Less Total Capital Expenditure</b>	<b>(25,164)</b>	<b>2,898</b>	
208	199	195	3	Plus:Repayments of loan principal by sporting groups	208	-	
<b>208</b>	<b>199</b>	<b>195</b>	<b>3</b>	<b>Plus/(less) funds provided (used) by Investing Activities</b>	<b>208</b>	<b>-</b>	
<b>(2,240)</b>	<b>26,037</b>	<b>26,710</b>	<b>(673)</b>	<b>= FUNDING SURPLUS/(REQUIREMENT)</b>	<b>(4,905)</b>	<b>2,104</b>	
<b>Funded by</b>							
-	1,661	1,661	-	Increase/(Decrease) in Cash & Cash Equivalents	(300)	-	
-	23,843	24,492	(649)	Non Cash Changes in Net Current Assets	-	-	
(3,381)	-	-	-	- Less: Proceeds from new borrowings	(5,745)	2,104	
1,141	533	557	(24)	Plus: Principal repayments of borrowings	1,141	-	
<b>(2,240)</b>	<b>26,037</b>	<b>26,710</b>	<b>(673)</b>	<b>=Funding Application/(Source)</b>	<b>(4,905)</b>	<b>2,104</b>	

Note 1 – Administrative Services - \$1,000 unfavourable

\$1,000 Council donation to Christchurch Adelaide Sister City Committee for artwork (Council resolution C091018/1302).

Note 2 – Financial Services - \$45,000 favourable

Positive cash flow and investment of \$4.8m from Dept. of Planning, Transport and Infrastructure for the Minda Coast Park project has resulted in additional forecast interest on investments.

Note 3 – Financial Services – Interest on Borrowings - \$43,000 favourable

Due to the positive cash flow there has been no requirement to date for Council to borrow, resulting in a saving on budgeted interest costs.

Note 4 – Human Resources - \$50,000 favourable

Special distribution received from the Local Government Association Workers Compensation Scheme. This additional revenue will fund the capital purchase of a hydrovac (major plant) – see note 14.

Note 5 – Strategy & Innovation - \$4,000 unfavourable

Reallocation of Open Space Strategy budget from Community Development (see note 6).

Note 6 – Community Development - \$4,000 favourable

Reallocation of Open Space Strategy budget to Strategy & Innovation (see note 5).

Note 7 – Asset Management - \$20,000 unfavourable

Additional expenditure required for buildings repairs and maintenance, most notably on air conditioning units at Glenelg Town Hall (\$50,000) offset by electricity savings (\$30,000).

Note 8 – Assets & City Services - \$10,000 favourable

Overall reduction in car fuel costs due to the greater efficiency of hybrid vehicles (\$4,000) and saving in salaries overtime budget (\$6,000).

Note 9 – City Regulation - \$43,000 unfavourable

It is anticipated that car park ticket machine revenue will be lower than budgeted for this financial year (\$49,000), offset by additional food inspection revenue (\$6,000).

Note 10 – Infrastructure Maintenance - \$50,000 unfavourable

Council approved decision to allow a provision of \$50,000 to fund any necessary infrastructure requirements in relation to the bus trial (Council resolution C091018/1302).

Note 11 – Public Spaces - \$16,000 favourable

Saving in electricity usage and network tariffs due to the installation of LED street lighting (\$64,000), savings on Depot wages due to vacancies (\$121,000) offset by increased temporary staff to fill vacancies (\$80,000), various other additional expenditure required for repairs and maintenance (\$65,000) and increased diesel costs (\$24,000).

Note 12 – Amounts Received for New/Upgraded Assets - \$874,000 unfavourable

- \$450,000 – a reduction in the expected funding for the Stormwater Management Plan in 2018/19 as works will now be completed next financial year. This remaining funding and corresponding expenditure will be accounted for in the 2019/20 budget – see note 14.
- \$150,000 – expected grant for Water Sensitive Urban Design (WSUD) will no longer be received. An equivalent reduction has been made to the expenditure budget – see note 14.
- \$273,500 - unsuccessful grant application for the Glenelg Oval Masterplan Stage 1 project. The corresponding expenditure budget has also been reduced – see note 14.

Note 13 – Proceeds from Disposal of Assets - \$30,000 favourable

Trade-in values on the sale of Council vehicles higher than originally budgeted for.

Note 14 – Capital Expenditure on Renewal and Replacement - \$59,000 unfavourable

Various variations, both favourable and unfavourable, to the footpath, kerbing and road reseal renewal program has resulted in a net requirement for additional funding.

Note 15 – Capital Expenditure on New and Upgraded Assets - \$2,957,000 favourable

- \$50,000 – purchase of a hydrovac (major plant) funded from the special distribution received from the Local Government Association Workers Compensation Scheme – see note 4.
- \$1,460,000 – reduction in expected expenditure in 2018/19 on the Brighton Oval Clubrooms project. This expenditure will now be accounted for in the 2019/20 budget.
- \$900,000 – reduction in expected expenditure for the Stormwater Management Plan in 2018/19 as works will now be completed next financial year. The remaining expenditure and corresponding funding will be accounted for in the 2019/20 budget – see note 12.
- \$497,000 – Glenelg Oval Masterplan project deferred to the 2019/20 budget process as the application for grant funding was unsuccessful – see note 12.
- \$150,000 – as the grant for Water Sensitive Urban Design (WSUD) works will no longer be received an equivalent reduction has been made to the expenditure budget – see note 12.



**City of Holdfast Bay**  
**Capital Expenditure Summary by Budget Item to December 2018**

2018-19 Original Budget \$'000	Year to Date				2018-19 Adopted Forecast \$'000	Proposed Forecast Adjustment \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000			
(816)	-	-		- Full Cost Attribution	(816)	
(280)	(110)	(98)	(12)	Information Technology	(280)	
(94)	-	-		- Commercial and Economic Enterprises	(94)	
(86)	(57)	(51)	(6)	Brighton Library	(86)	
(8)	-	-		- Community Centres General Admin	(8)	
-	(6)	(17)	11	Sport and Recreation	(90)	
(12)	(1)	(1)		- Depot and Stores	(12)	
(401)	(375)	(320)	(55)	Machinery Operating	(790)	(50)
(642)	(542)	(554)	12	Road Construction and Re-seal Program	(692)	(33)
(60)	(96)	(96)		- Car Park Construction	(76)	(20)
(246)	(103)	(91)	(12)	Footpath Program	(257)	6
(2,750)	(52)	(44)	(8)	Stormwater Drainage Program	(2,903)	1,050
(70)	(70)	(62)	(8)	Traffic Control Construction Program	(70)	
(661)	(549)	(489)	(59)	Kerb and Water Table Construction Program	(686)	(13)
(110)	(110)	(97)	(13)	Other Transport - Bus Shelters etc.	(110)	
(5,439)	(538)	(514)	(24)	Reserve Improvements Program	(5,728)	1,957
(1,711)	(487)	(406)	(81)	Land, Buildings and Infrastructure Program	(1,888)	
(3,726)	(170)	(142)	(28)	Streetscape Program	(4,526)	
(50)	(3)	-	(3)	Street Lighting	(50)	
(5,396)	(670)	(619)	(51)	Foreshore Improvements Program	(5,898)	
-	-	-		- Caravan Park - General	(102)	
(22,558)	(3,939)	(3,603)	(336)	<b>Total</b>	(25,164)	<b>2,898</b>





## Alwyndor Aged Care Funds Statement as at 31 December 2018

2018-19 Original Budget \$'000	Year to Date				2018-19 Adopted Forecast \$'000
	Adopted Forecast \$'000	Actual YTD \$'000	Variance \$'000		
3,723	1,823	1,868	(45)	User Charges	3,582
10,224	5,080	5,068	12	Operating Grants and Subsidies	10,127
424	214	244	(30)	Investment Income	415
3,145	1,431	1,493	(62)	Reimbursements	2,996
1,934	962	1,023	(61)	Other Income	2,143
<b>19,450</b>	<b>9,510</b>	<b>9,695</b>	<b>(186)</b>	<b>Operating Revenue</b>	<b>19,263</b>
(14,039)	(6,967)	(7,085)	119	Employee Costs - Salaries & Wages	(14,121)
(4,248)	(2,125)	(2,193)	68	Materials, contracts and other expenses	(4,214)
(70)	(35)	(78)	43	Finance Charges	(93)
(907)	(526)	(602)	76	Depreciation	(1,169)
<b>(19,264)</b>	<b>(9,653)</b>	<b>(9,959)</b>	<b>306</b>	<b>Less Operating Expenditure</b>	<b>(19,598)</b>
<b>186</b>	<b>(143)</b>	<b>(263)</b>	<b>121</b>	<b>=Operating Surplus/(Deficit)</b>	<b>(335)</b>
907	526	602	(76)	Depreciation	1,169
127	58	63	(5)	Provisions	127
<b>1,034</b>	<b>584</b>	<b>665</b>	<b>(81)</b>	<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>	<b>1,296</b>
<b>1,220</b>	<b>441</b>	<b>401</b>	<b>40</b>	<b>=Funds Generated from Operating Activities</b>	<b>961</b>
(889)	(445)	(100)	(345)	Capital Expenditure on New and Upgraded Assets	(889)
<b>(889)</b>	<b>(445)</b>	<b>(100)</b>	<b>(345)</b>	<b>Less Total Capital Expenditure</b>	<b>(889)</b>
<b>331</b>	<b>(4)</b>	<b>302</b>	<b>(305)</b>	<b>= Funding SURPLUS/(REQUIREMENT)</b>	<b>72</b>
<b>Funded by</b>					
331	(4)	302	(305)	Increase/(Decrease) in Cash & Cash Equivalents	72
<b>331</b>	<b>(4)</b>	<b>302</b>	<b>(305)</b>	<b>=Funding Application/(Source)</b>	<b>72</b>



**City of Holdfast Bay  
Municipal Funds Statement as at December 2018**

	July		August		September		October		November		December		YTD Revised Budget	YTD Actual
	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000	Budget \$,000	Actual \$,000		
Administrative Services	(113)	(79)	(130)	(134)	(35)	(58)	(35)	(37)	(35)	(31)	(56)	(53)	(403)	(391)
FAG/R2R Grants	-	-	184	314	-	-	-	-	300	431	261	-	745	745
Financial Services	(51)	(50)	(250)	(263)	(73)	(59)	(51)	(20)	(54)	(42)	(32)	(64)	(513)	(498)
Financial Services-Depreciation	-	-	-	-	(2,258)	(2,261)	-	-	-	-	(2,258)	(2,259)	(4,517)	(4,519)
Financial Services-Interest on Borrowings	(1)	73	65	(6)	1	4	(27)	(5)	(230)	(230)	(63)	(82)	(256)	(246)
General Rates	35,306	35,391	(323)	(311)	111	19	4	(8)	(305)	(301)	12	16	34,805	34,806
Governance & Risk	(197)	(254)	(82)	(137)	(87)	(78)	(138)	(159)	(173)	(48)	(170)	(167)	(846)	(843)
Human Resources	(6)	-	(89)	(73)	(34)	(8)	(81)	(24)	(60)	(60)	(47)	(59)	(316)	(223)
Net Gain/Loss on Disposal of Assets - non cash item	-	-	-	-	-	(4)	-	-	-	-	-	-	-	(4)
Strategy & Innovation	(382)	(132)	(381)	(639)	(203)	(248)	(155)	(246)	(178)	(265)	(368)	(160)	(1,649)	(1,690)
Business Development	(147)	89	46	(152)	(41)	(14)	(29)	(32)	(42)	(35)	(32)	(46)	(244)	(210)
Community Development	(44)	(48)	(83)	(100)	(72)	(84)	(92)	(48)	(74)	(56)	(93)	(100)	(458)	(436)
Community Engagement Admin	(15)	(30)	(31)	(37)	(25)	(18)	(28)	(43)	(27)	(32)	(22)	(28)	(147)	(188)
Community Events	(50)	(34)	(53)	(47)	(30)	(56)	(64)	(75)	(103)	(87)	(121)	(98)	(420)	(397)
Community Services Administration	(15)	(14)	(31)	(32)	(21)	(38)	(23)	(27)	(21)	(21)	(23)	(23)	(134)	(155)
Community Transport	(10)	(6)	(13)	(17)	(10)	(9)	(18)	(8)	(12)	(17)	(17)	(12)	(81)	(68)
Community Wellbeing	165	188	(79)	(93)	(73)	(71)	154	173	(71)	(89)	(76)	(71)	20	36
Customer Service	(31)	(31)	(62)	(55)	(43)	(43)	(41)	(40)	(43)	(40)	(43)	(39)	(263)	(248)
Jetty Road Mainstreet	228	609	114	(177)	23	(66)	(31)	(55)	(79)	(57)	(61)	(41)	194	212
Library Services	(95)	(72)	(172)	(165)	(119)	(111)	(123)	(120)	23	13	(118)	(129)	(604)	(583)
SA HACC	69	63	(20)	(32)	(17)	(19)	65	63	(17)	(20)	(49)	60	31	116
Tourism & Marketing Admin	(19)	(11)	(36)	(20)	(25)	(23)	(25)	(24)	(24)	(24)	(24)	(26)	(153)	(127)
Asset Management	(96)	(38)	(121)	(174)	(125)	(99)	(128)	(134)	(99)	(149)	(92)	(97)	(662)	(690)
Assets and City Services	(83)	(116)	(156)	(152)	(106)	(90)	(120)	(111)	(126)	(105)	(122)	(131)	(713)	(705)
Cemeteries	25	15	14	10	17	(3)	-	22	15	16	(2)	15	69	76
City Regulation	73	98	(36)	(48)	58	31	125	87	77	189	18	(72)	314	285
Commercial - Brighton Caravan Park	15	23	(1)	(13)	70	62	56	149	37	-	215	244	393	466
Commercial - Partridge House	(8)	7	(11)	(15)	(22)	(9)	(4)	11	16	(5)	16	(7)	(14)	(17)
Commercial - Recreational Clubs Leases	42	33	44	37	29	29	35	30	24	28	24	31	199	187
Development Services	(27)	(3)	(70)	(72)	(75)	(61)	(57)	(110)	(19)	(27)	(73)	(86)	(322)	(357)
Environmental Services	(32)	(26)	(38)	18	58	22	(39)	(24)	(49)	(96)	(103)	(52)	(203)	(158)
Infrastructure Maintenance	(19)	(12)	(23)	(20)	(40)	(34)	(12)	(5)	(48)	(22)	(44)	(30)	(187)	(123)
Property Maintenance	(1)	(1)	-	(1)	(1)	-	(1)	(2)	(1)	-	(1)	(1)	(6)	(4)
Public Spaces	(501)	(408)	(551)	(708)	(657)	(627)	(543)	(640)	(621)	(543)	(510)	(452)	(3,385)	(3,379)
Waste Management	(39)	(25)	(293)	(280)	(262)	(268)	(303)	(303)	(303)	(350)	(308)	(270)	(1,508)	(1,496)
<b>=Operating Surplus/(Deficit)</b>	<b>33,939</b>	<b>35,181</b>	<b>(2,649)</b>	<b>(3,592)</b>	<b>(4,087)</b>	<b>(4,289)</b>	<b>(1,731)</b>	<b>(1,764)</b>	<b>(2,322)</b>	<b>(2,074)</b>	<b>(4,382)</b>	<b>(4,288)</b>	<b>18,767</b>	<b>19,174</b>
Net Gain/loss on disposal of assets	-	-	-	-	-	4	-	-	-	-	-	-	-	4
Depreciation	-	-	-	-	2,258	2,264	-	-	-	-	2,258	2,259	4,517	4,523
<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>					<b>2,258</b>	<b>2,264</b>					<b>2,258</b>	<b>2,259</b>	<b>4,517</b>	<b>4,523</b>
<b>=Funds Generated from Operating Activities</b>	<b>33,939</b>	<b>35,181</b>	<b>(2,649)</b>	<b>(3,592)</b>	<b>(1,829)</b>	<b>(2,025)</b>	<b>(1,731)</b>	<b>(1,764)</b>	<b>(2,322)</b>	<b>(2,074)</b>	<b>(2,124)</b>	<b>(2,029)</b>	<b>23,284</b>	<b>23,697</b>
Amounts Received for New/Upgraded Assets	-	50	6,242	6,242	-	-	-	-	50	-	70	-	6,361	6,292
Proceeds from Disposal of Assets	-	-	-	-	-	28	71	1	60	40	-	61	132	129
<b>Plus Funds Sourced from Capital Activities</b>	<b>-</b>	<b>50</b>	<b>6,242</b>	<b>6,242</b>	<b>-</b>	<b>28</b>	<b>71</b>	<b>1</b>	<b>110</b>	<b>40</b>	<b>70</b>	<b>61</b>	<b>6,493</b>	<b>6,421</b>
Capital Expenditure on Renewal and Replacement	(226)	(70)	(261)	(294)	(304)	(215)	(673)	(735)	(564)	(730)	(597)	(344)	(2,625)	(2,388)
Capital Expenditure on New and Upgraded Assets	(30)	(215)	(125)	(11)	(51)	(52)	(60)	(59)	(508)	(434)	(539)	(443)	(1,314)	(1,215)
<b>Less Total Capital Expenditure</b>	<b>(256)</b>	<b>(285)</b>	<b>(387)</b>	<b>(305)</b>	<b>(355)</b>	<b>(267)</b>	<b>(733)</b>	<b>(793)</b>	<b>(1,072)</b>	<b>(1,165)</b>	<b>(1,137)</b>	<b>(787)</b>	<b>(3,939)</b>	<b>(3,603)</b>
Plus:Repayments of loan principal by sporting groups	-	-	3	1	4	2	184	184	8	8	-	-	199	195
<b>Plus/(less) funds provided (used) by Investing Activities</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>184</b>	<b>184</b>	<b>8</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>199</b>	<b>195</b>
<b>= FUNDING SURPLUS/(REQUIREMENT)</b>	<b>33,682</b>	<b>34,946</b>	<b>3,209</b>	<b>2,345</b>	<b>(2,180)</b>	<b>(2,262)</b>	<b>(2,208)</b>	<b>(2,372)</b>	<b>(3,276)</b>	<b>(3,192)</b>	<b>(3,191)</b>	<b>(2,755)</b>	<b>26,037</b>	<b>26,710</b>
<b>Funded by</b>														
Increase/(Decrease) in Cash & Cash Equivalents	(720)	(720)	1,488	1,488	2,210	2,210	(1,020)	(1,020)	(339)	(339)	42	42	1,661	1,661
Non Cash Changes in Net Current Assets	34,391	35,654	1,689	825	(4,393)	(4,475)	(1,203)	(1,366)	(3,209)	(3,125)	(3,432)	(3,021)	23,843	24,493
Plus: Principal repayments of borrowings	12	12	32	32	3	3	15	15	272	272	199	223	533	557
<b>=Funding Application/(Source)</b>	<b>33,682</b>	<b>34,946</b>	<b>3,209</b>	<b>2,345</b>	<b>(2,180)</b>	<b>(2,262)</b>	<b>(2,208)</b>	<b>(2,372)</b>	<b>(3,276)</b>	<b>(3,192)</b>	<b>(3,191)</b>	<b>(2,755)</b>	<b>26,037</b>	<b>26,710</b>

**CITY OF HOLDFAST BAY**  
**PROJECTED INCOME STATEMENT**  
**FOR THE YEAR ENDED 30TH JUNE 2019 - MUNICIPAL FUNDS**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		<b>REVENUES</b>			
34,199,000	34,098,268	Rates - General	34,153,000	-	34,153,000
564,539	564,513	Rates - Jetty Road Glenelg	564,539	-	564,539
70,000	69,995	Rates - Patawalonga Marina	70,000	-	70,000
1,254,308	1,254,305	Rates - NRM Levy	1,254,308	-	1,254,308
2,246,405	1,171,540	Statutory Charges	2,286,405	(37,000)	2,249,405
4,034,965	1,900,703	User Charges	4,038,099	(49,000)	3,989,099
3,014,246	1,720,540	Operating Grants & Subsidies	3,139,095	63,097	3,202,192
42,400	91,662	Investment Income	66,400	45,000	111,400
682,370	374,603	Reimbursements	675,305	46,500	721,805
511,975	344,318	Other	589,338	(11,051)	578,287
-	(3,806)	Net gain/loss disposal of assets	-	-	-
230,000	-	Share of profit - joint ventures	230,000	-	230,000
<u>46,850,208</u>	<u>41,586,641</u>	<b>TOTAL REVENUES</b>	<u>47,066,489</u>	<u>57,546</u>	<u>47,124,035</u>
		<b>EXPENSES</b>			
17,847,533	7,906,048	Employee Costs	17,847,533	(142,214)	17,705,319
19,752,356	9,733,396	Materials, contracts and other expenses	20,103,417	193,181	20,296,598
761,230	252,080	Finance Charges	761,230	(43,000)	718,230
9,033,000	4,519,308	Depreciation	9,033,000	-	9,033,000
(815,987)	-	Less full cost attribution	(815,987)	-	(815,987)
<u>46,578,132</u>	<u>22,410,832</u>	<b>TOTAL EXPENSES</b>	<u>46,929,193</u>	<u>7,967</u>	<u>46,937,160</u>
272,076	19,175,809	Operating Surplus/(Deficit) - Before Capital Revenue	137,296	49,579	186,875
9,584,707	6,291,684	Amounts specifically for new or upgraded assets	9,530,481	(873,500)	8,656,981
-	-	Physical resources received free of charge	-	-	-
<u>9,856,783</u>	<u>25,467,493</u>	<b>NET SURPLUS/(DEFICIT)</b>	<u>9,667,777</u>	<u>(823,921)</u>	<u>8,843,856</u>

**CITY OF HOLDFAST BAY**  
**PROJECTED BALANCE SHEET**  
**AS AT 30TH JUNE 2019 - MUNICIPAL FUNDS**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		<b>CURRENT ASSETS</b>			
593,154	8,330,770	Cash and cash equivalents	(306,714)	-	(306,714)
2,351,000	17,283,255	Trade and Other Receivables	2,296,000	-	2,296,000
9,000	9,746	Inventory	10,000	-	10,000
<u>2,953,154</u>	<u>25,623,771</u>	<b>TOTAL CURRENT ASSETS</b>	<u>1,999,286</u>	<u>-</u>	<u>1,999,286</u>
		<b>NON-CURRENT ASSETS</b>			
1,276,772	1,301,242	Financial Assets	1,287,569	-	1,287,569
3,215,000	2,869,476	Equity accounted investments-Council businesses	2,869,000	-	2,869,000
710,964,809	687,535,008	Land, Infrastructure, Property, Plant & Equipment	703,085,505	(2,927,930)	700,157,575
<u>715,456,581</u>	<u>691,705,726</u>	<b>TOTAL NON-CURRENT ASSETS</b>	<u>707,242,074</u>	<u>(2,927,930)</u>	<u>704,314,144</u>
<u>718,409,735</u>	<u>717,329,497</u>	<b>TOTAL ASSETS</b>	<u>709,241,360</u>	<u>(2,927,930)</u>	<u>706,313,430</u>
		<b>CURRENT LIABILITIES</b>			
4,363,000	1,507,605	Trade and Other Payables	3,721,000	-	3,721,000
1,036,804	1,129,664	Borrowings	1,130,000	-	1,130,000
2,808,200	2,481,058	Short-term Provisions	2,815,240	-	2,815,240
<u>8,208,004</u>	<u>5,118,327</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>7,666,240</u>	<u>-</u>	<u>7,666,240</u>
		<b>NON-CURRENT LIABILITIES</b>			
18,129,137	11,902,553	Long-term Borrowings	17,064,343	(2,104,009)	14,960,334
641,240	309,124	Long-term Provisions	311,000	-	311,000
-	-	Other Non-current Liabilities	-	-	-
<u>18,770,377</u>	<u>12,211,677</u>	<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>17,375,343</u>	<u>(2,104,009)</u>	<u>15,271,334</u>
<u>26,978,381</u>	<u>17,330,004</u>	<b>TOTAL LIABILITIES</b>	<u>25,041,583</u>	<u>(2,104,009)</u>	<u>22,937,574</u>
<u>691,431,354</u>	<u>699,999,493</u>	<b>NET ASSETS</b>	<u>684,199,777</u>	<u>(823,921)</u>	<u>683,375,856</u>
		<b>EQUITY</b>			
174,956,354	192,763,493	Accumulated Surplus	176,963,777	(823,921)	176,139,856
516,439,000	507,236,000	Asset Revaluation Reserve	507,236,000	-	507,236,000
36,000	-	Other Reserves	-	-	-
<u>691,431,354</u>	<u>699,999,493</u>	<b>TOTAL EQUITY</b>	<u>684,199,777</u>	<u>(823,921)</u>	<u>683,375,856</u>

**CITY OF HOLDFAST BAY**  
**PROJECTED STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30TH JUNE 2019 - MUNICIPAL FUNDS**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		<b>ACCUMULATED SURPLUS</b>			
165,099,571	167,296,000	Balance at beginning of period	167,296,000		167,296,000
9,856,783	25,467,493	Net Surplus/(Deficit)	9,667,777	(823,921)	8,843,856
-	-	Transfers from reserves	-		-
174,956,354	192,763,493	Balance at end of period	176,963,777	(823,921)	176,139,856
516,439,000	507,236,000	<b>ASSET REVALUATION RESERVE</b>	507,236,000	-	507,236,000
36,000	-	<b>MUNICIPAL RESERVES</b>	-	-	-
516,475,000	507,236,000	<b>TOTAL RESERVES CLOSING BALANCE</b>	507,236,000	-	507,236,000
691,431,354	699,999,493	<b>TOTAL EQUITY</b>	684,199,777	(823,921)	683,375,856

**CITY OF HOLDFAST BAY**  
**PROJECTED BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2019 - MUNICIPAL FUNDS**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
(OUTFLOWS)					
		<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
		<u>Receipts</u>			
46,620,208	23,389,827	Operating Receipts	46,836,488	57,546	46,894,034
		<u>Payments</u>			
( 36,536,662)	( 17,639,444)	Operating payments to suppliers and employees	(36,887,722)	(50,967)	(36,938,689)
( 761,230)	( 252,080)	Finance Payments	(761,230)	43,000	(718,230)
9,322,316	5,498,303	<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	9,187,536	49,579	9,237,115
		<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
		<u>Receipts</u>			
9,584,707	-	Grants specifically for new or upgraded assets	2,853,481	(873,500)	1,979,981
202,000	128,572	Sale of replaced assets	333,168	29,980	363,148
1,000,000	-	Sale of surplus assets	1,000,000		1,000,000
208,431	195,362	Repayments of loans (principal) by community groups	208,431		208,431
		<u>Payments</u>			
( 5,103,933)	( 2,388,901)	Expenditure on renewal/replacement of assets	(6,371,919)	(59,250)	(6,431,169)
( 17,453,658)	( 1,215,522)	Expenditure on new/upgraded assets	(18,791,754)	2,957,200	(15,834,554)
( 11,562,453)	( 3,280,489)	<b>NET CASH (USED IN) INVESTING ACTIVITIES</b>	(20,768,593)	2,054,430	(18,714,163)
		<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
		<u>Receipts</u>			
3,380,697	-	Proceeds from Borrowings/CAD - External	5,744,903	(2,104,009)	3,640,894
		<u>Payments</u>			
( 1,140,560)	( 557,044)	Repayments of Borrowings/CAD - External	(1,140,560)		(1,140,560)
-		Aged Care facility Deposits - Net Movement			
2,240,137	( 557,044)	<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	4,604,343	(2,104,009)	2,500,334
-	1,660,770	<b>NET INCREASE (DECREASE) IN CASH HELD</b>	( 6,976,714)	-	(6,976,714)
593,154	6,670,000	<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF</b>	6,670,000		6,670,000
593,154	8,330,770	<b>REPORTING PERIOD</b>			
		<b>CASH AND CASH EQUIVALENTS AT END OF</b>			
		<b>REPORTING PERIOD</b>	(306,714)	-	(306,714)

**RECONCILIATION OF INCOME STATEMENT TO BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2019 - MUNICIPAL FUNDS**

9,856,783	25,467,493	<b>SURPLUS FROM INCOME STATEMENT</b>	9,667,777	(823,921)	8,843,856
		<b>NON-CASH ITEMS IN INCOME STATEMENT</b>			
9,033,000	4,519,308	Depreciation	9,033,000		9,033,000
17,240	( 24,488,498)	Increase in provisions/receivables - nett	( 6,659,760)		(6,659,760)
9,050,240	( 19,969,190)	<b>TOTAL NON-CASH ITEMS</b>	2,373,240	-	2,373,240
		<b>CASH ITEMS NOT IN INCOME STATEMENT</b>			
( 22,557,591)	( 3,604,423)	Capital Expenditure	(25,163,673)	2,897,950	(22,265,723)
( 1,140,560)	( 557,044)	Loan Repayments - External	(1,140,560)	-	(1,140,560)
3,380,697	-	Proceeds from Borrowings - External	5,744,903	(2,104,009)	3,640,894
208,431	195,362	Repayments of loans (principal) by community groups	208,431	-	208,431
1,202,000	128,572	Proceeds from Disposal of Assets	1,333,168	29,980	1,363,148
-	-	Net Proceeds - Aged Care Facility Deposits			
( 18,907,023)	( 3,837,533)	<b>TOTAL CASH ITEMS</b>	(19,017,731)	823,921	(18,193,810)
		<b>NET INCREASE/(DECREASE)</b>			
-	1,660,770	<b>IN CASH AND CASH EQUIVALENTS</b>	(6,976,714)	-	(6,976,714)

**CITY OF HOLDFAST BAY**  
**PROJECTED SUMMARY OF OPERATING AND CAPITAL INVESTMENT ACTIVITIES**  
**FOR THE YEAR ENDED 30TH JUNE 2019 - MUNICIPAL FUNDS**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
46,850,208	41,586,641	Operating Revenues	47,066,489	57,546	47,124,035
(46,578,132)	(22,410,832)	less Operating Expenses	(46,929,193)	(7,967)	(46,937,160)
272,076	19,175,809	Operating Surplus/(Deficit) before Capital Amounts	137,296	49,579	186,875
<b>Less net outlays on Existing Assets</b>					
5,103,933	2,388,901	Capital Expenditure on renewal & replacement of existing assets	6,371,919	59,250	6,431,169
(9,033,000)	(4,519,308)	Less Depreciation	(9,033,000)	-	(9,033,000)
(3,929,067)	(2,130,407)		(2,661,081)	59,250	(2,601,831)
<b>Less outlays on New and Upgraded Assets</b>					
17,453,658	1,215,522	Capital Expenditure on new & upgraded assets	18,791,754	(2,957,200)	15,834,554
(9,584,707)	(6,291,684)	Less amounts received for for new & upgraded assets	(9,530,481)	873,500	(8,656,981)
7,868,951	(5,076,162)		9,261,273	(2,083,700)	7,177,573
<b>(3,667,808)</b>	<b>26,382,378</b>	<b>Net lending/(borrowing) for financial year</b>	<b>(6,462,896)</b>	<b>2,074,029</b>	<b>(4,388,867)</b>

**PROJECTED FINANCIAL INDICATORS**  
**FOR THE YEAR ENDED 30TH JUNE 2019 - MUNICIPAL FUNDS**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
272,076	19,175,809	<b>OPERATING SURPLUS/(DEFICIT) - BEFORE CAPITAL AMOUNTS</b>	137,293	49,579	186,872
<b>OPERATING SURPLUS RATIO</b> (Operating surplus/(deficit) before capital amounts as % of total operating revenue)					
0.6%	46.1%		0.3%	NA	0.4%
22,757,455	-9,585,263	<b>NET FINANCIAL LIABILITIES - (Total liabilities less financial assets)</b>	21,764,728	-2,104,009	19,660,719
<b>NET FINANCIAL LIABILITIES RATIO</b> (Total liabilities less financial assets as % of total operating revenue)					
49%	-23%		46%	NA	42%
<b>INTEREST COVER RATIO</b> (Net interest expense as % of total operating revenue less investment income)					
1.5%	0.4%		1.5%	NA	1.3%
<b>ASSET SUSTAINABILITY RATIO</b> (Capital expenditure on renewal/replacement of existing assets, excluding new capital expenditure as % of depreciation expense)					
57%	53%		71%	NA	71%

**CITY OF HOLDFAST BAY**  
**PROJECTED INCOME STATEMENT - ALWYNDOR**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		<b>REVENUES</b>			
3,723,292	1,867,503	User Charges	3,582,292	-	3,582,292
10,224,308	5,067,748	Operating Grants & Subsidies	10,127,308	-	10,127,308
423,861	243,678	Investment Income	414,861	-	414,861
3,144,828	1,493,000	Reimbursements	2,995,828	-	2,995,828
1,934,069	1,023,243	Other	2,143,069	-	2,143,069
<u>19,450,358</u>	<u>9,695,172</u>	<b>TOTAL REVENUES</b>	<u>19,263,358</u>	-	<u>19,263,358</u>
		<b>EXPENSES</b>			
14,039,400	7,085,118	Employee Costs	14,121,400	-	14,121,400
4,248,011	2,193,061	Materials, contracts and other expenses	4,214,011	-	4,214,011
70,000	78,468	Finance Charges	93,000	-	93,000
906,639	601,972	Depreciation	1,168,639	-	1,168,639
<u>19,264,050</u>	<u>9,958,619</u>	<b>TOTAL EXPENSES</b>	<u>19,597,050</u>	-	<u>19,597,050</u>
186,308	(263,447)	Operating Surplus/(Deficit) - Before Capital Revenue	(333,692)	-	(333,692)
<u>186,308</u>	<u>(263,447)</u>	<b>NET SURPLUS/(DEFICIT)</b>	<u>(333,692)</u>	-	<u>(333,692)</u>

**CITY OF HOLDFAST BAY**  
**PROJECTED BALANCE SHEET - ALWYNDOR**  
**AS AT 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		<b>CURRENT ASSETS</b>			
18,103,399	21,460,455	Cash and cash equivalents	20,494,796	-	20,494,796
2,697,564	2,257,438	Trade and Other Receivables	765,559	-	765,559
<u>20,800,963</u>	<u>23,717,893</u>	<b>TOTAL CURRENT ASSETS</b>	<u>21,260,355</u>	-	<u>21,260,355</u>
		<b>NON-CURRENT ASSETS</b>			
40,369,224	39,688,809	Land, Infrastructure, Property, Plant & Equipment	39,895,269	-	39,895,269
<u>40,369,224</u>	<u>39,688,809</u>	<b>TOTAL NON-CURRENT ASSETS</b>	<u>39,895,269</u>	-	<u>39,895,269</u>
<u>61,170,187</u>	<u>63,406,702</u>	<b>TOTAL ASSETS</b>	<u>61,155,624</u>	-	<u>61,155,624</u>
		<b>CURRENT LIABILITIES</b>			
33,392,245	37,286,881	Trade and Other Payables	34,829,344	-	34,829,344
1,541,577	1,355,291	Short-term Provisions	1,631,995	-	1,631,995
<u>34,933,822</u>	<u>38,642,172</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>36,461,339</u>	-	<u>36,461,339</u>
		<b>NON-CURRENT LIABILITIES</b>			
162,370	128,440	Provisions	128,440	-	128,440
<u>162,370</u>	<u>128,440</u>	<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>128,440</u>	-	<u>128,440</u>
<u>35,096,192</u>	<u>38,770,612</u>	<b>TOTAL LIABILITIES</b>	<u>36,589,779</u>	-	<u>36,589,779</u>
<u>26,073,995</u>	<u>24,636,090</u>	<b>NET ASSETS</b>	<u>24,565,845</u>	-	<u>24,565,845</u>
		<b>EQUITY</b>			
10,588,985	9,151,079	Accumulated Surplus	9,080,834	-	9,080,834
9,070,656	9,070,657	Asset Revaluation Reserve	9,070,657	-	9,070,657
6,414,354	6,414,354	Other Reserves	6,414,354	-	6,414,354
<u>26,073,995</u>	<u>24,636,090</u>	<b>TOTAL EQUITY</b>	<u>24,565,845</u>	-	<u>24,565,845</u>

**CITY OF HOLDFAST BAY**  
**PROJECTED STATEMENT OF CHANGES IN EQUITY- ALWYNDOR**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
		<b>ACCUMULATED SURPLUS</b>			
10,402,677	9,414,526	Balance at beginning of period	9,414,526	-	9,414,526
186,308	( 263,447)	Net Surplus/(Deficit)	(333,692)	-	(333,692)
-	-	Transfers from reserves	-	-	-
10,588,985	9,151,079	Balance at end of period	9,080,834	-	9,080,834
9,070,656	9,070,657	<b>ASSET REVALUATION RESERVE</b>	9,070,657	-	9,070,657
6,414,354	6,414,354	<b>ALWYNDOR RESERVES</b>	6,414,354	-	6,414,354
15,485,010	15,485,011	<b>TOTAL RESERVES CLOSING BALANCE</b>	15,485,011	-	15,485,011
26,073,995	24,636,090	<b>TOTAL EQUITY</b>	24,565,845	-	24,565,845

**CITY OF HOLDFAST BAY**  
**PROJECTED BUDGETED STATEMENT OF CASH FLOWS - ALWYNDOR**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>	<u>YTD</u> <u>@31/12/18</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$	\$		\$	\$	\$
(OUTFLOWS)					
		<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
		<u>Receipts</u>			
19,450,358	9,695,172	Operating Receipts	19,264,358	-	19,264,358
		<u>Payments</u>			
( 18,160,161)	( 9,278,179)	Operating payments to suppliers and employees	(18,232,161)	-	(18,232,161)
( 70,000)	( 78,468)	Finance Payments	(70,000)	-	(70,000)
1,220,197	338,525	<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	962,197	-	962,197
		<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
		<u>Payments</u>			
( 889,190)	( 99,534)	Expenditure on renewal/replacement of assets	(889,190)	-	(889,190)
-	-	Expenditure on new/upgraded assets	-	-	-
( 889,190)	( 99,534)	<b>NET CASH (USED IN) INVESTING ACTIVITIES</b>	(889,190)	-	(889,190)
		<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
		<u>Payments</u>			
-	799,675	Aged Care Facility Deposits - Net Movement	-	-	-
-	799,675	<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	-	-	-
331,007	1,038,666	<b>NET INCREASE (DECREASE) IN CASH HELD</b>	73,007	-	73,007
		<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF</b>			
17,772,392	20,421,789	<b>REPORTING PERIOD</b>	20,421,789	-	20,421,789
		<b>CASH AND CASH EQUIVALENTS AT END OF</b>			
18,103,399	21,460,455	<b>REPORTING PERIOD</b>	20,494,796	-	20,494,796

**RECONCILIATION OF INCOME STATEMENT TO BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

186,308	( 263,447)	<b>SURPLUS FROM INCOME STATEMENT</b>	(333,692)	-	(333,692)
		<b>NON-CASH ITEMS IN INCOME STATEMENT</b>			
906,639	601,972	Depreciation	1,168,639	-	1,168,639
127,250	-	Increase (decrease) in provisions - nett	127,250	-	127,250
1,033,889	601,972	<b>TOTAL NON-CASH ITEMS</b>	1,295,889	-	1,295,889
		<b>CASH ITEMS NOT IN INCOME STATEMENT</b>			
( 889,190)	( 99,534)	Capital Expenditure	(889,190)	-	(889,190)
-	799,675	Net Proceeds - Aged Care Facility Deposits	-	-	-
( 889,190)	700,141	<b>TOTAL CASH ITEMS</b>	(889,190)	-	(889,190)
		<b>NET INCREASE/(DECREASE)</b>			
331,007	1,038,666	<b>IN CASH AND CASH EQUIVALENTS</b>	73,007	-	73,007

**CITY OF HOLDFAST BAY**  
**PROJECTED SUMMARY OF OPERATING AND CAPITAL INVESTMENT ACTIVITIES - ALWYNDOR**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19 ORIGINAL BUDGET</u>	<u>YTD @31/12/18</u>		<u>2018-19 Adopted Forecast</u>	<u>Proposed Forecast Adjustments</u>	<u>2018-19 Proposed Forecast</u>
\$	\$		\$	\$	\$
19,450,358	9,695,172	Operating Revenues	19,263,358	-	19,263,358
( 19,264,050)	( 9,958,619)	less Operating Expenses	(19,597,050)	-	(19,597,050)
186,308	( 263,447)	Operating Surplus/(Deficit) before Capital Amounts	(333,692)	-	(333,692)
		<b>Less net outlays on Existing Assets</b>			
889,190	99,534	Capital Expenditure on renewal & replacement of existing assets	889,190	-	889,190
( 906,639)	( 601,972)	Less Depreciation	(1,168,639)	-	(1,168,639)
( 17,449)	( 502,438)		(279,449)	-	(279,449)
<b>203,757</b>	<b>238,991</b>	<b>Net lending/(borrowing) for financial year</b>	<b>(54,243)</b>	<b>-</b>	<b>(54,243)</b>

**PROJECTED FINANCIAL INDICATORS - ALWYNDOR**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19 ORIGINAL BUDGET</u>	<u>YTD @31/12/18</u>		<u>2018-19 Adopted Forecast</u>	<u>Proposed Forecast Adjustments</u>	<u>2018-19 Proposed Forecast</u>
\$	\$		\$	\$	\$
186,308	( 263,447)	<b>OPERATING SURPLUS/(DEFICIT) - BEFORE CAPITAL AMOUNTS</b>	( 333,692)	-	( 333,692)
		<b>OPERATING SURPLUS RATIO</b> (Operating surplus/(deficit) before capital amounts as % of total operating revenue)	-1.7%	NA	-1.7%
1.0%	-2.7%				
14,295,229	15,052,719	<b>NET FINANCIAL LIABILITIES - (Total liabilities less financial assets)</b>	15,329,424	NA	15,329,424
		<b>NET FINANCIAL LIABILITIES RATIO</b> (Total liabilities less financial assets as % of total operating revenue)	80%	NA	80%
73%	155%				
-1.9%	-1.7%	<b>INTEREST COVER RATIO</b> (Net interest expense as % of total operating revenue less NRM Levy less investment income)	-1.7%	NA	-1.7%
		<b>ASSET SUSTAINABILITY RATIO</b> (Capital expenditure on renewal/replacement of existing assets, excluding new capital expenditure as % of depreciation expense)	76%	NA	76%
98%	17%				



**CITY OF HOLDFAST BAY**  
**PROJECTED CONSOLIDATED INCOME STATEMENT**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$		\$	\$	\$
<b>REVENUES</b>				
34,199,000	Rates - General	34,153,000	-	34,153,000
564,539	Rates - Jetty Road Glenelg	564,539	-	564,539
70,000	Rates - Patawalonga Marina	70,000	-	70,000
1,254,308	Rates - NRM Levy	1,254,308	-	1,254,308
2,246,405	Statutory Charges	2,286,405	( 37,000)	2,249,405
7,758,257	User Charges	7,620,391	( 49,000)	7,571,391
13,238,554	Operating Grants & Subsidies	13,266,403	63,097	13,329,500
466,261	Investment Income	481,261	45,000	526,261
3,827,198	Reimbursements	3,671,133	46,500	3,717,633
2,446,044	Other	2,732,407	( 11,051)	2,721,356
-	Net gain/loss disposal of assets	-	-	-
230,000	Share of profit - joint ventures	230,000	-	230,000
66,300,566	<b>TOTAL REVENUES</b>	66,329,847	57,546	66,387,393
<b>EXPENSES</b>				
31,886,933	Employee Costs	31,968,933	( 142,214)	31,826,719
24,000,367	Materials, contracts and other expenses	24,317,428	193,181	24,510,609
831,230	Finance Charges	854,230	( 43,000)	811,230
9,939,639	Depreciation	10,201,639	-	10,201,639
( 815,987)	Less full cost attribution	( 815,987)	-	( 815,987)
65,842,182	<b>TOTAL EXPENSES</b>	66,526,243	7,967	66,534,210
458,384	Operating Surplus/(Deficit) - Before Capital Revenue	( 196,396)	49,579	( 146,817)
9,584,707	Amounts specifically for new or upgraded assets	9,530,481	( 873,500)	8,656,981
10,043,091	<b>NET SURPLUS/(DEFICIT)</b>	9,334,085	( 823,921)	8,510,164

**CITY OF HOLDFAST BAY**  
**PROJECTED CONSOLIDATED BALANCE SHEET**  
**AS AT 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$		\$	\$	\$
<b>CURRENT ASSETS</b>				
18,696,553	Cash and cash equivalents	20,188,082	-	20,188,082
5,048,564	Trade and Other Receivables	3,061,559	-	3,061,559
9,000	Inventory	10,000	-	10,000
23,754,117	<b>TOTAL CURRENT ASSETS</b>	23,259,641	-	23,259,641
<b>NON-CURRENT ASSETS</b>				
1,276,772	Financial Assets	1,287,569	-	1,287,569
3,215,000	Equity accounted investments-Council businesses	2,869,000	-	2,869,000
751,334,033	Land, Infrastructure, Property, Plant & Equipment	742,980,774	-2,927,930	740,052,844
755,825,805	<b>TOTAL NON-CURRENT ASSETS</b>	747,137,343	-2,927,930	744,209,413
779,579,922	<b>TOTAL ASSETS</b>	770,396,984	-2,927,930	767,469,054
<b>CURRENT LIABILITIES</b>				
37,755,245	Trade and Other Payables	38,550,344	-	38,550,344
1,036,804	Borrowings	1,130,000	-	1,130,000
4,349,777	Short-term Provisions	4,447,235	-	4,447,235
43,141,826	<b>TOTAL CURRENT LIABILITIES</b>	44,127,579	-	44,127,579
<b>NON-CURRENT LIABILITIES</b>				
18,129,137	Long-term Borrowings	17,064,343	(2,104,009)	14,960,334
803,610	Long-term Provisions	311,000	-	311,000
-	Other Non-current Liabilities	128,440	-	128,440
18,932,747	<b>TOTAL NON-CURRENT LIABILITIES</b>	17,503,783	(2,104,009)	15,399,774
62,074,573	<b>TOTAL LIABILITIES</b>	61,631,362	(2,104,009)	59,527,353
717,505,349	<b>NET ASSETS</b>	708,765,622	-823,921	707,941,701
<b>EQUITY</b>				
185,545,339	Accumulated Surplus	186,044,611	-823,921	185,220,690
525,509,656	Asset Revaluation Reserve	516,306,657	-	516,306,657
6,450,354	Other Reserves	6,414,354	-	6,414,354
717,505,349	<b>TOTAL EQUITY</b>	708,765,622	-823,921	707,941,701

**CITY OF HOLDFAST BAY**  
**PROJECTED CONSOLIDATED STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$		\$	\$	\$
	<b>ACCUMULATED SURPLUS</b>			
175,502,248	Balance at beginning of period	176,710,526	-	176,710,526
10,043,091	Net Surplus/(Deficit)	9,334,085	( 823,921)	8,510,164
-	Transfers from reserves	-	-	-
185,545,339	Balance at end of period	186,044,611	( 823,921)	185,220,690
525,509,656	<b>ASSET REVALUATION RESERVE</b>	516,306,657	-	516,306,657
36,000	<b>MUNICIPAL RESERVES</b>	-	-	-
6,414,354	<b>ALWYNDOR RESERVES</b>	6,414,354	-	6,414,354
531,960,010	<b>TOTAL RESERVES CLOSING BALANCE</b>	522,721,011	-	522,721,011
717,505,349	<b>TOTAL EQUITY</b>	708,765,622	( 823,921)	707,941,701

**CITY OF HOLDFAST BAY**  
**PROJECTED CONSOLIDATED BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$		\$	\$	\$
(OUTFLOWS)				
	<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
	<u>Receipts</u>			
66,070,566	Operating Receipts	66,100,846	57,546	66,158,392
	<u>Payments</u>			
( 54,696,823)	Operating payments to suppliers and employees	( 55,119,883)	( 50,967)	( 55,170,850)
( 831,230)	Finance Payments	( 831,230)	43,000	( 788,230)
10,542,513	<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	10,149,733	49,579	10,199,312
	<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
	<u>Receipts</u>			
9,584,707	Grants specifically for new or upgraded assets	2,853,481	( 873,500)	1,979,981
202,000	Sale of replaced assets	333,168	29,980	363,148
1,000,000	Sale of surplus assets	1,000,000	-	1,000,000
208,431	Repayments of loans (principal) by community groups	208,431	-	208,431
	<u>Payments</u>			
( 5,993,123)	Expenditure on renewal/replacement of assets	( 7,261,109)	( 59,250)	( 7,320,359)
( 17,453,658)	Expenditure on new/upgraded assets	( 18,791,754)	2,957,200	( 15,834,554)
( 12,451,643)	<b>NET CASH (USED IN) INVESTING ACTIVITIES</b>	( 21,657,783)	2,054,430	( 19,603,353)
	<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
	<u>Receipts</u>			
3,380,697	Proceeds from Borrowings/CAD - External	5,744,903	( 2,104,009)	3,640,894
	<u>Payments</u>			
( 1,140,560)	Repayments of Borrowings/CAD - External	( 1,140,560)	-	( 1,140,560)
	Aged Care Facility Deposits - Net Movement	-	-	-
2,240,137	<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>	4,604,343	( 2,104,009)	2,500,334
331,007	<b>NET INCREASE (DECREASE) IN CASH HELD</b>	( 6,903,707)	-	( 6,903,707)
18,365,546	<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF</b>	27,091,789	-	27,091,789
	<b>REPORTING PERIOD</b>			
	<b>CASH AND CASH EQUIVALENTS AT END OF</b>			
18,696,553	<b>REPORTING PERIOD</b>	20,188,082	-	20,188,082

**RECONCILIATION OF INCOME STATEMENT TO BUDGETED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

10,043,091	<b>SURPLUS FROM INCOME STATEMENT</b>	9,334,085	( 823,921)	8,510,164
	<b>NON-CASH ITEMS IN INCOME STATEMENT</b>			
9,939,639	Depreciation	10,201,639	-	10,201,639
144,490	Increase (decrease) in provisions - nett	( 6,532,510)	-	( 6,532,510)
10,084,129	<b>TOTAL NON-CASH ITEMS</b>	3,669,129	-	3,669,129
	<b>CASH ITEMS NOT IN INCOME STATEMENT</b>			
( 23,446,781)	Capital Expenditure	( 26,052,863)	2,897,950	( 23,154,913)
( 1,140,560)	Loan Repayments - External	( 1,140,560)	-	( 1,140,560)
3,380,697	Proceeds from Borrowings - External	5,744,903	( 2,104,009)	3,640,894
208,431	Repayments of loans (principal) by community groups	208,431	-	208,431
1,202,000	Proceeds from Disposal of Assets	1,333,168	29,980	1,363,148
-	Net Proceeds - Aged Care Facility Deposits	-	-	-
( 19,796,213)	<b>TOTAL CASH ITEMS</b>	( 19,906,921)	823,921	( 19,083,000)
	<b>NET INCREASE/(DECREASE)</b>			
331,007	<b>IN CASH AND CASH EQUIVALENTS</b>	( 6,903,707)	-	( 6,903,707)

**CITY OF HOLDFAST BAY**  
**PROJECTED CONSOLIDATED SUMMARY OF OPERATING AND CAPITAL INVESTMENT ACTIVITIES**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$		\$	\$	\$
66,300,566	Operating Revenues	66,329,847	57,546	66,387,393
(65,842,182)	less Operating Expenses	(66,526,243)	(7,967)	(66,534,210)
458,384	Operating Surplus/(Deficit) before Capital Amounts	(196,396)	49,579	(146,817)
<b>Less net outlays on Existing Assets</b>				
5,993,123	Capital Expenditure on renewal & replacement of existing assets	7,261,109	59,250	7,320,359
(9,939,639)	Less Depreciation	(10,201,639)	-	(10,201,639)
(3,946,516)		(2,940,530)	59,250	(2,881,280)
<b>Less outlays on New and Upgraded Assets</b>				
17,453,658	Capital Expenditure on new & upgraded assets	18,791,754	(2,957,200)	15,834,554
(9,584,707)	Less amounts received for for new & upgraded assets	(9,530,481)	873,500	(8,656,981)
7,868,951		9,261,273	(2,083,700)	7,177,573
(3,464,051)	<b>Net lending/(borrowing) for financial year</b>	(6,517,139)	2,074,029	(4,443,110)

**PROJECTED FINANCIAL INDICATORS**  
**FOR THE YEAR ENDED 30TH JUNE 2019**

<u>2018-19</u> <u>ORIGINAL</u> <u>BUDGET</u>		<u>2018-19</u> <u>Adopted</u> <u>Forecast</u>	<u>Proposed</u> <u>Forecast</u> <u>Adjustments</u>	<u>2018-19</u> <u>Proposed</u> <u>Forecast</u>
\$		\$	\$	\$
458,384	<b>OPERATING SURPLUS/(DEFICIT) - BEFORE CAPITAL AMOUNTS</b>	(196,396)	49,579	(146,817)
	<b>OPERATING SURPLUS RATIO</b> (Operating surplus/(deficit) before capital amounts as % of total operating revenue)	-0.3%	NA	-0.2%
0.7%				
37,052,684	<b>NET FINANCIAL LIABILITIES - (Total liabilities less financial assets)</b>	37,094,152	-2,104,009	34,990,143
	<b>NET FINANCIAL LIABILITIES RATIO</b> (Total liabilities less financial assets as % of total operating revenue)	56%	NA	53%
56%				
	<b>INTEREST COVER RATIO</b> (Net interest expense as % of total operating revenue less investment income)	0.6%	NA	0.4%
0.6%				
	<b>ASSET SUSTAINABILITY RATIO</b> (Capital expenditure on renewal/replacement of existing assets, excluding new capital expenditure as % of depreciation expense)	71%	NA	72%
60%				

BRIGHTON CARAVAN PARK	Actual \$	
	01/07/17 to 31/12/17	01/07/18 to 31/12/18
<b>Revenue From Cabins and Sites</b>		
Oceanview Spa Villas	62,314	53,535
Waterview Villas	143,187	142,535
Seaside Cabins	80,150	66,164
Budget Cabin - No Ensuite	32,882	22,176
Special Access Hillside Cabin	14,105	9,864
Hillside Cabins	31,255	22,627
Powered Grass Sites	124,433	126,245
Unpowered Sites	11,728	2,009
Premium Powered Sites	53,659	56,535
Powered Slab Sites	168,790	163,448
Beachfront Powered Grass Sites	54,908	61,035
Sea Breeze Cabins	252,792	256,523
Miscellaneous Income	13,371	13,317
	1,043,573	996,011
<b>Operational Costs</b>		
Management costs	(423,151)	(349,016)
Repairs and Maintenance	(43,816)	(81,692)
Marketing/Website	(12,656)	(11,987)
Site Operational Costs	(10,566)	(8,963)
Office Operational Costs	(28,377)	(21,191)
Water	(9,160)	(10,144)
Electricity	(16,331)	(26,439)
Gas	(33,225)	(15,588)
Insurance	(347)	(5,211)
	(577,629)	(530,231)
<b>Earnings Before Interest, Tax and Depreciation (EBITD)</b>	<b>465,945</b>	<b>465,780</b>
Depreciation	(80,460)	(80,460)
<b>Earnings Before Interest and Tax (EBIT)</b>	<b>385,485</b>	<b>385,320</b>
<b>EBIT Margin</b>	<b>36.9%</b>	<b>38.7%</b>

OCCUPANCY RATES	Actual %	
	01/07/17 to 31/12/17	01/07/18 to 31/12/18
<b>Accommodation Type</b>		
Cabins	63.85%	55.69%
Sites	49.92%	40.16%
<b>Average Total</b>	<b>58.88%</b>	<b>50.14%</b>

PARTRIDGE HOUSE	Actual \$	
	01/07/17 to 31/12/17	01/07/18 to 31/12/18
<b>Revenue From Functions and Room Hire</b>		
Wedding Ceremony Only	11,818	6,466
Wedding Ceremony with Reception	4,227	7,773
Wedding Reception Only	-	-
Catering Contract	182	64
Catering - Internal	7,091	8,609
Funeral Service	12,541	13,607
Private Function	11,330	13,680
Corporate Meeting	1,550	1,455
Community Benefit Group	17,664	17,896
Equipment Hire	3,985	8,773
	70,387	78,322
<b>Operational Costs</b>		
Employment Costs	(53,016)	(57,228)
Repairs and Maintenance	(10,059)	(13,805)
Marketing/Website	(7,449)	(993)
Property Operational Costs	(8,113)	(8,160)
Office Operational Costs	(3,119)	(3,685)
Electricity	(3,173)	(4,219)
	(84,929)	(88,090)
<b>Earnings Before Interest, Tax and Depreciation (EBITD)</b>	<b>(14,541)</b>	<b>(9,768)</b>
Depreciation	(18,545)	(18,545)
<b>Earnings Before Interest and Tax (EBIT)</b>	<b>(33,086)</b>	<b>(28,313)</b>
<b>EBIT Margin</b>	<b>(47.0%)</b>	<b>(36.1%)</b>

NUMBER OF EVENTS BY TYPE	Actual No.	
	01/07/17 to 31/12/17	01/07/18 to 31/12/18
<b>Event Type</b>		
Wedding *	27	29
Funeral	39	40
Community Function	221	205
Private Function	26	25
Conference/Meeting	16	15
<b>Total Number of Events</b>	<b>329</b>	<b>314</b>

\* Wedding income received on a prepayment basis

PARTRIDGE STREET CAR PARK	Actual \$ 01/07/17 to 31/12/17	Actual \$ 01/07/18 to 31/12/18
Car Parking Revenue	45,720	47,603
Operating Costs	(37,561)	(42,097)
Operating Costs - Property	(19,887)	(18,107)
<b>Earnings Before Interest, Tax and Depreciation (EBITD)</b>	<b>(11,728)</b>	<b>(12,602)</b>
Depreciation	(59,408)	(59,408)
<b>Earnings Before Interest and Tax (EBIT)</b>	<b>(71,135)</b>	<b>(72,009)</b>
<b>EBIT Margin</b>	<b>(155.6%)</b>	<b>(151.3%)</b>

CAR PARK USAGE	Actual No. 01/07/17 to 31/12/17	Actual No. 01/07/18 to 31/12/18
<b>Car Park</b>		
Eastern Car Park - No. of Transactions	89,453	67,347
Western Car Park - No. of Transactions	64,269	64,062
<b>Total No. of Transactions</b>	<b>153,722</b>	<b>131,409</b>



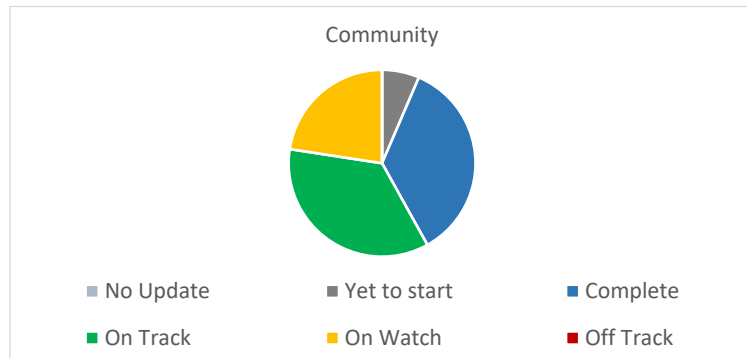
**COMMUNITY**  
A healthy, creative,  
connected community



## Business Plan - Status Report

As at: December 2018

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**Community Summary**






No Update	0
Yet to start	2
Complete	11
On Track	11
On Watch	7
Off Track	0
<b>Total</b>	<b>31</b>

### Community - Capital Works


Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next steps
ACT00181	Playground- Bindara Reserve (Softfall, slides, platforms, stairs, safety barriers, wheel chair access, rocker, swing set), Brighton	Playground- Bindara Reserve (Softfall, slides, platforms, stairs, safety barriers, wheel chair access, rocker, swing set), Brighton	Complete	Complete	\$116,000.00	●	Construction of the new playspace was completed on Wednesday 12 December. Completion was delayed a few days because of the extreme weather conditions experienced during construction. The new playspace has been well received by the community and received high visitation rates.	

ACT00183	Playground- Alf Smedely / Mel Baker Reserve (Rocker, Slide, Swing Set), Glenelg North	Playground- Alf Smedely / Mel Baker Reserve (Rocker, Slide, Swing Set), Glenelg North	Complete	Complete	\$16,000.00		The old play equipment was removed in April 2018 due to the equipment having reached the end of its asset life and no longer being compliant. The new wooden swing set and two wooden tepees were installed by Proludic on 5 October 2018. Depot staff have recreated the stepping and balancing logs and increased vegetation around the play area. Remaining budget is being used to replace picnic table seating.	
ACT00184	Fitouts and Fittings/Sporting - Tennis court plexi pave surface - Sutherland Park - Bath Street, Glenelg South	Fitouts and Fittings/Sporting - Tennis court plexi pave surface - Sutherland Park - Bath Street, Glenelg South	On Watch	Review	\$9,000.00		Court surface has not been renewed as a new base is required. The court fence has been replaced as it was at end of serviceable life.	Recommendation replace court surface and base next financial year.
ACT00185	Playground- Dulcie Perry Park (Seesaw, Rocker and Swing set), North Brighton	Playground- Dulcie Perry Park (Seesaw, Rocker and Swing set), North Brighton	On Watch	Design	\$12,000.00		Delayed due to a Motion on Notice from Cr Clancy.	Recommendation, consider a revised scope as part of the 2019/20 Annual Business Plan process
ACT00186	Metal barbecue with 2 hotplates replacement	Replacement BBQ as prioritized in the asset management plans.	Yet to start		\$8,000.00			
ACT00187	Playground- Angus Neill Reserve (Swing set, large megatoy play system, rocker, rocking boat, boogie board), Seacliff	Playground- Angus Neill Reserve (Swing set, large megatoy play system, rocker, rocking boat, boogie board), Seacliff	Complete	Complete	\$74,000.00			
ACT00188	Playground- Susan Grace Benny Reserve (Swing Set and slide), Seacliff Park	Playground- Susan Grace Benny Reserve (Swing Set and slide), Seacliff Park	Complete	Implementation	\$12,000.00		Project on track scheduled install on track fro January 28 2019	Follow up and seek confirmation of installation with contractor
ACT00189	Playground- Play Equipment - Various locations, various location	Playground- Play Equipment - Various locations, various location	On Track		\$30,000.00		General allocation	
ACT00190	Public art- sculpture purchase or commission from the Brighton Sculptures Festival	Select or commission an artwork from the Brighton Jetty Classic Sculptures Festival for permanent public display along the Artscape Corridor.	On Track	Implementation	\$20,000.00		Panel has selected a sculpture	.
ACT00192	CARRY FORWARD - Playground- Various playground fixtures - Anzac Hwy/S	CARRY FORWARD - Playground- Various playground fixtures - Anzac Hwy/S	Complete	Implementation	\$17,000.00			
ACT00195	CARRY FORWARD - Fencing- Brighton caravan park - post and rail fence	CARRY FORWARD - Fencing- Brighton caravan park - post and rail fence	On Watch	Design	\$7,000.00		procurement has been completed, installation is delayed due to the need to liaise with Kurna people	
ACT00196	CARRY FORWARD - Fencing - Adelphi Cres - Pat. F'shore - Fencing	CARRY FORWARD - Fencing - Adelphi Cres - Pat. F'shore - Fencing	Complete		\$5,000.00			








ACT00218	Library Books - Annual Library Book Replacement	Library Books - Annual Library Book Replacement	On Track	Implementation	\$86,000.00		28/12/18: Capital expenditure for library materials on track.	
ACT00220	Brighton Public Library, Jetty Road - Sewer line works.	Main sewer replacement or lining	Complete	Complete	\$20,000.00			
ACT00224	Gleneilg Municipal Library Air Conditioning replacement	Replace 3 x Reverse Cycle Split Ducted Air Conditioning Units. Connect new unit to Building Management System. Install extended access platform & internal roof access.	Complete	Implementation	\$155,000.00			
ACT00391	CARRY FORWARD - Kauri Parade Community and Sports Complex		On Track		\$90,803.00		General allocation only - for defects liability period adjustments	
ACT00392	CARRY FORWARD - Partridge House Improvements		On Track	Design	\$6,695.00		This project will replant and re-vegetate sparse areas within the gardens, as well as focusing on rejuvenating the sun dial. The project is on track for completion by end of 2018/19.	

**Community - New Initiative**

<b>Action</b>	<b>Title</b>	<b>Description</b>	<b>Project Status</b>	<b>Project Stage</b>	<b>Adopted Budget</b>	<b>Rating</b>	<b>Notes</b>	<b>Next steps</b>
ACT00255	Kauri Parade Playspace installation	Community engagement and installation to be undertaken early 2019.  New playspace at Kauri Parade Complex to replace the equipment that was removed as part of the site redevelopment. The site is identified in Draft Playspace Research and Guidelines as an area of under supply and recommended for playspace creation. An application was submitted through the Fund My Neighbourhood program for a new playspace at this location but was unsuccessful. Council staff have been contacted by local residents about the need for a playspace at this site as was originally part of the Masterplan and community consultation.	Yet to start	Yet to Start	\$150,000.00		Community engagement will occur in Feb to advise of project update. Tender for supply, with construction to follow is scheduled for completion by June 30	

ACT00256	Wigley Reserve Playspace and Fitness Hub Redevelopment - consultation and design 18/19	<p>Detailed designs and costings for the redevelopment of this playspace (18/19) to increase the capacity and play value of the site and create a destination playspace that will help ease congestion of Glenelg Foreshore Playspace. Redevelopment (19/20) will include the playspace structure, shade sails, static outdoor gym equipment, fencing and amenities. The aim is to create a unique space that offers a point of difference from surrounding spaces and includes recreation infrastructure e.g. renewal of outdoor exercise equipment. The current playspace has reached the end of its asset life and is in poor condition with significant rust evident on outdoor gym equipment and fencing. Plan for detailed designs and costing to be completed in 2018/2019 with construction of the playspace to occur in 2019/2020.</p> <p>Project team plan on applying for DPTI grant funding to assist in project delivery.</p>	On Track	Design	\$30,000.00	●	<p>Phase 1 of community engagement to determine the communities ideas and wants for the new playspace and fitness hub was held during August and September 2018. Three concept designs for the new playspace and fitness hub have been developed by JPE based on community feedback. Public consultation is now open to determine the preferred design . On conclusion of this phase, JPE will finalise the preferred design. State Government funding will be applied for through DPTI to contribute to construction costs. A budget proposal for construction will be included for consideration in the 19/20 annual business plan process.</p>	
ACT00257	Holdfast Bay Community Centre Masterplan	<p>To undertake the masterplan process leading to the redevelopment of the site to provide an appropriate and modern Holdfast Bay Community Centre</p> <p>A purpose-built facility will provide a safe and welcome hub that will support a wide range of community development programs and services, respond to the diverse community need in the future and increase community satisfaction</p> <p>A purpose-built Centre will reduce ongoing issues with maintenance and provide more efficient use of Council resources</p>	On Track	Procurement	\$30,000.00	●	<p>Initial stakeholder consultation has commenced with lease holder at HBCC. Project / tender brief and procurement plan has been prepared and will go to tender 15 January early 2019 with a contract in place by March. final masterplan due for Council endorsement in May / June 2019.</p>	

ACT00258	Glenelg Oval Master Plan Stage One - Holdfast Tennis Club Redevelopment	<p>Demolish and rebuild new clubrooms on site. Install new lighting and fencing around 8 courts and resurface / re-size courts.</p> <p>Breakdown of works/budget include:</p> <p>RLB Cost Estimates</p> <ul style="list-style-type: none"> <li>- Demolish existing clubrooms including removing asbestos from the site</li> <li>- New tennis clubrooms</li> <li>- Builders preliminaries and supervision</li> <li>- Builders margin and overheads</li> <li>- Construction and design contingency</li> <li>- Professional fees</li> <li>- Statutory charges</li> </ul> <p>Prestige Estimated Quote</p> <ul style="list-style-type: none"> <li>- Demolish old fence</li> <li>- New black fencing, top and bottom rails</li> <li>- Block paving footpath</li> </ul> <p>No lighting specific quote received</p>	On Watch	Awaiting funding	\$273,949.00		<p>Application submitted for the Federal Government Community Sport Infrastructure Grant Program. Still awaiting notification of status of application.</p> <p>If unsuccessful with Grant funding, a report will go to Council to request increase contribution to fund full project. New initiative being submitted for Council to cover full cost of completing this project.</p>	
ACT00260	Brighton Oval Masterplan Stage 1 implementation	<p>Brighton Oval Master plan implementation</p> <p>Progress with detailed design and commence construction of club room buildings as per Council motion 10 July 2018</p>	On track	Design	\$4,472,600.00		<p>Council report included in 11 December 2018 agenda provided full project update relating to budget, building designs and time frames.</p> <p>Project Steering Committee has met twice including all club representatives and State Government (ORSR) representatives. Weekly design meetings taking place with each club to finalise building layout.</p> <p>Council Assessment Panel approved the proposal for redevelopment of the site on 19 December and now seeking Building Rules Consent.</p>	
ACT00261	Brighton Library Wednesday Opening	Brighton Library Wednesday Opening	Complete	Complete	\$47,000.00		<p>The Brighton Library commenced Wednesday opening on Wednesday 4 July 2018. 257 people visited the Brighton Library on this first Wednesday opening, returning 573 items and borrowing 288 items.</p> <p>The monthly door count has risen significantly following the Wednesday opening.</p>	

ACT00267	Lockers for the Homeless	<p>The Lockers for the Homeless project aims to support St Andrews by the Sea Uniting Church in their work with the homeless in the City of Holdfast Bay. Anecdotal evidence, census data and statistics confirm a steady increase in the amount of people with 'no fixed address' living in Glenelg (an increase of 230% over a three year period).</p> <p>St Andrews church is the primary provider of support in the City of Holdfast Bay. Lockers would provide secure storage for personal belongings that are currently left in alleys, doorways and grocery carts, and would alleviate resulting violence and theft within the homeless community, which then has to be managed by St Andrews who already work with stretched financial and human resources. St Andrews will feel supported by Council as they continue offering their services without having to deal with behaviour resulting from this current unmet need.</p>	On Watch	Design	\$20,000.00		Met with key stakeholders on 19 November. St Andrews not certain that their location is best for placement. Negotiation with other churches in area to occur - as part of broader collaboration.	Project is running behind schedule due to ongoing negotiations to identify appropriate site for placement of lockers. Project continuation subject to identifying appropriate site and agreement from all stakeholders on collaboration.
ACT00269	Art and Culture Strategy	<p>The Art &amp; Culture Strategy will guide the future philosophy, coordination, promotion and management of arts and culture across the City of Holdfast Bay. This will identify and provide the guiding principles for a 5 year program.</p> <p>Council will seek to engage a suitably qualified consultant to prepare a draft Art &amp; Culture Strategy and Plan and conduct all elements of the project based on experience, internal and external engagement, research and considered emerging themes and recommendations. The consultant will be contracted to prepare a draft Public Art policy, a draft Arts &amp; Culture Strategy and an implementation Plan.</p> <p>Attached document - Strategy Objectives</p>	On Track	Implementation	\$25,000.00		The Arts & Culture Strategy is progressing on track and consultant Trish Hansen from Urban Mind has been contracted to undertake the work. Community Engagement for the Arts & Culture Strategy will take place between 18 Jan - 22 Feb 2019, including a Council workshop with Elected Members.	
ACT00275	Access & Inclusion Strategy and Five Year Action Plan	<p>The Disability Bill 2017 stipulates that a disability access and inclusion plan must be prepared by all state authorities (including Local Government Authorities constituted under the Local Government Act 1999). The Disability Access &amp; Inclusion Strategy &amp; Action Plan will guide and set out the reasonable measures Council will employ to give effect to the State Disability Access &amp; Inclusion Plan, guidelines and regulations over a five year program following the development of the plan.</p>	On Watch	Design	\$30,000.00		Project scoping has taken longer than initially anticipated. Milestones will be adjusted accordingly.	Project scoping has taken longer than initially anticipated. Milestones will be adjusted accordingly.
ACT00276	Glenelg Town Hall Museum and Gallery Upgrade	<p>Glenelg Town Hall Museum and Gallery Upgrade - Council to procure architectural services to develop new concept plans and indicative design options for interior redevelopment, to align with international museum and gallery standards and incorporate indigenous heritage within the museum/historical narrative.</p> <p>Throughout the 2015-2016 financial year the Bay Discovery Centre had over 58,874 visitors, approximately 5.8% of the 1,000,000 visitors to Holdfast Bay during the same period.</p> <p>Redevelopment of the Bay Discovery Centre &amp; Ground Floor Gallery would provide an opportunity to engage new audiences and encourage repeat visitation by enhancing the visitor experience whilst in destination. Heritage/Cultural Tourism visitors are high yield visitors</p>	On Track	Tendering	\$170,000.00		Tenders have closed. Shortlisting has begun and interviews will take place in January.	Project on schedule with updated timelines

ACT00279	Cemetery Improvements	Design and development of new ashes memorial sites; redesign of the extension of burial areas; A full audit and reconciliation of the cemetery records with what is on site at each cemetery; development of new cemetery maps; having cemetery records and cemetery maps publically available online.	On Track	Design	\$50,000.00	●	The project is progressing with assistance from the Adelaide Cemetery Authority who manages our cemetery services on our behalf.	
ACT00283	Kauri Parade Sport Complex Management	Following the close of the Kauri Parade Sports Complex Management EOI, this initiative seeks funding to employ a new staff member at a level 4 (0.5FTE) to:  1) manage the day-to-days of the facility; 2) promote the function area of the complex; and 3) while working directly with user groups of Complex and Council's Active Communities, establish relationships with external sporting and event stakeholder groups on a State and National level in order to activate the space.	On Watch	Review	\$45,535.00	●	A report regarding the management of the Kauri Parade will be submitted to Council for determination in February 2019.	Continue to manage the facility inhouse until such time that Council make a resolution about the future operations of the facility.
ACT00288	Purchase of defibrillators for Council buildings	Purchase of defibrillators	Complete		\$8,000.00	●	Four AED units were purchased and installed in Brighton and Glenelg Libraries, Town Hall and Civic Centre. A Full risk assessment was undertaken and training is scheduled with staff and volunteers	

**Community - Carry Forward New Initiative**

<i>Action</i>	<i>Title</i>	<i>Description</i>	<i>Project Status</i>	<i>Project Stage</i>	<i>Adopted Budget</i>	<i>Rating</i>	<i>Notes</i>	<i>Next Steps</i>
ACT00376	Public Realm and Open Space Strategy	Review and update the Open Space & Public Realm Strategy in 2018/19.	Complete	Complete	\$40,000.00	●		



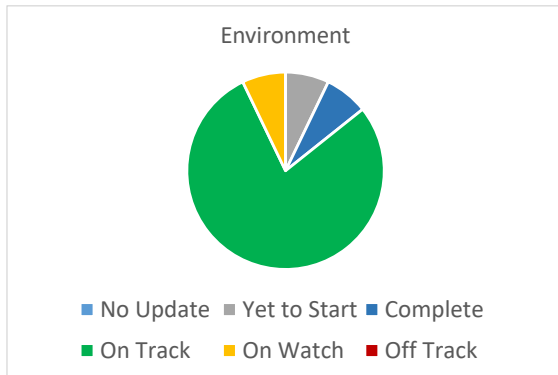


**ENVIRONMENT**  
A community connected  
to our natural environment



**Business Plan - Status Report** As at: December 2018

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**Environment Summary**

No Update	0
Yet to Start	1
Complete	1
On Track	11
On Watch	1
Off Track	0
<b>Total</b>	<b>14</b>



**Environment - Capital Works**




Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next Steps
ACT00182	Services/Water- Drinking water and pump control in Wigley Reserve and Brian Nadilo Reserve, Glenelg	Services/Water- Drinking water and pump control in Wigley Reserve and Brian Nadilo Reserve, Glenelg	Complete	Completed	\$7,000.00	●		
ACT00197	Fitouts & Fittings - Coastal Fencing - Various Locations, Various	Fitouts & Fittings - Coastal Fencing - Various Locations, Various	On Track	Implementation	\$45,000.00	●	locations and scopes confirmed. Designs completed. Additional sand drift fencing is being designed.	
ACT00199	CARRY FORWARD - Fencing - Coastal fencing - Kingston/ Pier St Foreshore	CARRY FORWARD - Fencing - Coastal fencing - Kingston/ Pier St Foreshore	On Track	Implementation	\$5,000.00	●	project is progressing	



ACT00200	Stormwater - Corner Augusta and Miller Stormwater	Stormwater - Corner Augusta and Miller Stormwater	On Track	Implementation	\$250,000.00		Detailed design completed, implementation has been slightly delayed due to the need for service (gas) relocation to lay the drainage. Anticipated completion date is March/April next year.	
ACT00201	Stormwater - Stormwater Pits - Various locations	Stormwater - Stormwater Pits - Various locations	On Track		\$100,000.00		Locations identified, Investigations completed Detailed design being developed, Procurement will be underway soon	
ACT00388	CARRY FORWARD - Stormwater Drainage Program		On Track		\$152,845.00		designs for various locations are being developed.	

#### Environment - New Initiative

Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next Steps
ACT00270	Improvements to Barton Gully, Gilbertson Gully and Pine Gully	<p>Implement 1st Stage of Barton Gully Masterplan/Gilbertson Gully Masterplan/Pine Gully Masterplan</p> <p>Linked directly to the Pillar Plan - Environment Pillar – Objective 1 – Protect Biodiversity – Task 2. Implement Gully Masterplans</p> <ul style="list-style-type: none"> <li>Formalise and reconstruct all trails in Pine Gully as per the Master plan</li> <li>Formalise priority usage trails in Gilbertson Gully as per the Master plan</li> <li>Construct formal pathways in southern Barton Gully &amp; Install interpretive signs and way finding totems as per Master plan</li> </ul> <p>This initiative will see an improvement to the amenity, functionality and landscape quality of these indigenous environments whilst providing safe, connectivity through the open space realm.</p>	On Track	Implementation	\$150,000.00		Construction for Pine Gully walkway is complete. Detailed design for Gilbertson walkway has commenced.	
ACT00271	Establish a Biodiversity Corridor	<p>Formally establish a bio-diversity corridor based on the Baseline biodiversity Data for the city (being prepared this year).</p> <p>establish connectivity between fragmented habitats along the corridor.</p> <p>Create &amp; Install 10 Interpretive Signs in a trail format throughout the city's conservation sites</p> <p>Environment Pillar – Objective 4 – Environmentally Connected Community – Task 3. Install interpretive signage including native flora &amp; fauna information in our conservation areas and native gardens</p>	On Track	Design	\$70,000.00		The proposed corridor is along the the Stuart River. We will be working with SA Water to progress this project. The vegetation planting will occur towards May 2019	

ACT00272	Sand bag groyne installation at Brighton beach	Continuation of Brighton Beach Groynes Project will install 2 more of sand bag groynes on Brighton beach (continue north of existing groynes). There is a need for more sand groynes on this beach.  we are working with the Coastal Protection Board to preserve and enhance beach . They will provide the necessary expertise and sand bags.	Yet to start	Yet to Start	\$50,000.00			
ACT00274	WSUD Program	Commence staged improvements to four streets ( Partridge Street, Durham Street, Portland Street, Weewanda Street) applying Waster Sensitive Design elements providing a number of benefits.  <ul style="list-style-type: none"> <li>• Mitigate flooding</li> <li>• Improve amenity and vegetation</li> <li>• Contribute to cooling Urban Heat Islands</li> <li>• Create a more sustainable environment <ul style="list-style-type: none"> <li>• Reduce pollutant loads entering the marine environment</li> <li>• Replenish depleting groundwater</li> </ul> </li> </ul> Improvements are required due to recognised flooding issues and lack of permeable space currently existing. Upgrades are to assist in achieving canopy coverage gains and improved amenity.	On Track	Design	\$400,000.00		Designs are progressing. Procurement and on-ground works will commence soon.	
ACT00278	Foreshore irrigation infrastructure upgrade	Staged Project- 5years - Software and mainline infrastructure upgrade. Why? - improved control, monitoring and reporting functions across councils irrigation assets for the function of using water efficiently and minimising waste.  Stage 1 - Upgrade of central control software and flow sensor devices. Software training.( 18/19 Budget )  Stage 2-4 - Changeover from PVC to Metric poly mainline from patawolunga pump station to broadway kiosk ( staged in sections ie; stage 2, pump station to both sides of patawolonga - stage 3, Buffalo to Moseley/Stamford Grand - stage 4, Moseley/Stamford Grand to Broadway Kiosk. This will help to reduce the amount of reactive repairs and also assist in flow management across all irrigated foreshore reserves.  Stage 5 - Investigation regarding viability of additional infrastructure to incorporate bore water from Fordham reserve as alternative water source. The current A Class water supply has high sulphate levels which are to the detriment of many of our green assets.	On Track	Yet to Start	\$88,000.00		Tender document and specification completed RFT advertised through Tenders SA. Tender briefing date set for wednesday 23 January 2019	



ACT00280	Stormwater Management Plan Implementation	<ul style="list-style-type: none"> <li>• Continue construction of outfalls recommended by the Stormwater Management Plan (SMP);</li> <li>• Commence the program of gross pollutant trap construction;</li> <li>• Commence program of lateral drainage upgrades recommended by the SMP;</li> <li>• Establish rainfall and flow monitoring stations;</li> </ul>	On Watch	Design	\$2,000,000.00	●	This project requires funding support from the Stormwater Management Authority (SMA). A grant application was submitted to SMA in 2018 to undertake the detailed design. They have requested the submission to be amended to include detailed concept plan. That concept plan proposal is being developed and will be lodged with the SMA in Feb 2019. Because of the delayed grant approval process, it is likely that significant part of this project will be carried forward to next year	awaiting response from SMA
ACT00281	Street light conversion to LED	Replace the existing street lights with LED to reduce the energy use and reduce the carbon emission.	On Track	Implementation	\$1,200,000.00	●		

Environment - Carry Forward New Initiative								
Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next Steps
ACT00386	Stormwater Retention Plan	Develop and implement a plan for stormwater re-use through managed aquifer (part of stormwater management plan)	On Track	Implementation	\$32,952.00	●	A four prong strategy has been adopted. A rain water tank scheme is part of this strategy pack. This scheme is being developed. Marion Council and NRM Board will be liaised with for their support.	



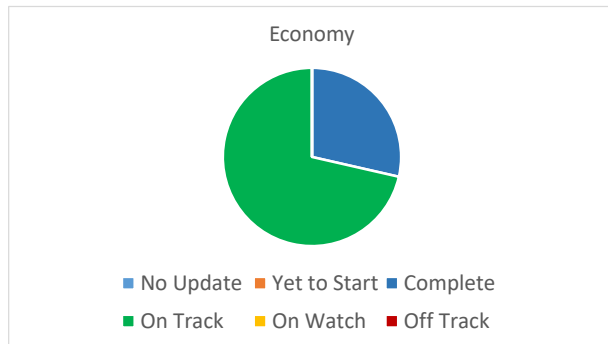


**ECONOMY**  
A diverse and resilient  
local economy






## Business Plan - Status Report As at: December 2018

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No Update	0
Yet to Start	0
Complete	2
On Track	5
On Watch	0
Off Track	0
<b>Total</b>	<b>7</b>

Economy - New Initiative								
Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next Steps
ACT00262	Small Business Development Grant	<p>The Business Grant program assists new and existing businesses in Holdfast Bay to innovate and to further develop and grow their business.</p> <p>Following a Council decision in 2016/17 financial year to allocation \$50,000 for the purpose of providing small business grants the program was implement in 2017/18 and seeks a continuation of the program.</p> <p>The grant aims to provide a level of ongoing benefit to the city through increased employment, potential export opportunities and increased participation by the local community ensuring a vibrant and sustainable community.</p> <p>The initiative seeks to support new and existing businesses that:</p> <ul style="list-style-type: none"> <li>- Demonstrate innovation, creativity and sustainable practices</li> <li>- Increase employment and export opportunities</li> <li>- Ensure a level of collaboration to increase partnerships and business engagement across the city</li> <li>- Demonstrate exemplar business practices</li> <li>- Encourages new businesses to locate in Holdfast Bay</li> </ul>	On Track	Implementation	\$50,000.00	●	<p>The grant program continues to create benefit with businesses with three businesses being successful in November and currently being processed. The funds have gone to support a start business in the creative industries sector, a well established business looking to expand their business into the export market and diversify their product offering and employ more staff and a hospitality business increasing equipment and revised fit-out to cater for more customers with the potential of increasing staff numbers.</p> <p>The process in applying for the grant requires businesses to have a business plan assisting businesses to drill down into their operations and future direction.</p>	

ACT00263	Digital Training and Support for Small Business	<p>The Digital Training and Support program for small businesses is designed to assist and align businesses online activities with their business goals and increase their knowledge and capabilities to improve bottom line results in a constantly changing environment.</p> <p>Businesses will learn through workshops and industry specific training, how to use the various online and cloud-based software tools as well as social media to:</p> <ul style="list-style-type: none"> <li>- Run their business more efficiently</li> <li>- Provide better customer service</li> <li>- Utilise online platforms for increased customers</li> <li>- Evaluate their current online presence, knowledge and capabilities</li> </ul> <p>The Business Confidence survey conducted in late 2017 indicated only a quarter of businesses were transacting online and these businesses with</p>	On Track	Implementation	\$20,000.00		<p>The first of three digital training sessions have occurred with 45 businesses in attendance. Supporting mentoring is occurring with each of the sessions.</p> <p>A second workshop was held on 14 November at the Glenelg Cinema with approximately 40 businesses attending. A further 15 businesses were on a waiting list.</p> <p>More workshops are scheduled for February and March.</p>	
ACT00268	Business Development Partner Position	<p>In 2017/18 the Business Development Partner position was created to champion the business and economic development objectives of the Council and to facilitate a thriving and sustainable local economy by fostering economic growth within the City of Holdfast Bay.</p> <p>The continuation of this role in 2018/19 will be critical to the implementation of the strategic objectives that deliver the goals of the Council Plan in relation to economic development and related areas;</p> <ul style="list-style-type: none"> <li>- To lead and establish programs and projects for businesses that provide increased economic and social benefits to the city.</li> <li>- To build and lead a collaborative, responsive and customer focussed approach across Council, advocating for and responding to the needs of the business sector.</li> <li>- Enabling sustainable business development by attracting new investment and stimulating a healthy climate for existing business sectors to maintain</li> </ul>	Complete	Implementation	\$103,000.00		<p>The Economic Activation Plan 2018-2023 was adopted by Council in August 2018 and actions related to the five strategic areas are currently being implemented by the Business Development Partner.</p>	
ACT00282	Brighton Caravan Park Wi-Fi	<p>This initiative seeks funding to install new unlimited WiFi infrastructure at Brighton Caravan for access by guests of the park.</p>	On Track	Implementation	\$100,000.00		<p>The BCP wifi project commenced and is proceeding as scheduled. Telstra have undertake a site survey to determine their requirements for fiber installation, and as well as the final scope of the infrastructure. The final implementation of this project has been delayed due to Christmas closures, Telstra's operational backlog, and the busy period at the park. The project is now on track to be completed by the end of March 2019.</p>	<p>Project delayed due to a number of external factors (Christmas closures, Telstra's operational backlog, and the busy period at the park). New timelines set. Constant communication and contractor management will ensure deadlines are met.</p>

ACT00285	Licence Plate Recognition ( LPR) in timed areas ( Council owned vehicle operated).	Licence Plate Recognition ( LPR) in timed areas ( Council owned vehicle operated).	Complete	Complete	\$90,000.00	●		
ACT00287	International events (Lifesaving Championships)	Year 2 of the 2017-18 New Initiative: International events. This year the focus will be predominately on the 2018 international Lifesaving Championships.  Refer to 2017-18 Business Case.	On Track	Review	\$149,971.00	●	With over 7,000 registered participants which includes 4,400 competing athletes from 45 nations, the LWC 2018 has been the largest Lifesaving World Championships ever conducted. Event media reached in excess of 7 million people in Australia and a live streaming audience online reaching 50,000 viewers around the world	Final financials are being determined.

**Economy - Carry Forward New Initiative**

<i>Action</i>	<i>Title</i>	<i>Description</i>	<i>Project Status</i>	<i>Project Stage</i>	<i>Adopted Budget</i>	<i>Rating</i>	<i>Notes</i>	<i>Remedial Action</i>
ACT00379	Brighton Caravan Park - Stage 2 investigation and design	The Stage 2 Investigation and Design phase for redevelopment of the Brighton Caravan Park.	On Track	Design	\$102,389.00	●	The Stage 2 Investigation and Design phase for redevelopment of the Brighton Caravan Park is currently underway. Administration has sought initial feedback from the current managers of the Park, as well as from industry bodies. Further preliminary designs are expected within the coming months. Council will be updated as thing progress.	





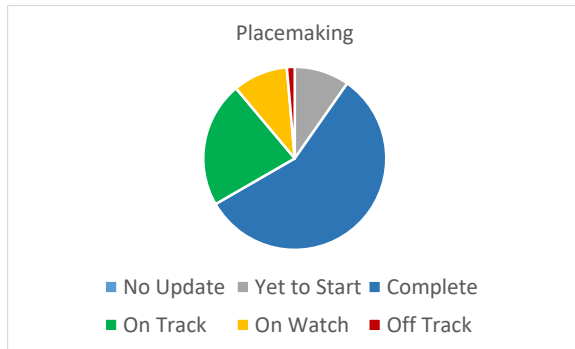
**PLACEMAKING**  
An accessible, vibrant and safe coastal city that celebrates our past to build for our future



## Business Plan - Status Report

As at: December 2018

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












**Placemaking Summary**

No Update	0
Yet to Start	7
Complete	41
On Track	16
On Watch	7
Off Track	1
<b>Total</b>	<b>72</b>

Placemaking - Capital Works								
Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next Steps
ACT00119	RESEALS - Cornish Street, Glenelg North	RESEALS - Cornish Street, Glenelg North	On Track	Scoping	\$25,000.00	●	Scope with contractor Jan.	
ACT00120	RESEALS - Douglas Grove, Glenelg North	RESEALS - Douglas Grove, Glenelg North	Complete	Complete	\$20,000.00	●		
ACT00121	RESEALS - Green Lane, Somerton Park	RESEALS - Green Lane, Somerton Park	Complete	Complete	\$15,000.00	●		
ACT00122	RESEALS - Myrtle Road, South Brighton	RESEALS - Myrtle Road, South Brighton	Complete	Complete	\$35,000.00	●		
ACT00123	RESEALS - Newhaven Terrace, South Brighton	RESEALS - Newhaven Terrace, South Brighton	Complete	Complete	\$20,000.00	●		
ACT00124	RESEALS - Merriton Street, Glenelg North	RESEALS - Merriton Street, Glenelg North	Complete	Complete	\$28,000.00	●		
ACT00125	RESEALS - Yuill Street, Glenelg	RESEALS - Yuill Street, Glenelg	Complete	Complete	\$20,000.00	●		
ACT00126	RESEALS - Goldsworthy Crescent, Glenelg North	RESEALS - Goldsworthy Crescent, Glenelg North	Complete	Complete	\$45,000.00	●		
ACT00127	RESEALS - Patawalonga Frontage/Stanley roundabout, Glenelg North	RESEALS - Patawalonga Frontage/Stanley roundabout, Glenelg North	Yet to Start	Yet to Start	\$125,000.00	●		
ACT00128	RESEALS - Lamington Avenue, Seacliff Park	RESEALS - Lamington Avenue, Seacliff Park	Complete	Complete	\$28,000.00	●		
ACT00129	RESEALS - Lamington Avenue, Seacliff Park	RESEALS - Lamington Avenue, Seacliff Park	Complete	Complete	\$30,000.00	●		

ACT00130	RESEALS - Margaret Street, Somerton Park	RESEALS - Margaret Street, Somerton Park	Complete	Complete	\$22,000.00	●		
ACT00131	RESEALS - Alison Street, Glenelg North	RESEALS - Alison Street, Glenelg North	Complete	Complete	\$16,000.00	●		
ACT00132	RESEALS - Tod Street, Glenelg North	RESEALS - Tod Street, Glenelg North	Complete	Complete	\$48,000.00	●		
ACT00133	RESEALS - Milton Street, Glenelg	RESEALS - Milton Street, Glenelg	Complete	Complete	\$22,000.00	●		
ACT00134	RESEALS - Boundary Road/ Partridge roundabout, Somerton Park	RESEALS - Boundary Road/ Partridge roundabout, Somerton Park	On track	Scoping	\$35,000.00	●	Scope with contractor Jan.	
ACT00135	MAJOR PATCHING - Marine Parade, Seacliff	MAJOR PATCHING - Marine Parade, Seacliff	On Track	Scoping	\$40,000.00	●	Scope with contractor Jan.	
ACT00136	MAJOR PATCHING - Sturt Street, Glenelg North	MAJOR PATCHING - Sturt Street, Glenelg North	Complete	Complete	\$40,000.00	●		
ACT00137	MAJOR PATCHING - Cedar Avenue (intersection), Brighton	MAJOR PATCHING - Cedar Avenue (intersection), Brighton	On Track	Scoping	\$7,000.00	●	Scope with contractor Jan.	
ACT00138	MAJOR PATCHING - Singleton Road Intersection, Kingston Park	MAJOR PATCHING - Singleton Road Intersection, Kingston Park	On Track	Scoping	\$7,000.00	●	Scope with contractor Jan.	
ACT00139	MAJOR PATCHING - Patawalonga Frontage, Glenelg North	MAJOR PATCHING - Patawalonga Frontage, Glenelg North	Complete	Complete	\$14,000.00	●	Completed as combined with reseal activities. Budget applied to separate entry.	
ACT00140	KERB & WATERTABLES - Douglas Grove, Glenelg North	KERB & WATERTABLES - Douglas Grove, Glenelg North	Complete	Complete	\$8,000.00	●		
ACT00141	KERB & WATERTABLES - Gardiner Avenue, Warradale	KERB & WATERTABLES - Gardiner Avenue, Warradale	Complete	Complete	\$5,000.00	●		
ACT00142	KERB & WATERTABLES - Green Lane, Somerton Park	KERB & WATERTABLES - Green Lane, Somerton Park	Complete	Complete	\$25,000.00	●		
ACT00143	KERB & WATERTABLES - Myrtle Road, South Brighton	KERB & WATERTABLES - Myrtle Road, South Brighton	Complete	Complete	\$45,000.00	●		
ACT00144	KERB & WATERTABLES - Newhaven Terrace, South Brighton	KERB & WATERTABLES - Newhaven Terrace, South Brighton	Complete	Complete	\$19,000.00	●		
ACT00145	KERB & WATERTABLES - Sturt Street, Glenelg North	KERB & WATERTABLES - Sturt Street, Glenelg North	Complete	Complete	\$32,000.00	●		
ACT00146	KERB & WATERTABLES - Merriton St, Glenelg North	KERB & WATERTABLES - Merriton St, Glenelg North	Complete		\$42,000.00	●		
ACT00147	KERB & WATERTABLES - Yuill Street, Glenelg	KERB & WATERTABLES - Yuill Street, Glenelg	Complete	Complete	\$20,000.00	●		
ACT00148	KERB & WATERTABLES - Goldsworthy Crescent, Glenelg North	KERB & WATERTABLES - Goldsworthy Crescent, Glenelg North	Complete		\$25,000.00	●		
ACT00149	KERB & WATERTABLES - Patawalonga Frontage/Stanley roundabout, Glenelg North	KERB & WATERTABLES - Patawalonga Frontage/Stanley roundabout, Glenelg North	Complete	Complete	\$40,000.00	●		
ACT00150	KERB & WATERTABLES - Lamington Avenue, Seacliff Park	KERB & WATERTABLES - Lamington Avenue, Seacliff Park	Complete	Complete	\$16,000.00	●		
ACT00151	KERB & WATERTABLES - Lamington Avenue, Seacliff Park	KERB & WATERTABLES - Lamington Avenue, Seacliff Park	Complete	Complete	\$16,000.00	●		
ACT00152	KERB & WATERTABLES - Margaret Avenue, Somerton Park	KERB & WATERTABLES - Margaret Avenue, Somerton Park	Complete	Complete	\$28,000.00	●		
ACT00153	KERB & WATERTABLES - Alison Street, Glenelg North	KERB & WATERTABLES - Alison Street, Glenelg North	Complete		\$18,000.00	●		




ACT00154	KERB & WATERTABLES - Tod Street, Glenelg North	KERB & WATERTABLES - Tod Street, Glenelg North	Complete	Complete	\$40,000.00			
ACT00155	KERB & WATERTABLES - Brighton rd - House 92-180, Glenelg East	KERB & WATERTABLES - Brighton rd - House 92-180, Glenelg East	On Watch	Review	\$37,000.00		High traffic area. Requires DPTI schedule approval.	Review with contractor.
ACT00158	KERB & WATERTABLES - Boundary Road/ Partridge roundabout, Somerton Park	KERB & WATERTABLES - Boundary Road/ Partridge roundabout, Somerton Park	Complete	Complete	\$20,000.00			
ACT00159	KERB & WATERTABLES - Milton Street, Glenelg	KERB & WATERTABLES - Milton Street, Glenelg	Complete	Complete	\$67,000.00			
ACT00160	KERB & WATERTABLES - General Kerb Repairs, Various	KERB & WATERTABLES - General Kerb Repairs, Various	On Track	Scoping	\$40,000.00		Scope works with depot input.	
ACT00161	KERB & WATERTABLES - DDA Pram Ramps, Various	KERB & WATERTABLES - DDA Pram Ramps, Various	On Track	Scoping	\$30,000.00		Upgrade of non-compliant pram ramps	Increase scope with depot input.
ACT00162	FOOTPATHS & CYCLEWAYS - LF Mattner Avenue - 001, Glenelg North	FOOTPATHS & CYCLEWAYS - LF Mattner Avenue - 001, Glenelg North	Complete	Complete	\$25,000.00			
ACT00163	FOOTPATHS & CYCLEWAYS - RF Mattner Avenue - 001, Glenelg North	FOOTPATHS & CYCLEWAYS - RF Mattner Avenue - 001, Glenelg North	Complete	Complete	\$23,000.00			
ACT00164	FOOTPATHS & CYCLEWAYS - LF Moten Avenue - 002, Glenelg North	FOOTPATHS & CYCLEWAYS - LF Moten Avenue - 002, Glenelg North	Complete	Complete	\$10,000.00			
ACT00165	FOOTPATHS & CYCLEWAYS - RF Moten Avenue - 002, Glenelg North	FOOTPATHS & CYCLEWAYS - RF Moten Avenue - 002, Glenelg North	Complete	Complete	\$10,000.00			
ACT00166	FOOTPATHS & CYCLEWAYS - LF Shannon Avenue - 001, Glenelg North	FOOTPATHS & CYCLEWAYS - LF Shannon Avenue - 001, Glenelg North	Complete	Complete	\$35,000.00			
ACT00167	FOOTPATHS & CYCLEWAYS - RF Darwin Street - 002, Glenelg North	FOOTPATHS & CYCLEWAYS - RF Darwin Street - 002, Glenelg North	Off Track	Review	\$18,000.00		The project will not be completed this year. A condition assessment will be completed next year	
ACT00168	FOOTPATHS & CYCLEWAYS - RF Brighton Road, Glenelg	FOOTPATHS & CYCLEWAYS - RF Brighton Road, Glenelg	Yet to Start		\$35,000.00		Works subject to DPTI schedule approval. Awaiting programming confirmation.	
ACT00169	FOOTPATHS & CYCLEWAYS - LF Brighton Road, Glenelg	FOOTPATHS & CYCLEWAYS - LF Brighton Road, Glenelg	Yet to Start		\$35,000.00		Works subject to DPTI schedule approval. Awaiting programming confirmation.	
ACT00170	FOOTPATHS & CYCLEWAYS - Footpath General Repairs, Various	FOOTPATHS & CYCLEWAYS - Footpath General Repairs, Various	On Track		\$55,000.00			
ACT00171	CARPARK - Kauri Parade Sports Centre Car Park, Seacliff	CARPARK - Kauri Parade Sports Centre Car Park, Seacliff	Yet to Start		\$60,000.00			
ACT00172	BUS SHELTERS - Supply & Install 3 x Bus Shelters, Various	BUS SHELTERS - Supply & Install 3 x Bus Shelters, Various	Yet to Start		\$30,000.00			
ACT00176	CARRY FORWARD - Kibby Reserve Community Centre Car Park	CARRY FORWARD - Kibby Reserve Community Centre Car Park	Complete	Complete	\$148,875.00			
ACT00177	CARRY FORWARD - Waratah Ave Seacliff - kerb	CARRY FORWARD - Waratah Ave Seacliff - kerb	Complete	Complete	\$26,619.00			
ACT00178	CARRY FORWARD - Waratah Ave Seacliff - seal	CARRY FORWARD - Waratah Ave Seacliff - seal	Complete	Complete	\$0.00			
ACT00179	STREET LIGHTING - Marlborough Street	STREET LIGHTING - Marlborough Street	On Watch		\$40,000.00		To be scoped at completion of LED rollout.	

ACT00180	STREET LIGHTING - Old Beach Road	STREET LIGHTING - Old Beach Road	On Watch		\$10,000.00		To be scoped at completion of LED rollout.	
ACT00191	Fitouts & Fittings/Signs- Open Space Signs - Various Locations, various location	Fitouts & Fittings/Signs- Open Space Signs - Various Locations, various location	On Track	Design	\$50,000.00		Number of signs have been designed and are being procured.	
ACT00193	CARRY FORWARD - Fitouts & Fittings/Signs- Reserve info signs - 7 posts - various locations	CARRY FORWARD - Fitouts & Fittings/Signs- Reserve info signs - 7 posts - various locations	On Track		\$10,000.00		Project is progressing - awaitin design and costings for Colley reserve info sign	
ACT00198	Fitouts & Fittings/ Signs - Coastal Signs - Various Locations, Various	Fitouts & Fittings/ Signs - Coastal Signs - Various Locations, Various	On Track	Design	\$5,000.00		signs are being designed and some are being installed at various locations	
ACT00234	Partridge House CCTV and Lighting - carry forward	Installation of exterior grounds lighting and CCTV equipment.	Complete	Complete	\$54,000.00			
ACT00389	CARRY FORWRD - Road Construction Program		On Track		\$50,000.00		General allocation only	
ACT00390	CARRY FORWARD - Footpath General Repairs		On Track		\$11,406.00		General allocation only	
ACT00395	KERB & WATERTABLES - Brighton rd - House 8-20	KERB & WATERTABLES - Brighton rd - House 8-20	On Watch		\$36,000.00		Heavy traffic zone. Works require DPTI schedule approval.	Review with contractor.
ACT00396	KERB & WATERTABLES - Kauri Parade	KERB & WATERTABLES - Kauri Parade	Yet to Start		\$52,000.00		Works scheduled at end of program. To complete new reseal as part of FY19/20, early staged program.	Scope late May 19.


#### Placemaking - New Initiative

Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next Steps
ACT00265	Jetty Road Glenelg Masterplan - Detailed design for Chapel Street Plaza and Coast Part 1&2 projects	<p>Jetty Road Glenelg Masterplan - Detailed design for Chapel Street Plaza and Coast Part 1&amp;2 projects</p> <p>The project comprises detailed design of the entire Moseley Square Integration project comprising both parts 1 &amp; 2 of the "Coastal Zone" as designated in the Jetty Road Glenelg Masterplan.</p> <p>This new initiative for Jetty Road Glenelg implementation of the Coast Zone (originally PA00014) has been divided into two parts - design for Coast Part 1 &amp; 2 (PA00014) and construction of Coast Part 1 (PA00052)</p> <p>Following notification on the unsuccessful funding result, Chapel Street Plaza has also been included in this initiative for detailed design.</p> <p>The detailed design costs that are budgeted are as follows:            Chapel Street = \$320,000            Coast 1 &amp; 2 = \$427,500</p>	On Track	Design	\$747,500.00		Project progressing well. Chapel Street Plaza concept to be presented to Council in January 2019. The options for the Coast part 1 & 2 project will presented at a workshop late February. Following Council endorsement, targeted engagement with directly affected traders, residents and property owners will commence.	

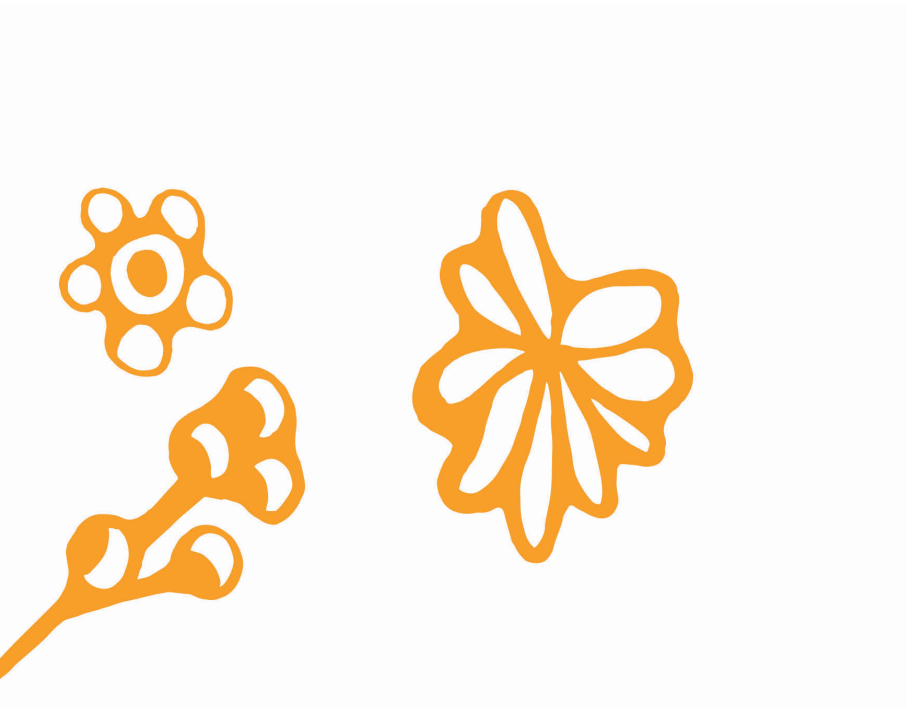


ACT00266	Integrated Transport Strategy	<p>Integrated Transport Strategy</p> <p>The integrated transport strategy will create a framework for the future planning and development of our transport network to 2030 and beyond.</p> <p>The ITS will draw on research, data analysis, stakeholder and community input to recommend transport and land use actions to achieve better connected and more walkable neighbourhoods within Holdfast.</p> <p>The document will also provide guidance on prioritising and implementing actions and measures of policy success.</p>	On Track	Implementation	\$90,000.00		Preparing for workshop with Council in early February prior to engaging the wider community about transport issues and ideas.	
ACT00284	Jetty Road Glenelg Masterplan - Construction of Chapel Street Plaza and Mosely Square integration Part 1	<p>Jetty Road Glenelg Masterplan - Construction of Chapel Street Plaza and Mosely Square integration Part 1</p> <p>This new initiative for Jetty Road Glenelg implementation of the Coast Zone (originally PA00014) has been divided into two parts - design for Coast Part 1 &amp; 2 (PA00014) and construction of Coast Part 1 (PA00052)</p> <p>Construction of Chapel Street Plaza project has also been included as part of this new initiative , following the announcement that the grant fund application was unsuccessful. The total capital amounts for each project are: Coast 1 = \$1,825,000 Chapel St = \$1,666,393</p> <p>The construction focus around the proposed development on the corner of Jetty Road and Colley Terrace. Construction will include a new pedestrian crossing into the square, the footpath on the Western side of Colley Terrace and the northern side of Jetty Road, and the Durham Street crossover. Construction will include kerbing, stone paving, tree planting, underground services, road surface treatments and new signage.</p>	Yet to Start	Yet to Start	\$2,578,893.50			
ACT00286	Minda Coast Park	Construction of the Minda section of Coast Park	On Watch	Implementation	\$5,345,510.00		Project progressing on-track. Path clearing nearing completion and vegetation management underway. Concrete path construction due to commence in January.	

#### Placemaking - Carry Forward New Initiative

Action	Title	Description	Project Status	Project Stage	Adopted Budget	Rating	Notes	Next Steps
ACT00173	CARRY FORWARD - Coast Park - Kingston Park - 7A + 7B, Kingston Park	CARRY FORWARD - Coast Park - Kingston Park - 7A + 7B, Kingston Park	On Watch		\$0.00		Public art and carpark reseal carry forward	Due to concerns of Kaurna nation, no car park works will be completed. Public art is continuing.

ACT00377	Kingston Park Coastal Reserve Masterplan		On Track	Design	\$90,000.00	●	Kingston Park Masterplan currently under review. Meetings with Traditional Owners has taken place and project currently being scoped.	Kingston Park Masterplan future direction currently being considered. Report to Council expected Jan/Feb 2018/19.
ACT00378	Streetscape Improvements - Jetty Road Glenelg		On Watch	Implementation	\$10,000.00	●	A date is yet to be confirmed for the final planter box installation as DPTI approval is required due to the use of a crane truck along Jetty Road Glenelg. Still waiting on DPTI approval. Further follow up attempts have been made to get an date set for installation.	Scheduled installation of the final Green Room at the Telstra Building end of Jetty Road Glenelg will be scheduled for installation once DPTI has approved the use of the crane truck by the contractor along Jetty Road. The installation will take place early in the morning to minimise traffic and pedestrian disruptions. Actual date likely in late January 2019.





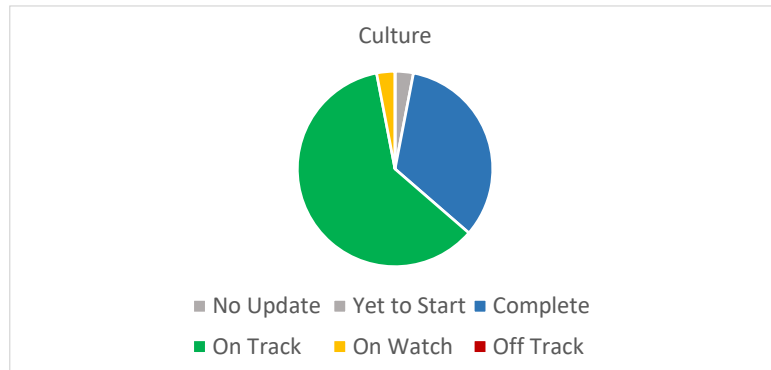
**CULTURE**  
An effective, customer-centred  
organisation



## Business Plan - Status Report

As at: December 2018

SX11\_US\PP\PLGS\PPGL\_BusinessPlan\_Status.XLSX




Culture Summary

No Update	0
Yet to Start	1
Complete	11
On Track	20
On Watch	1
Off Track	0
<b>Total</b>	<b>33</b>

### Culture - Capital Works

Action	Title	Description	Project Status	Adopted Budget	Project Stage	Rating	Notes	Next Steps
ACT00202	Plant And Equipment/ Car Fleet - S240 BJB Suzuki Grand Vitara 4WD 2.4L 5Dr 4Spd Auto contact Peter O'Hare.	Plant And Equipment/ Car Fleet - S240 BJB Suzuki Grand Vitara 4WD 2.4L 5Dr 4Spd Auto contact Peter Ohare.	On Track	\$35,000.00	Procurement	●		
ACT00203	Plant And Equipment/ Car Fleet - S371 BIS Suzuki Grand Vitara 4WD 2.4L 5Dr 4Spd Auto contact Alan Stanley.	Plant And Equipment/ Car Fleet - S371 BIS Suzuki Grand Vitara 4WD 2.4L 5Dr 4Spd Auto contact Alan Stanley.	On Track	\$35,000.00	Procurement	●	Procurement paperwork completed, procurement plan confirmed by procurement team, RFT on 18/01/19	
ACT00204	Plant And Equipment/ Car Fleet - S327 BOD - Mazda CX5 C 6 Speed Auto Meteor Grey Diesel AWD, contact Trish Aukett.	Plant And Equipment/ Car Fleet - S327 BOD - Mazda CX5 C 6 Speed Auto Meteor Grey Diesel AWD, contact Trish Aukett.	Complete	\$44,000.00	Complete	●		
ACT00205	Plant And Equipment/ Car Fleet - S251 BEB - Mazda CX5 MAXX Sport AWD White - contact Pam Andriksakis	Plant And Equipment/ Car Fleet - S251 BEB - Mazda CX5 MAXX Sport AWD White - contact Pam Andriksakis	On Track	\$38,000.00	Design	●	Discussing options for replacement vehicle with Environment team. RFT end of Jan 2019.	
ACT00206	Plant And Equipment/ Car Fleet - S576 BNT - Volkswagon Tiguan 162TSI Highline Auto AWD - CEO	Plant And Equipment/ Car Fleet - S576 BNT - Volkswagon Tiguan 162TSI Highline Auto AWD - CEO	Complete	\$55,000.00	Complete	●		

ACT00207	Plant And Equipment/ Car Fleet - S510 BEK - Toyota Corolla Ascent Sport 1.8L 5 Door, contact A. Marroncelli.	Plant And Equipment/ Car Fleet - S510 BEK - Toyota Corolla Ascent Sport 1.8L 5 Door, contact A. Marroncelli.	Complete	\$25,000.00	Complete			
ACT00208	Plant And Equipment/ Car Fleet - S325 BON - Toyota Camry Hybrid 2.5L Red sedan -Rajiv.	Plant And Equipment/ Car Fleet - S325 BON - Toyota Camry Hybrid 2.5L Red sedan -Rajiv.	On Track	\$30,000.00	Implementation			
ACT00209	Plant And Equipment/ Car Fleet - S529 BOE - Toyota Camry Altise 2.5L Red sedan -Ken O'Neil.	Plant And Equipment/ Car Fleet - S529 BOE - Toyota Camry Altise 2.5L Red sedan -Ken O'Neil.	On Track	\$30,000.00	Implementation			
ACT00210	Plant And Equipment/ Car Fleet - S516 BEK - Toyota Camry Hybrid Petrol Automatic White Sedan - Pool Car-Car 2	Plant And Equipment/ Car Fleet - S516 BEK - Toyota Camry Hybrid Petrol Automatic White Sedan - Pool Car-Car 2	On Track	\$28,000.00	Implementation			
ACT00211	Plant And Equipment/ Car Fleet - S880 BON - Toyota Camry Hybrid Petrol Automatic White Sedan - Pool Car-Car 5	Plant And Equipment/ Car Fleet - S880 BON - Toyota Camry Hybrid Petrol Automatic White Sedan - Pool Car-Car 5	On Track	\$28,000.00	Implementation			
ACT00212	Plant And Equipment/ Car Fleet - S134 BOB - Toyota Corolla Ascent Sport 1.8L Blue 5 Door, Pool Car-Car 7	Plant And Equipment/ Car Fleet - S134 BOB - Toyota Corolla Ascent Sport 1.8L Blue 5 Door, Pool Car-Car 7	Complete	\$25,000.00	Complete			
ACT00213	Plant And Equipment/ Car Fleet - S547 BCJ - Toyota Camry Hybrid 2.5L White sedan -Pool Car-Car 9	Plant And Equipment/ Car Fleet - S547 BCJ - Toyota Camry Hybrid 2.5L White sedan -Pool Car-Car 9	On Track	\$28,000.00	Implementation			
ACT00214	IT Equipment - IT equipment	IT Equipment - IT equipment	On Track	\$100,000.00	Scoping		Currently undertaking a review of future IT infrastructure requirements. This review is expected to be completed by January 2019. It will inform the requirements for IT Capital renewal.	
ACT00215	Plant And Equipment/ Minor Plant - Regulatory Services - Ticket Machines - Pay & Display	Plant And Equipment/ Minor Plant - Regulatory Services - Ticket Machines - Pay & Display	Complete	\$80,000.00	Complete			
ACT00216	CARRY FORWARD - Plant And Equipment/ Heavy Vehicles - XKN 785 - Mitsubishi FUSO 6 CYL - City Works (Replace with 7.5T)	CARRY FORWARD - Plant And Equipment/ Heavy Vehicles - XKN 785 - Mitsubishi FUSO 6 CYL - City Works (Replace with 7.5T)	On Track	\$59,376.00	Procurement			
ACT00217	CARRY FORWARD - Plant And Equipment/ Heavy Vehicles - Remaining Executive Vehicle Budget	CARRY FORWARD - Plant And Equipment/ Heavy Vehicles - Remaining Executive Vehicle Budget	On Track	\$90,330.00	Implementation			Two trucks delivered, awaiting delivery of JD Tractor. CE to contact dealer for a further update.

ACT00219	Brighton Civic Centre - Services/ Electrical	Brighton Civic Centre - Services/ Electrical - Server Room A/C, Duress system, AV Equip	Complete	\$45,000.00	Complete	●		
ACT00221	Brighton Surf Club - exterior - Roller Shutter replacement.	Large roller shutter.	Complete	\$15,000.00	Complete	●		
ACT00222	Brighton Surf Life Saving Club - 2 x Hotwater Systems replacement	Replace the 2 hotwater services that are at end of life.	Complete	\$17,000.00	Complete	●		
ACT00223	Glenelg Oval - Former St John Ambulance Building/ Training Centre - electrical mains	Electrical mains replacement or under grounding of existing.	Complete	\$12,000.00	Complete	●		
ACT00225	Underground Air Raid Shelter - underpinning and wall repairs	Repairs to eastern wall of air raid shelter public toilet.	Complete	\$35,000.00	Complete	●		
ACT00226	City of Holdfast Bay Council Works Depot, Wilton Avenue - structure - underpinning	Underpinning and repair works to the eastern wall in the main truck shed.	On Watch	\$48,000.00	Implementation	●	Additional damage found. Requires rescoping of works.	
ACT00227	Buildings - Community & Sport Bldgs, Exloo floor dryers - end of life \$3k/dryer 2 dryers per Exeloo	Buildings - Community & Sport Bldgs, Exloo floor dryers - end of life \$3k/dryer 2 dryers per Exeloo	On Track	\$24,000.00	Procurement	●		
ACT00228	Buildings - Lift communication devices upgrade for NBN roll-out - four locations.	Buildings - Lift communication devices upgrade for NBN - G/Lib,Part Carpark, GTh, B/Surf	On Track	\$15,200.00	Implementation	●	3 out of the 4 sites are completed.	milestone dates have been altered, project to be completed in early April 19. variation due to competitive pricing. Project progressing.
ACT00229	Glenelg Oval - Shade Structures - HY Sparks Grandstand.	Glenelg Oval - Shade Structures for former HY Sparks Grandstand.	On Track	\$120,000.00	Implementation	●		
ACT00230	Glenelg Town Hall/ Bay Discovery Centre - Remedial Works - Electrical/Plant & Equipment.	Balcony A/C 5a&5b replacement, salt-damp remedial works plus internals.	On Track	\$225,000.00	Design	●		
ACT00232	Works identified from audit, various	Works identified from audit, various	Yet to Start	\$30,000.00	Yet to Start	●		
ACT00233	Glenelg Town Hall - Restoration Assessment and Remedial Works.	Glenelg Town Hall - Stage 1 Restoration Assessment and Remedial Works. Stage 1 - Clock Tower, balcony facade.	On Track	\$900,000.00	Design	●		

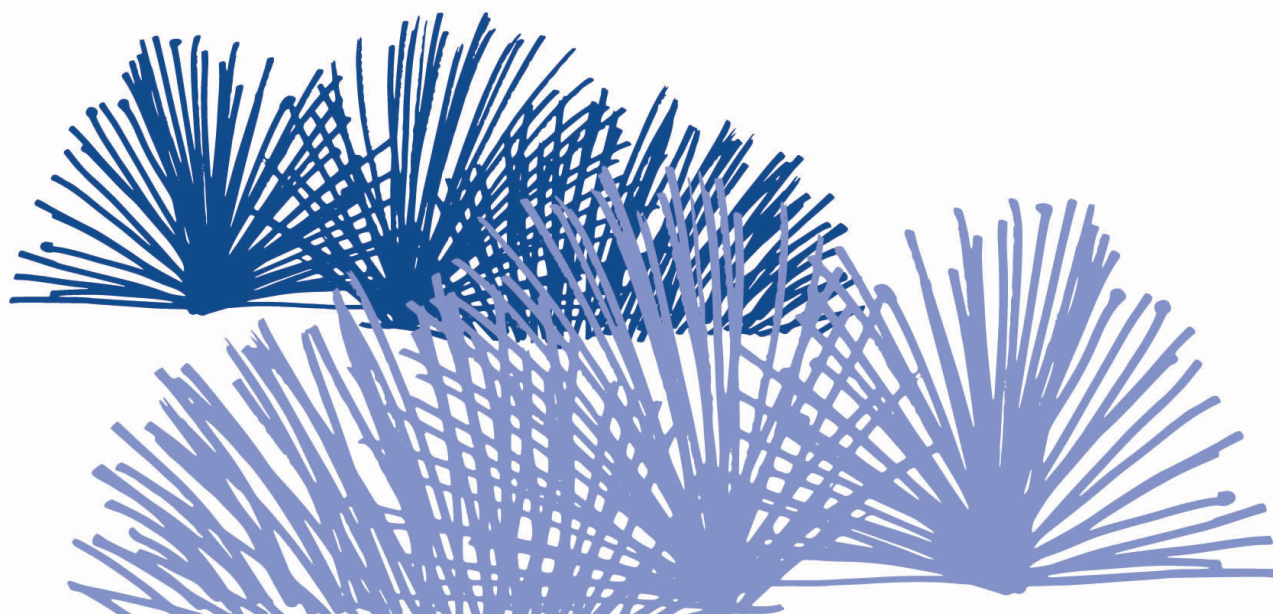
**Culture - Carry Forward Capital Works**




Action	Title	Description	Project Status	Adopted Budget	Project Stage	Rating	Notes	Next Steps
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ACT00375	Brighton Civic Centre Renovation Works - Painting and ancillary works	Painting and restoration work Brighton Civic Centre	Complete	\$16,925.00	Complete	●		
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#### Culture - New Initiative

Action	Title	Description	Project Status	Adopted Budget	Project Stage	Rating	Notes	Next Steps
ACT00259	SmartyGrants online grant application and assessment software	<p>As a Council, we provide a variety of funding opportunities to our residents and community groups. Currently these funding initiatives are applied for via writable PDF forms and all information is entered manual into excel databases. This process is labour intensive and allows for easy mistakes to be made by applicants such as missing fields of the application processes, which requires following up. Many Council's across SA and Australia have moved to an online grant management system called SmartyGrants.</p> <p>SmartyGrants is a cloud-based grants administration software and data science solution that is powerful and flexible enough to meet the needs of every type of grantmaker and every size of grantmaker.</p>	On Track	\$12,500.00	Implementation	●	<p>The Smarty Grants software has been purchased and now operational for most of Council's grant programs. Online applications for our Youth Achievement Sponsorship and Community Chest Programs opened on Monday 24 September 2018. Council's other ongoing and annual funding programs are all in the process of moving over to the online system. Online programs for Shopfront Grants, Greening Our Community Grants and Community Donations have been</p>	Working with relevant staff members to bring other ongoing grants programs online.



ACT00264	Local Government Elections	<p>Local Government Elections were conducted in November 2018. in accordance with the the Local Government Act 1999 and the Local Government (Elections) Act 1999.</p> <p>The elections have concluded and payments are being finalised with ECSA once final invoices are received (this was chased with ECSA in January 2019 - final invoice for ECSA election costs should be received by March 2019).</p>	On Track	\$292,000.00	Implementation		<p>Elections completed on 19 November 2018.</p> <p>Elected Member induction has been completed for mandatory LGA training. The training plan for the remainder of 2019 is being finalised with additional training to be provided as identified.</p> <p>Elected Members have been provided with all equipment required and allowance paid up to date.</p> <p>Appointment to Committees is being finalised through the January Council meeting.</p> <p>ECSA and LGA are still to provide final invoice for the election costs.</p> <p>Council's webpage has been updated with elected member contact details, photos and internal lists distributed.</p>	<p>Governance continues to progress training, meetings, workshops and liaison with elected members as required.</p> <p>Final election costs from ECSA and LGA to be received shortly.</p>
ACT00273	One off condition assessment of building stock	<p>A comprehensive condition assessment of a particular area (buildings and facilities) to improve the reliability of the asset register and the capital works program. This project will:</p> <ol style="list-style-type: none"> <li>1) Improve the quality of our data to better align with other asset classes</li> <li>2) Early identification of defective assets requiring replacement or renewal</li> <li>3) Ability to develop proactive maintenance plans to improve cost efficiency and effectiveness</li> </ol>	On Track	\$45,000.00	Implementation		Tender awarded to Assetic. Pilot completed at HBCC. Data review of pilot currently underway. Full audit to commence 28th Jan 2019.	
ACT00277	Business Transformation - Service Delivery Innovation (Year 2)	<p>In 2017/18 Council approved funding for the first year of a Business Transformation program which involved the upgrade of our Technology One corporate enterprise platform to gain efficiency within the operation of Council and a foundation to deliver services electronically.</p> <p>This new initiative is to continue with the second year of the Digital Transformation strategy. The funding is required to contract project management capability required to manage the program implementation.</p>	On Track	\$180,000.00	Implementation		Program is tracking well. Corporate Reporting system is now fully deployed. Risk management system is being tested for deployment. ECM (Connected Content) has now commenced and will be completed this year.	

Item No: **14.5**

Subject: **RESPONSES TO THE STATE GOVERNMENT'S TURNING THE TIDE ON SINGLE-USE PLASTICS AND CONTAINER DEPOSIT SCHEME DISCUSSION PAPERS**

Date: 12 February 2019

Written By: Environmental Education and Projects Officer, Ms Shani Wood

General Manager: City Assets and Services, Mr H Lacy

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### **SUMMARY**

The Minister for Environment and Water, Hon David Speirs recently announced the release of the "Turning the tide on single-use plastics products" discussion paper and the "Improving South Australia's Container Deposit Scheme (CDS)" discussion paper for community, industry and business feedback.

Feedback will be used to assist with the review of the Container Deposit Scheme and help inform the State Government's continued efforts to maintain South Australia's national leadership in recycling and transitioning to a circular economy. Feedback on the discussions papers is due 22 February.

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### **RECOMMENDATION**

- 1. That Council endorse submission of the attached letter (refer Attachment 1) responding to the State Government's "Turning the tide on single-use plastic products" Discussion Paper to be signed by Mayor Wilson.**
- 2. That Council endorse submission of the attached letter (refer Attachment 2) responding to the State Government's "Improving South Australia's Container Deposit Scheme" discussion paper to be signed by Mayor Wilson.**

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### **COMMUNITY PLAN**

Environment: Using Resources Efficiently

### **COUNCIL POLICY:**

Not applicable.



## **STATUTORY PROVISIONS**

Environment Protection Act 1993  
Plastic Shopping Bags (Waste Avoidance) Act 2008

## **BACKGROUND**

On 13 January 2019, the Minister for Environment and Water, Hon David Speirs announced the release of the “Turning the tide on single-use plastics products” discussion paper and the “Improving South Australia’s Container Deposit Scheme” discussion paper for community, industry and business feedback. This announcement took place at the Seller Door, a local café in Brighton.

South Australia is a national leader in Sustainable Waste Management legislation, having been the first state to introduce a container deposit scheme in 1977 and then in 2009, to ban lightweight, check out style plastic bags. The Marshall government has indicated that they would like to see South Australia remain a leader in the waste sector through the review and introduction of relevant legislation.

## **REPORT**

The “Turning the tide on single-use plastic products” discussion paper poses questions around:

- which single-use plastic items should the State Government focus on;
- the community and business impacts of any government action in relation to those items;
- what are the best approaches government could take to address the issue of single-use plastics (eg legislation, education, incentives).

The draft letter of response (refer Attachment 1), sets out Council’s position and recommends banning a number of single use plastics as well as some additional measures around events, procurement, education and funding to assist with both the reduction, recycling and reuse of recycled plastic products.

*Refer Attachment 1*

The letter also focuses on the success of the City of Holdfast Bay “Compostable Bags in Supermarkets”. This pilot project is related directly to Question 4 and has been successful in reducing single use plastic consumption and increasing food waste diversion rates.

The “Improving South Australia’s Container Deposit Scheme” discussion paper seeks feedback on the objectives of the scheme, opportunities to improve the effectiveness of the South Australian Container Deposit Scheme (CDS), the refund amount and support research. A draft letter of response (refer Attachment 2), sets out council’s position and recommends a review of the refund amount to between 15 and 20 cents per container to assist with increasing the recovery rate of CDS containers to above 80% (as seen in 2009 when the refund amount was increased from 5 to

10 cents per container). Administration has also recommended expanding the CDS to include wine bottles and flavoured milk and juice containers up to 3 litres.

*Refer Attachment 2*

Administration are separately developing a report for Council regarding additional projects and policy opportunities that the City of Holdfast Bay could implement to reduce the use of single use plastics consumption both internally and within the community.

#### **BUDGET**

There are no budget implications resulting from this report.

#### **LIFE CYCLE COSTS**

Not applicable.



[holdfast.sa.gov.au](http://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

Green Industries SA (GISA)  
GPO Box 1047  
Adelaide SA 5001

**Attention:** Mr Vaughan Levitzke

Dear Mr Levitzke,

The City of Holdfast Bay is pleased to respond to the “Turning the Tide on Single Use Plastics” Discussion Paper.

As a coastal council and home to Adelaide’s most popular beaches, the City of Holdfast Bay observes the impacts of plastics on our environment on a daily basis. Council has taken a number of innovative steps to reduce single use plastics consumption. We therefore support measures by the State Government to reduce plastics in our environment through changes in legislation; changes in consumer behavior; reduction in plastic packaging; improved collection and recycling; and improved litter laws.

The City of Holdfast Bay was one of the first South Australian councils to introduce a Reusable Cup campaign in 2015 and again in 2018 introduced a highly successful ‘Compostable Bags in Supermarkets’ pilot project.

The supermarket pilot has demonstrated that compostable bags can be successfully used to substitute single use plastic bag and that consumer support for recycling using the compostable bags has increased the diversion of food and other organics from the garbage bin to the kerbside green organics bin. If translated into widespread community action, the use of compostable bags for food waste recycling has potential to spurn new industries; to supports jobs growth within the circular economy and to improve landfill diversion. This local campaign has received tremendous support from the community and local supermarket owners who see this s a tangible way to support environmental improvements in their communities. It also indicates a willingness on behalf of the South Australia community to remain a leader in sustainable waste management. We now look to the State Government for leadership through strong legislation, incentives and community education to create real change across our State and effectively reduce the amount of single use plastic consumption.

The City of Holdfast Bay is actively investigating other measures to reduce single use plastic consumption including:

- increasing the number of zero waste events
- changes to Council’s procurement to support use of materials and fittings that contain a high proportion of recycled materials
- introducing compostable dog tidy bags;
- campaigns to eliminate the use of plastic drinking straws at council events and by local businesses
- Promoting the use of multi-use drink containers and cups
- banning helium balloons on Council land/events.



Please find below the City of Holdfast Bay's responses to the eight questions in the discussion paper relevant to Local Government as well as a list of recommendations to be considered.

**1) Do you consider single-use plastic products are causing environmental problems?**

Yes. Single use plastics cause a number of significant environment issues during manufacture, disposal and use. Plastic production is resource intensive, often using non-renewable raw materials and creating significant greenhouse gas. Plastics can be difficult to recycle due to the wide range of plastics in production. Inappropriate disposal, whether it be to landfill or through litter, creates significant environmental issues. Plastic litter can injure and kill not only the organisms that consume the plastics, but organisms higher up the food chain potentially including humans.

The current poor economic value of recycled plastics and the lack of local production facilities means that low-medium grade plastics are difficult to recycle within South Australia or nationally. International markets have also collapsed due to China's import restrictions. It is therefore important that State and Federal Governments legislate and incentivise new recycling capacity and production facilities to create a domestic market for recycled feedstock which will enable the effective and efficient recycling of plastics into valuable downstream products. This in turn will support the development of Australia's circular economy and reduce the necessity to rely on imported products or plastics created from virgin materials.

Whilst the overall environmental impact of single use plastic consumption in South Australia may be small in comparison to global consumption, it is not insignificant. South Australia is in a position to continue to set the standard for best practice waste management by joining the growing number of jurisdictions taking significant action on this issue.

**2) What do you consider to be the most important problem associated with single-use plastic products that needs to be addressed?**

The increased variety of more and new forms of single use plastics is the most important problem.

The South Australian government can reduce this problem locally by introducing legislation banning the manufacture and use of various types of single use plastics which are hard to recycle, for which downstream uses are limited and which are unnecessary (eg excessive packaging).

**3) What are your views on extending South Australia's ban on lightweight single-use shopping bags to include thicker plastic bags? What would be the consequences of such action for community, businesses and the environment?**

The South Australian ban on lightweight single-use shopping bags should be extended to include any form on non-recyclable plastic bags, including the current multi-use thicker plastic shopping bags.

Whilst alternative packaging may be more expensive for the retailer to purchase, economies of scale and creation of local manufacture shows that the price difference can be decreased over time.

There is a risk that the cost of alternative packaging may be passed onto the community. However, this is likely to result in changes in consumer behaviour which will result in more individuals using non-plastic reusable bags when shopping. It is well known that the average 15 cent thicker plastic bag found in supermarkets cost a fraction of the cost to manufacture, therefore supermarkets should be able to bear the costs.

This ban would be of significant benefit to the environment. As the production of plastic bags decreases this leads to less resource use, reduction in greenhouse gas emissions and fewer organisms dying from consuming, or getting entangled by plastic bags.

**4) *Should all checkout bags and produce bags (i.e. for grocery items) be made from compostable (Australian Standard 4736-2006) material? What would the impacts be for retailers, consumers and industry? Would there be demand and flow-on benefits in establishing new industry to produce compostable bags here in SA?***

Yes. As demonstrated by the City of Holdfast Bay's 'Compostable Bags in Supermarkets' pilot, providing a ready supply of compostable bags at local supermarkets, backed with a strong recycle your food wastes campaign, translated into a 310% increase in food waste diversion in households within close proximity to the supermarkets undertaking the trial and a 26% increase in food diversion rates across the Council region. The pilot project confirmed that 95% of consumers' surveyed in-store were fully supported the continuation of compostable bags trial so they could continue to recycle their food wastes. Increased food diversion from landfill has significant environmental and economic benefits. Legislating the use of compostable bags in supermarkets and reducing the use of unnecessary plastic packaging would result in significant community savings through landfill diversion and also improve environmental outcomes.

Purchasing power by retailers would drive the cost of compostable bags down as seen in Italy where similar bans are in place. Whilst this increased cost may be passed on to consumers, consumer surveys undertaken as part of the 'Compostable Bags in Supermarkets' pilot found that the majority of consumers are willing to pay a small fee (up to 5 cents) due to the convenience of having compostable bags in store and the tangible environmental benefits that result from their use.

Local production of compostable bags would increase job growth within the circular economy at both organic processing facilities and bag manufacturers. Discussions with compostable bag manufacturers have strongly indicated that legislating for checkout and produce bags to be compostable would significantly increase the likelihood that compostable bags are made in South Australia.

**5) *What do you do with biodegradable, degradable or compostable bags once you have finished using them? What do you think about the idea of banning lightweight single-use shopping bags even those made from biodegradable, degradable or compostable substances, as has been proposed in other Australian jurisdictions?***

The City of Holdfast Bay encourages the community to place all compostable substances in their kerbside organics bin. The use of compostable bags as a plastic alternative should be actively encouraged and incentivised as compostable bags are far more sustainable alternative to plastic bags.

The City of Holdfast Bay supports banning biodegradable and degradable plastic because, whilst these substances break down quicker than traditional plastics, the smaller pieces of plastic can still be consumed by and cause harm to organisms.

**6) Do you think South Australia should introduce measures to address items such as single-use plastic straws and plastic-lined takeaway coffee cups? What other single-use plastic items or single-use products would you like to be considered for possible government intervention?**

Yes. The City of Holdfast Bay supports legislative change to ban single-use plastic straws and plastic-lined takeaway coffee cups. The City of Holdfast Bay would also support a ban on single use cutlery; plastic use for fresh produce packaging; styrofoam food packaging; cotton bud sticks; six pack beverage rings; and flushable toilet and bathroom cleaning wipes.

**7) What are your views on the list of items excluded (see page 30) and do you think there are others that do not require additional action or should be exempt from possible government intervention, and why? Are there exclusions that should be included? Why?**

The City of Holdfast Bay agrees that the excluded items should not be included in the current disposal with the exception of flushable toilet and bathroom cleaning wipes made from plastics. Whilst the items on the excluded list should not be included in the current proposal, state wide educational campaigns and subsidies should be implemented to encourage the community to reduce the consumption of these items.

**8) Do you think that labelling describing how to recycle or dispose of a product, or parts of the product is helpful to consumers? For which products would better product labelling enable better disposal?**

Yes. Kerbside bin audits, visual bin inspections and interaction with the community shows that there is a large proportion of the community confused about plastic disposal. Clearer standardised labelling and the removal of the “recycling triangular module” from the plastic identification code would assist the community in understanding how items should be recycled or disposed of.

Soft non-recyclable plastics and packaging made up of two or more materials would benefit from clearer labelling.

## **Recommendations**

The City of Holdfast Bay recommends the following actions to be implemented by the State Government:

### **Legislation**

1. Extending the South Australian ban on lightweight single-use shopping bags to include thicker plastics, produce bags, and biodegradable and degradable bags, and promoting compostable and recyclable alternatives.
2. Introduce South Australian legislation banning the following single use items: single use cutlery, non-recyclable disposable coffee cups, styrofoam food packaging, plastic straws, fresh produce packaging, flushable bathroom wipes, cotton buds and six pack beverage rings.
3. Introduce “zero waste event” legislation for State and Local Government run events.

4. Lobby other jurisdictions to introduce effective legislation to reduce single use plastic consumption.
5. Legislate a limit to excessive and non-recyclable packaging.

### ***Industry***

6. Increase the grant funding available for investment in new industry for compostable packaging production in South Australia
7. Increase market opportunities for recycled plastics by legislating that where possible and feasible, infrastructure such as road bases and public furniture must include a percentage of recovered plastics.
8. Provide incentives to Local Governments to buy materials with recovered plastic content through a reduction in waste levy.
9. Temporarily subsidise the cost difference between materials made of virgin and recycled plastics to ensure materials made from recovered plastics are always cheaper.

### ***Community***

10. Introduce standard and clear graphics on plastics and plastic substitutes (compostable) to further educate the community on correct disposal of various packaging types.
11. Actively encourage, promote and incentivise the use of reusable single use plastic alternatives such as reusable coffee cups, reusable straws, reusable fresh produce bags and cloth nappies through a state-wide community engagement campaign based on social-marketing principles.
12. Increase the availability of drop off locations for plastics that are not recyclable through the kerbside system (such as soft plastics and toothpaste tubes).
13. Provide funding support to Local Governments to implement waste education campaigns on single use plastics.

This submission was endorsed by council on 12 February 2019.

Yours sincerely,

Mayor Amanda Wilson  
**City of Holdfast Bay**

XX February 2019

Environmental Protection Authority  
GPO Box 2607  
Adelaide SA 5001

**Attention:** Mr Tony Circelli

Dear Mr Circelli

The City of Holdfast Bay Council is pleased to respond to the “Improving the South Australia’s Container Deposit Scheme” discussion paper.

As a coastal council and home to Adelaide’s most popular beaches, the City of Holdfast Bay is aware the impact containers can have on our environment.

Please find below the City of Holdfast Bay’s responses to questions within the discussion paper relevant to Local Government.

**1. *Containers included – should more types of containers be included in the CDS and are there containers currently receiving a 10-cent refund that should be removed from the scheme?***

Yes. The scheme should be expanded to include all types of wine bottles. Inclusion of wine bottles would not only reduce the contamination issues associated with glass fines in the kerbside recycling stream but drive the recycling sector to invest in more technologies (potentially locally) for recycling glass.

Expanding the scheme to include flavoured milk and pure juice containers up to three litres should also be included in the CDS as larger containers are still a litter concern.

No containers should be removed.

**2. *Banning of containers – should the scheme ban the sale of beverage containers that present challenges for recycling?***

Yes. The scheme should ban containers that have unnecessary amounts of labelling, for an example hard plastic containers completely wrapped in a soft plastic layer (an example being some children’s juice bottles). This will reduce the amount of contamination and improve the ability to meet strict recycling conditions.

**3. *Marking of containers – is there a need to modernise how containers are marked to display the 10-cent refund?***

A clearer and larger standard size 10 cent (or reviewed refund amount) symbol should be used to indicate containers that carry the refund.



**4. *Payment of deposit – is there another way that you would like refunds to be paid?***

Yes. Increase the number of vending machines in high profile locations (such as shopping centers and open spaces) that provide a refund.

**5. *Ease of returning containers – how difficult is it to return your containers for a refund? Are current recycling depots adequate in terms of how many there are and where they are?***

The City of Holdfast Bay has two recycling depots within its boundaries. This is reasonably adequate for the community however an education campaign and installation of refund vending machines would increase the participation rate.

**6. *Should the refund amount be revised?***

Yes. For return rates to return to above 80%, the City of Holdfast Bay would like to see an increase in the refund amount to 15 or 20 cents per container.

**7. *What research do you think is required to inform the CDS review?***

Social-marketing based research should be undertaken to inform what refund increase would motivate more of the community to recycle their CDS containers.

In conclusion, the City of Holdfast Bay makes the following recommendations:

1. Expand the type of containers included under the scheme to include wine bottles and flavoured and juice bottles up to 3 litres.
2. Ban containers with excessive amounts of soft plastic packaging
3. Clearer labels for containers included in the scheme
4. Increase the number of vending machines across Adelaide offering refunds
5. Increase the refund amount to 15-20 cents per container
6. Encourage the community to reduce the use of containers by providing funding for councils to install more drinking fountains in public spaces.

This submission was endorsed by council on 12 February 2019.

Yours sincerely,

Amanda Wilson  
Mayor  
**City of Holdfast Bay**