

HOLDFÄST BAY : Council Agenda

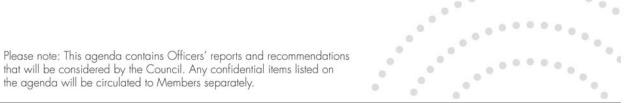
NOTICE OF MEETING

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

Council Chamber – Glenelg Town Hall Moseley Square, Glenelg

Tuesday 26 February 2019 at 7.00pm

Justin Lynch
CHIEF EXECUTIVE OFFICER



Ordinary Council Meeting Agenda

1. OPENING

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

2. KAURNA ACKNOWLEDGEMENT

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

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

3. PRAYER

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

4. APOLOGIES

- 4.1 Apologies Received
- 4.2 Absent

5. ITEMS PRESENTED TO COUNCIL

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

<u>Motion</u>

That the minutes of the Ordinary Meeting of Council held on 12 February 2019 be taken as read and confirmed.

N	loved	Councillo	r , Seconded Councillor	•	Carried

8. PUBLIC PRESENTATIONS

- 8.1 **Petitions** Nil
- 8.2 **Presentations** Nil
- 8.3 **Deputations** Nil

City of Holdfast Bay Council Agenda 26/02/19

9. QUESTIONS BY MEMBERS

- 9.1 Without Notice
- 9.2 **On Notice**
 - 9.2.1 Question on Notice Public Toilet Signage (Report No: 80/19)

10. MEMBER'S ACTIVITY REPORTS

10.1 Mayor's Activity Report for November 2018 – January 2019 (Report No: 61/19)

11. MOTIONS ON NOTICE

- 11.1 Motion on Notice Signage on Mawson Oval Councillor Fleming (Report No: 70/19)
- 11.2 Motion on Notice Censure Motion Suspension of Spending from Community Centres Budget Councillor Clancy (Report No: 79/19)
- 12. ADJOURNED MATTERS Nil

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

13.1 Minutes - Jetty Road Mainstreet Committee – 6 February 2019 (Report No: 75/19)

14. REPORTS BY OFFICERS

- 14.1 Items in Brief (Report No: 69/19)
- 14.2 Council Submission Draft Planning Reforms (Report No: 72/19)
- 14.3 Appointments to Council Assessment Panel (Report No: 73/19)
- 14.4 Recognition of TPI Permits Council Parking Scheme (Report No: 78/19)
- 14.5 Monthly Financial Report 31 January 2019 (Report No: 71/19)
- 14.6 Community Centres Memorandum of Understanding (Report No: 76/19)
- 14.7 Nominations Sought for a Local Government Member on the Dog and Cat Management Board (Report: 77/19)

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

City of Holdfast Bay Council Report No: 80/19

Item No: 9.2.1

Subject: QUESTION ON NOTICE – PUBLIC TOILET SIGNAGE

Date: 26 February 2019

QUESTION

Councillor Miller asked the following question:

- "1. How much signage there is for public toilets along the Jetty Rd Glenelg Precinct and;
- 2. Whether the signage is clearly visible for visitors and;
- 3. Whether more signage could be made available to address the perceived lack of effective signage?"

Background

Jetty Road traders have noted an influx of public use of their bathrooms and wonder whether Council could better advertise the numerous public toilets available to shoppers and visitors.

ANSWER – General Manager City Assets and Services

Staff will undertake a visual inspection and report back to Elected Members once complete.

City of Holdfast Bay Council Report No: 61/19

Item No: **10.1**

Subject: MAYOR WILSON ACTIVITY REPORT NOVEMBER 2018 – JANUARY

2019

Date: 26 February 2019

Written By: Executive Assistant to the CEO and Acting Mayor

General Manager: Chief Executive Officer

SUMMARY

Presented for the information of Members is the Activity Report for the Mayor for November 2018 – January 2019.

RECOMMENDATION

That the Mayor's Activity Report for November 2018 – January 2019 be received and noted.

REPORT

Date	Activity	Location
1/11/2018	Glenelg Club rename	Glenelg Club
1/11/2018	Marilyn's swim launch	
1/11/2018	Brighton Secondary School - Year 12 Valedictory- Presenting Awards	Adelaide Convention Centre
3/11/2018	Meeting Daniel Martucci and "Friends of Dunluce Junction"	19 Dunluce Avenue Brighton, SA, Australia
3/11/2018	Fund My Neighbourhood 'No More Leaks' project	Seacliff Recreation Centre, Yacca Road, Seacliff
7/11/2018	John Trainer West Torrens Mayor Farewell	West Torrens Council 165 Sir Donald Bradman Drive Hilton
7/11/2018	JRMC Meeting	Glenelg Library Meeting Room, Colley Terrace
11/11/2018	Vets Shed Memorial Day	
16/11/2018	Adelaide Airport Consultative Committee (AACC)	Royal Flying Doctor Service (RFDS) - Frank England Room, 1 Tower Road, Adelaide Airport SA 5950 (map below)
20/11/2018	Amanda and Justin Catch up	CEO's Office
20/11/2018	Steve Georganas - Festival of Lights" celebration	Hindmarsh Electorate Office, 2/670 Anzac Highway, Glenelg East
20/11/2018	Catch up with Amanda to go through mail, invites and signing documents	Mayor's Office

20/11/2018	Welcome Party Opening Ceremony Lifesaving World Championships	Parlour - Glenelg Town Hall
20/11/2018	Parade - Opening Ceremony Lifesaving World Championships	Moseley Square to Brian Nadilo Reserve
21/11/2018	Induction - I've been elected, now what?	RM Kingston Room
22/11/2018	Coast Park photo shoot	On Site
22/11/2018	Lifesaving World Championships Gala Dinner	Morphettville Racecourse
24/11/2018	Induction - The Important legal stuff	RM Kingston Room
25/11/2018	Rosie fundraiser	J
25/11/2018	National Teams Open Lifesaving World	Glenelg Beach
	Championships Finals	· ·
25/11/2018	Glenelg Christmas Pageant	
26/11/2018	Tim Looker	Mockingbird Lounge - 63A Broadway, Glenelg South SA 5045, Australia
26/11/2018	Amanda and Justin Catch Up	CEO's Office
27/11/2018	Nicole Gilbert re McAuley Community School Car Parking	Mayor's Office
27/11/2018	Afternoon Tea at Alwyndor meet and greet with residents and staff	Alwyndor
29/11/2018	Kris Hanna	Cafe Med
29/11/2018	Induction - How to deal with the media internal and external provider	RM Kingston Room
29/11/2018	Coast FM Interview	Studio
30/11/2018	Jay - chat about the JRMC	The Strand Glenelg
2/12/2018	Glenelg Brass Band	St Andrews
2/12/2018	Bowker St Community Garden	
3/12/2018	Brighton Group Speaking Made Easy - Christmas meeting and lunch	St Joseph's Church Activity Centre Hall, 22 Strathmore Tce, Brighton
4/12/2018	Women's Mayoral Luncheon	Parliament House, North Terrace Adelaide
4/12/2018	Induction - Effective Contribution as an Elected Member	RM Kingston Room
4/12/2018	Volunteer Christmas Function	GU Film House
5/12/2018	Moseley Beach Club Showcase	Glenelg Beach
5/12/2018	JRMC Christmas Drinks	The Moseley Beach Club
5/12/2018	JRMC Meeting	Glenelg Library Meeting Room, Colley Terrace
6/12/2018	Induction - Alwyndor	52 Dunrobin Road HOVE - HUB Function Room
6/12/2018	Principal Olivia O'Neill - Brighton Secondary School	Brighton Secondary School
7/12/2018	Committees combined group	Glenelg Community Centre - 4 Colley Terrace, Glenelg SA 5045, Australia
10/12/2018	Lord Mayor having coffee with Mayor Amanda Wilson - City of Holdfast Bay	OLM Town Hall
10/12/2018	Australia Day Awards - Selection Panel	RM Mayors Office
10/12/2018	Amanda and Justin Catch Up	CEO's Office
11/12/2018	Workshop - Brighton Oval	Glenelg Town Hall - Chamber
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11/12/2018	Council Meeting	Glenelg Town Hall - Chamber
11/12/2018	Depot Beer n BBQ	Depot
12/12/2018	SPW 2018 Year 7 Valedictory Service	Baddams Hall
12/12/2018	Glenelg Community Club Christmas Lunch	Level 3 of The Beachouse, Colley
		Terrace, Glenelg
13/12/2018	St Leonards Primary School Year 7 Graduation	St Leonards Primary School , Jervois
/ /		Street Glenelg North
14/12/2018	2018 Staff Xmas Show	Beach Function Room, Pier Hotel, 18
18/12/2018	Planning and Council Land	Holdfast Promenade, Glenelg KIngston Room Brighton Civic Centre
19/12/2018	Marilyn Photo Shoot	Brighton Civic Centre
20/12/2018	Brighton Rugby Club Christmas Catch Up	Brighton Rugby Club
20/12/2018	Glenelg Jetty discussions	City Of Holdfast Bay (24 Jetty Road,
20/12/2018	dieneig Jetty discussions	Brighton South Australia, Australia)
25/12/2018	5AA interview - Proclamation Day	Singinton South Mastralia, Mastralia,
28/12/2018	Chanel 10 interview re statue	
28/12/2018	Radio 5AA interview ABC interview	
28/12/2018	Bay Sheffield Race - Trophy presentation	Acqua Filette VIP Marquee - Colley
	, , , , , , , , , , , , , , , , , , , ,	Reserve
28/12/2018	Proclamation Day	Old Gum Tree
29/12/2018	Chanel 10, 9,7 interviews re New Year's Eve	
6/01/2019	Greek Blessing of the Waters	Glenelg Beach Jetty
11/01/2019	Exhibition Opening - Pop-up Pastel Artists of SA -	142 Jetty Road, Glenelg
12/01/2010	opening time is 6pm	
13/01/2019	Finals of the SA Open - Summer Sets 9- day Beach	Glenelg Beach
15/01/2019	Volleyball Festival (including SA Open) EM Induction - Mandatory Module 4 LGA -	Brighton Civic Centre - Kingston Room
13,01,2013	Financial Management and Reporting	brighten eivie eentre Kingston Koom
15/01/2019	Let's Eat Food Journey Launch	Kauri Sports and Community centre
15/01/2019	Annual Business Plan (ABP) and Council Plans	Kingston Room Brighton Civic Centre
17/01/2019	SLTeam Meeting	CEO Office, Brighton
17/01/2019	Questions & Motions & 'How to'	CEO Office, Brighton
17/01/2019	Meeting with Glen Millar: sand drift fencing	RM Meeting Room West
17/01/2019	Olli Bus Launch	Glenelg
18/01/2019	TDU Jetty Road street party	
19/01/2019	Tour Down Under Start - firing the starters gun	Corner Colley Terrace and Jetty Road
		Glenelg
20/01/2019	Marilyn's Soiree' Parti le blanc	12 Yester Avenue Brighton
21/01/2019	Elected Members and CEO SRWRA Event	SRWRA - 112 Bakewell Drive, Seaford
22/04/2040	ted attack of the above and started	Heights
22/01/2019	Induction - Cultural Awareness and Strategic Vision	Brighton Civic Centre - RM Kingston Room
22/01/2019	Induction - Cultural Awareness and Strategic	RM Kingston Room
-2,01,2013	Vision	Killgoton Noom
23/01/2019	Coast Park photo shot	
23/01/2019	Official Opening - 2019 Brighton Jetty Sculptures	Brighton Surf lifesaving Club, Esplanade,
•	Exhibition	Brighton

City of Holdfast Bay Council Report No: 61/19

24/01/2019	Friends of Pine Gully Group - opening of the new path	Pine Gully
24/01/2019	Brighton Jetty - Kids Sculptures	Cafe Luna, 81 Jetty Road, Brighton
24/01/2019	Glenelg Jetty – Discussion	Mawson Room
26/01/2019	Australia Day Ceremony	Glenelg Foreshore
29/01/2019	Amanda and Justin Agenda catch up	CEO's Office
29/01/2019	Elected Member Workshop - Jetty Road Glenelg	Glenelg Town Hall - Chamber
29/01/2019	Council Meeting - Council Chambers	Glenelg Town Hall - Chambers and Parlour
31/01/2019	Dot (Dorothy) Tansell Community Bus user - 100th Birthday celebrations	Brighton Foodland Central

Item No: **11.1**

Subject: MOTION ON NOTICE – SIGNAGE ON MAWSON OVAL – COUNCILLOR

FLEMING

Date: 26 February 2019

PROPOSED MOTION

Councillor Fleming proposed the following motion:

That Council:

- Requires the development by staff, in conjunction with McAuley Community School, of a new design for the sign located on the corner of Wattle Avenue and King George Avenue which must be presented to Council for prior approval.
- 2. Requires the words "Mawson Oval" to be on the sign together with stated times for public access.
- 3. Requires a street sign to be placed on the corner of Brighton Road and Wattle Avenue directing people to Mawson Oval.

BACKGROUND

The City of Holdfast Bay owns Mawson Oval and has entered into a shared usage agreement with the School.

Some residents are confused about the ownership of Mawson Oval and the right of public access to the Oval since the words "Mawson Oval" do not appear on the current signage. This confusion may be eliminated by the passing of this resolution.

ADMINISTRATION COMMENT – Manager Development Services

The need to replace the existing damaged panels on the sign on Mawson Oval on the corner of King George Avenue and Wattle Avenue, coupled with the recent change to the name of the school, provides Council and McAuley Community School an opportunity to revisit the content and design of the original sign prior to any reinstatement.

Development of any new sign design will need to be undertaken jointly with the school in line with the Joint Use Agreement (JUA). Whilst the Motion provides guidance in relation to some

wording and content for any new sign, Administration will also consider Council's branding strategy and style guide. It is assumed that the new design will retain a variation of the changeable message board that featured on the original sign, which is a means for both Council and the School to alert the community to important events that occur during the year.

Whilst the sign was originally damaged by the school and therefore the school should fund any reinstatement, should the sign vary significantly from its previous size, design or space allocation, Council may be requested to contribute to the additional costs. A cost apportionment clause is provided in the JUA.

Installation of wayfinding signage at the Wattle Street/ Brighton Road intersection will be assessed under Council style guide.

City of Holdfast Bay Council Report No: 79/19

Item No: **11.2**

Subject: MOTION ON NOTICE – CENSURE MOTION – SUSPENSION OF SPENDING

FROM COMMUNITY CENTRES BUDGET - COUNCILLOR CLANCY

Date: 26 February 2019

PROPOSED MOTION

Councillor Clancy proposed the following motion:

That the CEO be censured for commiting to spend a budget item when it was known that a motion to suspend that item pending a workshop on community centres was before council.

BACKGROUND

Background

The motion was first raised on 28 January and I then foreshadowed that I would bring a motion to the next council meeting on 12 February. I heard from Pip Pearson from the Over 50s club that the CEO had permitted administration to commit to spending the funds from the budget which were proposed to be suspended.

Item No: **13.1**

Subject: MINUTES – JETTY ROAD MAINSTREET COMMITTEE – 6 FEBRUARY

2019

Date: 26 February 2019

Written By: General Manager Community Services

General Manager: Community Services, Ms M Lock

SUMMARY

The minutes of the meeting of the Jetty Road Mainstreet Committee meeting held on 6 February 2019 are attached and presented for Council's information.

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

RECOMMENDATION

That Council notes the minutes of the meeting of the Jetty Road Mainstreet Committee of 6 February 2019.

COMMUNITY PLAN

Placemaking: Creating vibrant and safe places

Community: Providing welcoming and accessible facilities

Economy: Supporting and growing local business

Economy: Making it easier to do business Economy: Boosting our visitor economy Culture: Being financially accountable

Culture: Supporting excellent, efficient operations

Culture: Being financially accountable

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Jetty Road Mainstreet Committee (JRMC) has been established to undertake work to benefit the traders on Jetty Road Glenelg, using the separate rate raised for this purpose. Council has endorsed the Committee's Terms of Reference and given the Committee delegated authority to manage the business of the Committee.

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

REPORT

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

BUDGET

Not applicable

LIFE CYCLE COSTS

Not Applicable

CITY OF HOLDFAST BAY

Minutes of the meeting of the Jetty Road Mainstreet Committee of the City of Holdfast Bay held in the Glenelg Library Meeting Room, Colley Terrace, Glenelg on Wednesday 6 February 2019 at 6:00pm.

PRESENT

Elected Members

Councillor R Abley
Councillor W Miller

Community Representatives

Chairman, Fawkes & Co, Mr M Faulkner
Maios Group Investments, Mr C Maios
Ikos Holdings Trust, Mr A Fotopoulos
Elite Choice Home Improvements, Ms E Leenearts
Cibo Espresso, Mr T Beatrice
Caruso Fruit and Veg, Mr R Caruso
GU Film House, Mr S Robinson
Beach Burrito Company, Mr A Warren
Fassina SA Family Liquor Stores, Ms E Fassina

Staff

Jetty Road Development Coordinator – Ms A Brown Manager City Activation – Ms S Heading General Manager Community Services – Ms M Lock Community Arts & Culture Coordinator - Ms J Reynolds Strategic Planning (Policy) - Ms E Kenchington

Guests

Urban Mind Consulting – Ms Trish Hansen

1. OPENING

The Chairman declared the meeting open at 6:04pm

2. APOLOGIES

- 2.1 Leave of Absence Nil
- 2.2 For Absence Nil

3. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4. **CONFIRMATION OF MINUTES**

Motion

That the minutes of the Jetty Road Mainstreet Committee held on 5 December 2018 be taken as read and confirmed.

Moved S Robinson, Seconded A Warren

Carried

5. QUESTIONS BY MEMBERS

5.1 Without Notice

5.1.1 Glenelg Jetty Redevelopment Proposal

C Maios would like to know the status of the proposed Glenelg Jetty Rejuvenation project.

Ms Lock advised that this will be discussed at a future council meeting to be identified as a major project.

The JRMC to be informed of status of this proposal.

5.2 With Notice Nil

6. MOTIONS ON NOTICE Nil

7. PRESENTATIONS

7.1 City of Holdfast Bay Arts and Culture Strategy

Trish Hansen, of Urban Mind consulting presented the work being undertaken to help shape arts and culture over the next five years and seek ideas from the JRMC to help influence the development of the Arts and Culture Strategy.

E Leenearts joined the meeting at 6:14pm A Fotopoulos joined the meeting at 6:16pm

7.2 Jetty Road Glenelg Masterplan

Emily Kenchington, Strategic Planning (Policy) at the City of Holdfast Bay provided an update on work being undertaken by Jensen Plus and Tonkin for the detailed designs (Stage 1) of the Jetty Road Masterplan.

8. REPORTS/ITEMS OF BUSINESS

8.1 JRMC Monthly Finance Report (Report No: 39/19)

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

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved A Warren, Seconded T Beatrice

Carried

8.2 Marketing Update (Report No: 40/19)

This report provides an update on marketing initiatives being undertaken from the Jetty Road Mainstreet Committee 2018/19 Marketing Plan and initiatives aligned to the delivery of the Jetty Road Glenelg Retail Strategy 2018-2022.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved S Robinson, Seconded E Fassina

Carried

8.3 Boxing Day Trade (Report No: 41/19)

This report provides a summary of insights from the precinct in regards to trade on 26 December 2018. In November 2018 Treasurer Rob Lucas granted a special exemption for shops in suburban areas to trade between 9:00am and 5:00pm on Boxing Day. In addition to Boxing Day trading hours, extra trading hours were approved by the State Government in the lead up to the 2018 Christmas period and for the post-Christmas sales period. To promote Boxing Day trade in Jetty Road, Glenelg the normal messaging was used on social media and for the first time the JRMC invested in a NOVA radio campaign "We Salute Weekends" from 21 December to 23 December 2018 to promote Christmas shopping and Boxing Day sales on Jetty Road. This campaign was funded through the recent retail marketing initiatives approved by the JRMC. Campaign results were presented as well as insights from businesses.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved T Beatrice, Seconded R Caruso

Carried

8.4 Governance Model (Report No: 42/19)

The Jetty Road Mainstreet Committee (JRMC) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999*. The JRMC conducted a Special Meeting on 20 June 2018 to workshop alternative governance models with a facilitator and external subject matter experts. At its 4 July 2018 meeting the JRMC recommended to Council their preferred governance model of an Incorporated Association established under the Associations Incorporation Act 1985. At the 7 November JRMC meeting the JRMC appointed Premier Retail Marketing and Peter McNabb and Associates to prepare a business case that was endorsed by the JRMC at their 5 December 2018 meeting. The Incorporated Association Business Case will be presented by the Chair and David West of Premier Retail Marketing at a 26 February Council Workshop and the report will be prepared for endorsement at the 12 March Council meeting.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved A Warren, Seconded T Beatrice

Carried

8.5 JRMC Committee Nominations (Report No: 43/19)

The Jetty Road Mainstreet Committee (JRMC) comprises of 11 members who are a mix of the Glenelg Tourism Precinct (Jetty Road, Glenelg) business owners, commercial property owners and Elected Members of Council. Business owners and

owners of commercial property within the boundaries of the Jetty Road Glenelg precinct who contribute to the separate rate levy are invited to nominate for a position on the Jetty Road Mainstreet Committee. There are nine positions available for those people who are either a landlord or trader and nominations are open from 21 January to 8 February 2019. In mid-February the selection panel will then make recommendations to Council as to the appointment of the committee members for consideration and appointment by the Council at their 12 March meeting.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved A Warren, Seconded R Caruso

Carried

8.6 2018-19 Summer Events Season Wrap Up (Report No: 44/19)

The JRDC provided an overview on the major 2018/19 events season since the JRMC met on 5 December 2018.

That the Jetty Road Mainstreet Committee note this report.

Moved E Fassina, Seconded T Beatrice

Carried

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

9.1 Pedestrian Counters

C Maios asked the question if pedestrian counters can be introduced for Jetty Road, Glenelg.

Ms A Brown responded confirming that the technology is identified in Jetty Road Masterplan.

9.2 Retail Strategy

C Maios asked the question why was the Retail Strategy not endorsed by Council.

Councillor Miller and Councillor Abley responded.

Administration provide feedback to the JRMC regarding the resolution made by Council in relation to the Retail Strategy.

Moved A Warren, Seconded C Maios

Carried

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 20 February 2019, Special Budget meeting and Wednesday 6 March 2019 in the Glenelg Library Meeting Room, Colley Terrace, Glenelg.

11. CLOSURE

The meeting closed at 7:59pm.

CONFIRMED Wednesday 6 March 2019

CHAIRMAN

City of Holdfast Bay Council Report No: 69/19

Item No: **14.1**

Subject: ITEMS IN BRIEF

Date: 26 February 2019

Written By: Personal Assistant

General Manager: Business Services, Mr R Bria

SUMMARY

These items are presented for the information of Members.

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

RECOMMENDATION

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

- 1. Installation of Sharrows on Bandon Terrace, Kingston Park
- 2. Australia Day Awards Recipients

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT

1. Installation of Sharrows on Bandon Terrace, Kingston Park

The Department of Planning, Transport and Infrastructure has approved a pavement marking termed a 'Sharrow' which is designed to make roads safer for cycling. Sharrows highlight the presence of people cycling and remind motorists to share the road safely.



Sharrows do not affect parking or vehicle access. They are intended to position cyclists away from parked cars and opening doors; alert other road users to expect cyclists; and, make it easy for cyclists to follow a route.

In 2016, City of Marion installed Sharrows on some roads on their portion of the Adelaide to Marino Rocks Greenway alongside the Seaford rail line, including on Addison Road at Hove, between Morphett Road and Winton Avenue. At this time, City of Marion approached City of Holdfast Bay to install Sharrows on the remainder of Addison Road within City of Holdfast Bay: an 800m portion of road, between Winton Avenue and Brighton Road. City of Holdfast Bay approved the installation; and, City of Marion offered to install the Sharrows on our portion of this road to provide a continuation of this traffic calming treatment.

In late 2019, City of Marion installed more Sharrows on The Cove Road, Jervois Terrace, Newland Avenue and on the full length of Bandon Terrace at Kingston Park. The installation on Bandon Terrace included a 400m portion of road within City of Holdfast Bay: between Seaview Avenue and Singleton Road.

The continuation of the Greenways route within City of Holdfast Bay is already signposted with blue directional signs such as one shown below; and, there may be opportunities to further install Sharrows along this route.



2. Australia Day Awards Recipients

Every year on Australia Day, Council recognises and celebrates the outstanding achievements and contributions of members in our community, with our Australia Day and Community Recognition Awards.

A Selection Panel comprising of the Mayor, one (1) Elected Member, CEO, one (1) General Manager and one (1) Administration staff member assessed the nominations received in the Citizen of the Year Awards. After much deliberation the winners of the awards were chosen.

On Saturday 26 January 2019, at Council's Australia Day Ceremony held at Glenelg, Mayor Wilson announced the City of Holdfast Bay Australia Day award winners. Certificates and native flowers were presented to each of the worthy winners, of these prestigious awards.

A summary of the winners and the awards they received on Australia Day, are listed below:

- Citizen of the Year Bly Bayliss
- Young Citizen of the Year Zel Whiting
- Community Event of the Year Glenelg Community Centre Seniors Lunch
- Local Hero Award Les Tucker
- Community Recognition Award Alyssa West



Item No: 14.2

Subject: COUNCIL SUBMISSION - DRAFT PLANNING REFORMS

Date: 26 February 2019

Written By: Manager Development Services

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

As part of the ongoing reforms to the South Australian planning system, the State Government has released further draft amendments for consultation. The draft amendments relate mainly to technical and operational aspects of development assessment, containing no land use policy changes at this stage. This report looks at the anticipated impact of the proposed amendments, providing feedback and identifying some opportunities to strengthen the content where necessary.

RECOMMENDATION

That Council authorise:

- 1. administration to submit the response in Attachment 1 to the State Government's planning reforms;
- 2. the Chief Executive Officer to make any minor amendments as necessary.

COMMUNITY PLAN

Community: Building a Healthy Active and Resilient Community Environment: Fostering an Environmentally Connected Community

Placemaking: Creating lively and safe places Placemaking: Housing a Diverse Population

Placemaking: Building Character and Celebrating History

COUNCIL POLICY

Not Applicable

STATUTORY PROVISIONS

Planning, Development and Infrastructure Act 2016 Regulations (Development Regulations 2008)

BACKGROUND

Part of the State Government's Planning Reform agenda involves the incremental transitioning from the current legislative framework to a new one. The State Government has now released a new set of draft changes to the planning system for comment in the form of the *Planning, Development and Infrastructure (General) (Development Assessment) Variation Regulations 2019* (the draft Regulations), which will replace the current *Regulations (Development Regulations 2008)* from mid-2019. The draft Regulations address technical and operational aspects of the planning system, without delving into land use policy change at this stage. Comments are required prior to 1 March 2019.

REPORT

The draft Regulations document introduces changes to the technical and operational aspects of the development assessment process. Attachment 1 to this report provides an extract of the most relevant policies, with commentary around their appropriateness and how they link with council's own strategic vision. It is recommended that this Attachment form the basis for council's response to the draft Regulations. Access to the full draft Regulations can be accessed via the following: yoursay.sa.gov.au/decisions/development-assessment

Some notable amendments in the draft Regulations include: granting greater powers to private assessing authorities; nominating strict timeframes for the assessment of development applications; changes to the way that development applications are notified to the public; expanding the list of structures exempt from development assessment; and introducing default mechanisms for timeframe breaches.

Refer Attachment 1

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

BUDGET

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

LIFE CYCLE COSTS

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

Nature of Amendment	Issue	Comment
Relevant Authorities		
Assessment Panels to self-determine whether they assess development applications where public notification is required.	There is a degree of subjectivity that provides great uncertainty through this approach. Leaving this decision to individual Panels will create inconsistent assessment pathways throughout the Metropolitan area. The Regulations need to clearly define whether the Panel is the authority or not.	The Regulations need to clearly define whether the Panel is the authority or not so that communities can have confidence and certainty in the assessment pathways for each type of development application.
Accredited professionals who are qualified land surveyors would be able to assess land division applications for planning consent where such land division is deemed-to-satisfy.	Under the current system, only councils (either through their Panel or under delegation) have the authority to assess land division applications. Opening the approval process to private sector is fraught with danger.	The private sector should not be authorised to assess and approve land division applications, irrespective of their complexity, as decisions relating to density and allotment patterns should be left to local government to determine.
Private certifiers (accredited professionals) appointed as the relevant planning authority for minor variations to existing development approvals.	Empowering private contractors to 'revisit' and grant an approval for a variation to an application previously assessed and approved by a Council Assessment Panel or delegate could lead to poor development outcomes.	Only the original assessing authority (i.e. council) should consider applications to vary its own approvals, as a means to ensure consistent decision making and also prevent the approval of a series of incremental concessions by a private certifier.
Definitions		
Changes to the definition of the various development categories are proposed as follows: 'deemed-to-satisfy' replaces 'complying'	The amendments are primarily changes the terminology at this stage, but in the absence of knowing the types of development that would be assigned to each definition, it is	Further details are required as to the types of development that would be assigned to each definition, as only then can an informed comment be

Nature of Amendment	Issue	Comment
'Performance assessed' replaces 'merit assessed' 'Restricted' development' replaces 'non-complying' development 'Impact assessed' replaces major development'	impossible to determine the merits of such a move.	provided on the merits of the various classifications.
Application Timeframes		
Approval must be issued within 10 business days for 'deemed-to-satisfy' proposals.	A decision within 10 business days is consistent with timeframes currently achieved for minor development applications.	A decision within 10 business days for 'deemed-to-satisfy' proposals is considered reasonable.
Approval must be issued within 20 business days for 'performance assessed' applications where no public notification and no referral is required.	A decision within 20 business days, which although consistent with average timeframes currently achieved for merit-type development applications, may not always be achievable as there will be applications that are complex and require referral to council's external agents (e.g. arborist, traffic consultant, heritage advisor, legal advisor etc).	Some flexibility is required, having regard to councils that undertake comprehensive assessments and dutifully refer applications to experts in heritage, traffic and arboriculture (which takes time).
Approval must be issued within 40 business days for 'performance assessed' applications where no public notification is required but where agency referral is required, or where the Council Assessment Panel is the authority	A decision within 40 business days, which although consistent with average timeframes currently achieved for development applications that are determined by the Panel, may not always be achievable as the Panel meets monthly, so the overall timeframe is dependent on the timing of receipt of an application.	Some flexibility is required, having regard to the timing of Council Assessment Panel meetings, and the unnecessary cost of hosting 'special meetings' to accommodate the tight timeframe.

Nature of Amendment	Issue	Comment
Approval must be issued within 60 business days for 'land division' applications where public notification required.	A decision within 60 business days is consistent with timeframes currently achieved for land division applications.	A decision within 10 business days for land division proposals is considered reasonable.
65 business days for 'performance assessed' applications where public notification required.	A decision within 65 business days, which although consistent with average timeframes currently achieved for notifiable development applications that are determined by the Panel, may not always be achievable as some written objections require an informed response with specific input from external experts.	It is imperative that responses to written representations are of a high standard so as to properly inform the assessment process. Some flexibility is required, having regard to the need for some stakeholders to engage experts in the preparation of a response for council's consideration.
Approval must be issued within 90 business days for 'restricted' applications where public notification required.	A decision within 90 business days is consistent with timeframes currently achieved for equivalent 'non-complying' development applications.	A decision within 10 business days for 'restricted' proposals is considered reasonable.
Additional Information Requirements		
Level and quality of information required with development applications to be prescribed (i.e. not at the discretion of councils).	The level and quality of information established by the baseline information using basic guidelines as an all-encompassing guide. This approach does not cater for applications that require unspecified accompanying information.	It is imperative that if the objective is to make quality decisions and provide quality plans for councils to assess and the community to view, then the standard of information required with development applications needs to be determined and guided by the relevant planning authority, and specific to the development application under assessment, not by a generic guide.

Nature of Amendment	Issue	Comment
Introduction of a maximum timeframe	It is unclear whether this timeframe	To avoid any confusion as to when
of 10 business days in which to	applies from the moment a council	timeframes start and end, the
request information from an applicant.	receives an applications in the mail or	responsibility for lodging applications
	only from time that it is uploaded to	to the portal should not rest not rest
	the portal.	with councils. Otherwise, 10 business
		days is considered reasonable.
Councils have a maximum period of	The process is unfairly tailored to suit	There should be a broader timeframe
10 days to request further information	and satisfy the developer, forcing	for councils to properly consider an
from an applicant, but conversely	councils to rush their decision in 10	application and then and request
must, in return, allow a lengthy and	days whilst granting indefinite grace to	information from a proponent. There
uncertain period for the receipt of that	proponents. Bearing in mind that	should also be a maximum 60 day
information from the proponent (60	councils are reliant on a poorly	period for the proponent to provide the
day period is filled with disclaimers	formulated Schedule 8 to guide	additional information requested by
which stretches to 12-months, and	developers with respect to the quality	the council. The minimum
even then councils must demonstrate	and level of information required.	requirements proposed under
sensitivity to the developer's needs		Schedule 8 should be revisited to give
and wants before finally lapsing an		councils a fighting chance to receive
application).		quality information from the outset.
Councils have one opportunity for	Further requests are geared to solely	It is untenable that a developer
requesting further information. The	serve the proponent and are a recipe	dictates whether information required
application may then be deemed	for poor planning decisions (i.e.	by a council to make a proper
approved (upon serving of a notice by	decisions by default).	assessment is provided or not. A
the developer) without actually having		planning system must not allow
undergone a planning assessment.		developers to dictate the terms of an
The onus to challenge the defacto		assessment and take advantage of
approval then rests with council		loopholes where approvals are issued
through the Court.		by default.
Public Notification		

Nature of Amendment	Issue	Comment
Placement of a notice on the development site inviting comments from neighbours and passers-by.	This change requires that a sign I placed on the site of the proposed development. This is standard practice elsewhere across the country, as it provides those who will be most interested in a proposal - the locals - visibility on what is proposed in their local streets and neighbourhoods.	Placement of a notice in lieu of a newspaper advertisement is a more transparent and sensible approach, which is supported.
Prescribed 60-metre notification range to neighbours.	Properties within 60-metres of the site must be formally notified by post. The new sign and notification process will replace newspaper advertisements, which can be easily missed.	A 60-metre notification range is consistent with current legislation, although clarity is required as to the definition of 'adjacent' land, which differs in the Draft Regulations.
Changes to the timeframe for neighbours to submit a representation.	The time that the community has to have their say for complex applications is 20 business days; and for more straightforward applications, the community will have 15 business days.	The 15 and 20 day periods represent an increase to current notification timeframes, both of which are viewed as reasonable increases.
Responsibility for notifying the public.	The Draft Regulations place the responsibility for notifying the public with the developer, unless council is requested to do so.	It needs to be made clear whether developers or councils take responsibility for notifications. This is important from a consistency point of view, but also to ensure that the development is accurately described to the community.
Council must make plans that are the subject of public notification available for copying.	The whole premise of the SA Planning Portal or ePlanning (paperless planning system) was to create a 'single contact point' for applications,	Prospective representors should be given access to view and download information online. This will ensure greater efficiencies and transparency,

ownership of the applicant/proponent. Many applications are speculative, contingent to an approval before changing ownership. where resisted by the landowner). If the alternative is to place the sign on the footpath, council's liability needs to be understood.	Nature of Amendment	Issue	Comment
representations to the developer. uploaded directly to the portal and therefore available for access by the proponent. Collect/collate/distribute representations for the developer when the portal is designed to accept and distribute representations directly. The system should be designed to streamline assessments, yet this step places the burden and responsibility on councils. Bearing in mind that councils are forced to contribute vast amounts of income to create and maintain the portal on behalf of the development industry. The portal must work for councils too. Installation of notification signs Not all sites that are the subject of a development application are in the ownership of the applicant/proponent. Many applications are speculative, contingent to an approval before changing ownership. Clarification and direction is required as to how signs can be installed on an unassuming person's property, and how council then manages access rights over such land (particularly where resisted by the landowner). If the alternative is to place the sign on the footpath, council's liability needs to be understood.		, ,	on Councils in extracting and printing
development application are in the ownership of the applicant/proponent. Many applications are speculative, contingent to an approval before changing ownership. development application are in the ownership as to how signs can be installed on an unassuming person's property, and how council then manages access rights over such land (particularly where resisted by the landowner). If the alternative is to place the sign on the footpath, council's liability needs to be understood.	•	uploaded directly to the portal and therefore available for access by the	collect/collate/distribute representations for the developer when the portal is designed to accept and distribute representations directly. The system should be designed to streamline assessments, yet this step places the burden and responsibility on councils. Bearing in mind that councils are forced to contribute vast amounts of income to create and maintain the portal on behalf of the development industry. The portal
Assassing elements of		development application are in the ownership of the applicant/proponent. Many applications are speculative, contingent to an approval before	as to how signs can be installed on an unassuming person's property, and how council then manages access rights over such land (particularly where resisted by the landowner). If the alternative is to place the sign on the footpath, council's liability needs to
development separately	Assessing elements of development separately		

Nature of Amendment	Issue	Comment
Approvals can be issued in any order, including the issuing of building consent prior to planning approval.	It is unclear whether a planning authority would be bound by the preceding decisions of a building certifier. If a building consent is found to be flawed against a planning assessment, then what?	Presumably the intent of this change is to hasten development approvals through concurrent assessments, irrespective of the confusion and uncertainty caused to planning authorities. This is a deeply flawed approach to what should be a planning reform agenda that supports orderly development decisions. The current practice of issuing planning approval prior to issuing building approval is sequential, and limits the number of inconsistencies.
The council will ultimately be responsible for ensuring that all elements of the development have been approved before issuing development approval.	Councils are given little input to decisions but burdened with full responsibility for the final outcome.	Councils will be required to put all the pieces of this messy puzzle together (where private planning and building certifiers make separate decisions), presumably carrying the responsibility for challenging any inconsistencies through the court system. At least the current system provides an orderly progression from planning to building assessments and therefore should be retained.
Building Assessment Matters The most significant change to building assessment matters in the Draft Regulations (compared to regulation 83 under the Development Regulations 2008) is the requirement	This change will enable owners to receive confirmation that their dwelling is suitable for occupation upon completion.	This change is supported as it will bring South Australia into alignment with other jurisdictions, whilst providing owners with peace of mind that their dwelling is fit for habitation.

Nature of Amendment	Issue	Comment
for a certificate of occupancy for class		
1a buildings, which are single		
dwellings.		
Exempt Developments		
Certain developments have been	These developments will have	The exemptions have merit, although
exempted from requiring a	negligible impacts and are standard,	the maximum fence height is quite
development application, including:	expected development commonly	high. It is important that the system
combined fence and retaining wall to	undertaken.	empowers neighbours to be involved
3.1 metres in height, demolition of		in the choice of fencing
certain single-storey buildings,		materials/colours.
children's cubby houses and tree		
houses, small verandas, aviaries, cat		
runs and wood fire pizza ovens.		
Exempt State Agency development		
This change allow all classrooms and	It is unclear what has prompted this	It is imperative that buildings designed
learning areas to be exempt (subject	amendment, but given that these	to accommodate the most vulnerable
to conditions), not just those of a	classrooms will house a large number	members of our community (the very
temporary/transportable nature.	of young people, there is a risk that	young and very old) undergo the
	exemptions from a full and	highest standards of assessment.
	comprehensive assessment will result	Granting exemptions to classrooms
	in deficient building standards.	and school buildings is not supported.
Development assessed by the State	'Restricted development' is effectively	In the absence of draft land use policy
Commission Assessment Panel	the new definition for the current 'non-	(i.e. the Design Code), it is difficult to
(SCAP)	complying' development. As per 'non-	provide comments as to whether there
	complying' development, the SCAP is	is sufficient scope within the meaning
	assigned as the relevant planning	of 'restricted development' to ensure
	authority.	that inappropriate proposals for the
		use of land is assigned to the highest
		assessment category (as is the case

Nature of Amendment	Issue	Comment
		with the current 'non-complying' lists in Council Development Plans).
	'Impact assessment' is effectively the new definition for the current 'major development' definition. These are typically developments of major economic, social and environmental impact (i.e. akin to the Adelphi Terrace hotel proposal, which was assigned 'major development' status). The main change here is that the Governor no longer appears to have a role in the decision, with the Planning Minister and SCAP bearing responsibility for the assessment and decision.	With the Governor seemingly no longer involved in the decision making process for major developments, it is essential that an accompanying Environmental Impact Statement is provided to local Council's for comment prior to a decision by the Minister. The public must have confidence that the assessment process is not politicized.
Building Regulations		
Provision of Essential Safety Provisions (ESPs) within prescribed timeframes	This will address the lapses of the building industry providing documentation to council's within a reasonable timeframe.	The prescribed timeframe for the provision of ESPs is supported)
New notification and inspection system will be integrated with the ePlanning system.	It is imperative that the inspection process is transparent and available for viewing online.	Inspections integrated with the ePlanning system is supported.
Glossary of terms		
Adjacent land in relation to other land, means land that is no more than 60 metres from the other land.	The definition is significantly different to the current Development Act 1993, which prescribes land that abuts on the other land or that is no more than 60 metres from the other land and is	Clarification required for the purpose of the notification threshold, whether it is to be taken as a 60 metre radius from the site (if so from what part of the site).

Nature of Amendment	Issue	Comment
	directly separated from the other land only by— (i) a road, street, footpath, railway or thoroughfare; or (ii) a watercourse; or (iii) a reserve or other similar open space.	
Approval by default		
Approvals can be assumed by default if certain assessment timeframes are not met.	If a relevant authority does not decide an application for planning consent within the prescribed time, the applicant may, before the application is decided, give the relevant authority a deemed consent notice that states that planning consent should be granted.	Councils must be afforded sufficient time to properly assess a development application. Complex applications often require referral to external experts, which takes time. There needs to be greater thought given to redressing the imbalance in the Draft Regulations where the push for rapid assessments outweighs the pursuit of quality decision.

City of Holdfast Bay Council Report No: 73/19

Item No: **14.3**

Subject: APPOINTMENTS TO COUNCIL ASSESSMENT PANEL

Date: 26 February 2019

Written By: Manager Development Services

General Manager: City Assets & Services, Mr H Lacy

SUMMARY

The term of the four independent members serving on the Council Assessment Panel expires on 1 May 2019. It is recommended that Council invite expressions of interest for the positons. The current independent members would be eligible to apply.

RECOMMENDATION

That:

- 1. Council invite expressions of interest for the appointment of four independent members to the Council Assessment Panel;
- 2. Councillor Clancy, Councillor _____ and the Manager Development Services review expressions of interest received and make a recommendation to Council.

COMMUNITY PLAN

Placemaking: Creating vibrant and safe places Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Council Assessment Panel Operating Procedures.

STATUTORY PROVISIONS

Planning, Development & Infrastructure Act 2016.

REPORT

The Planning, Development & Infrastructure Act 2016 provides that membership on Council Assessment Panels comprise of not more than one elected member and up to four independent members. The composition of the Holdfast Bay Council Assessment Panel is as follows:

Councillor Rosemary Clancy (Elected Member) – term expires 14 December 2019
Ms Jenny Newman (Presiding Member) - term expires on 1 May 2019
Mr David Bailey (Ordinary Member) - term expires on 1 May 2019
Mr Graham Goss (Ordinary Member) - term expires on 1 May 2019
M Alison Vine (Ordinary Member) - term expires on 1 May 2019

Under the Council Assessment Panel's Operating Procedures, independent members are appointed for a term not exceeding 2 years, and on expiry members may be re-appointed by Council. In the interests of good governance, it is recommended that the positions be open to wider expressions of interest.

BUDGET

The cost of placing an advertisement calling for expressions of interest is estimated at \$500.

LIFE CYCLE COSTS

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

Item No: 14.4

Subject: RECOGNITION OF TPI PERMITS – COUNCIL PARKING SCHEME

Date: 26 February 2019

Written By: Manager Regulatory Services

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

At the Council meeting of 29 January 2019 it was requested that Administration prepare a report on recognizing the TPI permit pass system within the City of Holdfast Bay's car parking system.

The Association of Totally and Permanently Incapacitated Ex-Service Men and Women (TPI Association) has previously raised with the Mayor that they would TPI passes to be recognized for parking concessions in the Holdfast Bay area.

RECOMMENDATION

That Council:

- 1. continue to recognise disabled parking concession permits only within Council's car parking system;
- 2. Show recognition for TPI members and their time served through other means.

COMMUNITY PLAN

Placemaking: Building character and celebrating history Community: Providing welcoming and accessible facilities

COUNCIL POLICY

Parking Control Policy 2017

STATUTORY PROVISIONS

Australian Road Rules Road Traffic Act 1961 Local Government Act 1999

BACKGROUND

The Association of Totally and Permanently Incapacitated Ex-Service Men and Women (TPI Association) has approached Council to request that the Council recognise their TPI Permits to align with disability permits with the exception of parking in disabled parking zones

REPORT

The TPI Association has approximately 1650 members in South Australia and membership is limited to those Service personnel who have, in the course of their duties, been declared as totally and permanently incapacitated by the Department of Veterans Affairs. TPI Parking Permits are currently recognised by fifteen metropolitan Councils, allowing permit holders to park in time limit zones, with a limit greater than 30 minutes, for either double the time specified on the sign or 90 minutes extra, whatever is greater.

For the few Councils with parking ticket machines, the TPI can access the first 90 minutes for free for off street parking only and double time afterwards.

Under national legislation, the Disability Permit scheme has been established to provide parking concessions for disable drivers. To obtain a Disability Permit, a driver is required to have their medical practitioner sign to indicate they have a disability. This scheme provides access to all disability parking spaces as well as extensions of time for street parking and concessions for paid parking similar to that being requested by the TPI Association.

Under the TPI Permit arrangements, TPI permit holders are not able to park in disability parking spaces which appears to indicate that their Totally and Permanently Incapacitated status is not regard at a national level as a disability.

Currently in the Holdfast Bay, only TPI holders who qualify for a disability parking permit can receive these concessions. The TPI Association would like all TPI members to be recognized for parking concessions, although they would still be unable to use disability permit parking spaces.

From a TPI permit holder's perspective, the advantages of recognizing the TPI Parking Permit include:

- providing extended parking time and reduced parking fees for incapacitated ex-Service personnel within the Council area which may attract TPI holders to visit Glenelg more often and/or for longer periods of time.
- recognition of TPI permit holders by Council shows recognition to TPI Association members for their time served.

From the alternative perspective, some of the disadvantages of recognizing TPI permits for parking concessions include:

 increased competition for carparks as TPI permit holders can stay longer meaning less parking available for other user increased complexity and difficulty in policing parking compliance due to the need for staff to check permits and adjust allowable times accordingly. This is a particular efficiency concern for Council's new licence plate recognition (LPR) system.

potential reduced revenue, albeit relatively minor.

A key issue for Council to consider is the potential knock-on impacts where other deserving groups may appeal to Council to request parking concessions, making it difficult to decline as a precedent has been set. Currently only disabled permits are recognized by Council and in the legislation.

Options that Council may wish to consider include:

- 1. Only allow disabled permits parking exemptions, however show recognition for TPI members and their time served through other means This option will have no effect on the parking availability or revenue.
- 2. Allow TPI permit holders double time in timed street parking areas. This option may have an effect on parking for availability of parking and reduce parking churn.
- 3. Allow TPI permit holders double time in timed street parking areas plus for ticketed street parking zones, allow 90 minutes free parking followed by double time thereafter. Off street parking in carparks would be excluded. This option may have an effect on parking availability and revenue.

BUDGET

It is not possible to determine the overall impact on parking revenues, although it is expected to be in the order of \$2,000 per year for option 2 or 3.

LIFE CYCLE COSTS

Not Applicable.

City of Holdfast Bay Council Report No: 71/19

Item No: **14.5**

Subject: MONTHLY FINANCIAL REPORT – 31 JANUARY 2019

Date: 26 February 2019

Written By: Management Accountant

General Manager: Business Services, Mr R Bria

SUMMARY

Attached are financial reports as at 31 January 2019. They comprise a Funds Statement and a Capital Expenditure Report for Council's municipal activities and Alwyndor Aged Care, and a month by month variance report for Council's municipal activities. The adjusted forecast budget includes the carried forward amount as approved by Council 14 August 2018 and the two quarterly budget updates approved by Council 23 October 2018 and 12 February 2019.

No changes to Alwyndor and Municipal budgets are recommended at this time, but the report highlights items that show a material variance from the YTD budget.

RECOMMENDATION

That Council receives the financial reports and budget update for the 7 months to 31 January 2019 and notes:

- no change to the Municipal activities 2018/19 revised budget forecast;
- no change to the Alwyndor Aged Care 2018/19 revised budget forecast.

COMMUNITY PLAN

Culture: Being financially accountable

COUNCIL POLICY

Not applicable.

STATUTORY PROVISIONS

Not applicable.

BACKGROUND

Council receives financial reports each month comprising a Funds Statement and Capital Expenditure Report for each of Council's municipal activities and Alwyndor Aged Care.

The Funds Statements include an income statement and provide a link between the Operating Surplus/Deficit with the overall source and application of funds including the impact on cash and borrowings.

Refer Attachment 1

REPORT

A comprehensive budget update was conducted for the half-year ending 31 December 2018 and approved by Council 12 February 2019. A further budget review and update will be conducted at 31 March 2019 which will again review forecast income and expenditure including any budget variances approved by council.

The majority of the variances to date are due to budget and actuals timing differences over the first seven months of the financial year. Details of the major variances, along with amounts and notes, for both Council Municipal and Alwyndor operations have been prepared and are attached to this report.

Refer Attachment 1

Alwyndor Aged Care

There are no changes to the Alwyndor revised budget forecast as approved by Council, however as with the Municipal budget, a comprehensive budget update will again be carried out for the period ending 31 March 2019.



City of Holdfast Bay Municipal Funds Statement as at January 2019

2018 - 2019	Year to Date				2018 - 2019	
Original	Adopted				Adopted	
Budget	Forecast	Actual	Variance		Forecast	
\$'000	\$'000	\$'000	\$'000		\$'000	Note
(763)	(449)	(425)	(24)	Administrative Services	(747)	
1,637	749	745		FAG/R2R Grants	1,637	
(1,087)	(569)	(546)		Financial Services	(957)	
(9,033)	(4,517)	(4,519)	3	Financial Services-Depreciation Financial Services-Employee Leave Provisions	(9,033)	
(247) (753)	(279)	(246)	(34)	Financial Services-Employee Leave Provisions Financial Services-Interest on Borrowings	(247) (710)	
230	(213)	(240)	(34)	Financial Services-SRWRA	230	
34,292	34,809	34,806	3	General Rates	34,246	
(1,999)	(1,037)	(1,035)		Governance & Risk	(1,744)	
(647)	(275)	(245)	. ,	Human Resources	(597)	
(2,732)	(1,830)	(1,867)		Strategy & Innovation	(3,028)	
(675)	(306)	(272)		Business Development	(679)	
(968)	(523)	(503)		Community Development	(968)	
(347) (886)	(176) (541)	(217) (494)		Community Engagement Admin Community Events	(347) (886)	
(289)	(155)	(176)		Community Services Administration	(289)	
(206)	(102)	(83)		Community Transport	(166)	
(8)	150	219		Community Wellbeing	(82)	1
(545)	(306)	(290)		Customer Service	(545)	
-	166	181		Jetty Road Mainstreet	(77)	
(1,435)	(726)	(692)		Library Services	(1,435)	
17	91	98		SA HACC	(25)	
(325)	(177)	(150)		Tourism & Marketing Admin	(325)	•
(1,471) (1,494)	(814) (828)	(869) (807)	(21)	Asset Management Assets and City Services	(1,646) (1,449)	2
36	52	84		Cemeteries	(1,449)	
590	487	627	. ,	City Regulation	727	3
935	656	811		Commercial - Brighton Caravan Park	935	4
7	(5)	(19)		Commercial - Partridge House	7	
392	230	213		Commercial - Recreational Clubs Leases	392	
(903)	(422)	(438)		Development Services	(903)	_
(569)	(242)	(174)	. ,	Environmental Services	(511)	5
(407)	(279)	(272)	٠,	Infrastructure Maintenance	(457)	
(64) (7,310)	(11) (4,154)	(7) (4,118)	٠,	Property Maintenance Public Spaces	(64) (7,404)	
(3,515)	(1,805)	(1,833)		Waste Management	(3,515)	
-	-	(4)		Net Gain/Loss on Disposal of Assets - non cash item	-	
816	-	-	-	Less full cost attribution - % admin costs capitalised	816	
272	16,861	17,481	(620)	=Operating Surplus/(Deficit)	187	
_	_	4	(4)	Net Gain/loss on disposal of assets	_	
9,033	4,517	4,519		Depreciation	9,033	
17		,	-	Other Non Cash Items	17	
9,050	4,517	4,523	(7)	Plus Non Cash Items in Operating Surplus/(Deficit)	9,050	
9,322	21,377	22,004	(627)	=Funds Generated from Operating Activities	9,237	
a ====		0.00.		Assessed Described for New Williams		
9,585	6,361	6,324		Amounts Received for New/Upgraded Assets	8,657	
1,202 10,787	166 6,527	161 6,485		Proceeds from Disposal of Assets Plus Funds Sourced from Capital Activities	1,363 10,020	
10,767	0,327	0,463	42	- rius runus sourceu ironi capitai Activities	10,020	
(5,499)	(2,885)	(2,631)	(254)	Capital Expenditure on Renewal and Replacement	(6,235)	
(17,059)	(1,348)	(1,403)		Capital Expenditure on New and Upgraded Assets	(16,031)	
(22,558)	(4,234)	(4,034)	(199)	Less Total Capital Expenditure	(22,266)	6
208	199	195		Plus:Repayments of loan principal by sporting groups	208	
208	199	195	3	Plus/(less) funds provided (used) by Investing Activities	208	
(2,240)	23,870	24,651	(781)	= FUNDING SURPLUS/(REQUIREMENT)	(2,800)	
(2,240)	23,670	27,031	(101)	S.I.DINO OOM LOOMERONLINENT)	(2,000)	
				Funded by		
-	509	509	-	Increase/(Decrease) in Cash & Cash Equivalents	(300)	
-	22,815	23,573	(758)	Non Cash Changes in Net Current Assets	-	
(3,381)	-	-		Less: Proceeds from new borrowings	(3,641)	
1,141	545	569		Plus: Principal repayments of borrowings	1,141	
(2,240)	23,870	24,651	(781)	=Funding Application/(Source)	(2,800)	

Note 1 – Community Wellbeing - \$69,000 favourable

Additional growth funding received from Commonwealth Home Support Programme (CHSP) for domestic assistance (\$34,000) and lower than anticipated expenditure to date on various community programs (\$36,000). Funding to be fully utilised by the end of the financial year.

Note 2 – Asset Management - \$55,000 unfavourable

Additional requirements set by the Environmental Protection Agency (EPA) has meant more gas monitoring and pollutant testing at Kauri Parade Sports Complex (\$25,000), plus additional expenditure on the repairs and maintenance of buildings – expected to be within budget by the end of the financial year (\$30,000).

Note 3 - City Regulation - \$140,000 favourable

January revenue higher than forecast including food safety inspections (\$35,000), parking enforcement (\$51,000) and car park ticket machines (\$52,000). The increased ticket machine income is due in part to the introduction of a credit card payment option.

Note 4 – Commercial – Brighton Caravan Park - \$156,000 favourable

All seasonal revenue has been accounted for in January and has resulted in a favourable year to date income variance (\$120,000).

Note 5 – Environmental Services - \$68,000 favourable

Salary savings due to temporary vacancies (\$31,000) and lower than anticipated expenditure to date on various environmental projects; Stormwater Retention Plan (\$16,000), Green Bag Retail Pilot Program (\$10,000) and general conservation (\$11,000).

Note 6 – Capital Expenditure - \$199,000 favourable

The majority of variances are due to timing differences between budget and actual expenditure at the end of January. The capital program will continue to be reviewed to identify if all projects are to be completed in 2018/19, with Council to be informed of any that will need to be carried forward to 2019/20. Notable variances are:

- \$69,000 A number of building related renewal projects have now commenced with completion and final invoices expected in the next few months, including electrical works on the Brighton Civic Centre and Glenelg Library, Depot Shed remedial works and various lift upgrades on Council owned buildings.
- \$67,000 Delayed delivery of a John Deere tractor.
- \$42,000 Kerb replacement project on Brighton Road now due to commence in April.



City of Holdfast Bay Capital Expenditure Summary by Budget Item to January 2019

2018-19		Year to Date			2018-19
Original	Adopted	Actual	Variance		Adopted
Budget \$'000	Forecast \$'000	\$'000	\$'000		Forecast \$'000
(816)	-	-		Full Cost Attribution	(816)
(280)	(130)	(144)	14	Information Technology	(280)
(94)	-	-	-	Commercial and Economic Enterprises	(94)
(86)	(62)	(60)	(2)	Brighton Library	(86)
(8)	(8)	(8)	-	Community Centres General Admin	(8)
-	(6)	(28)	22	Sport and Recreation	(90)
(12)	(1)	(1)	-	Depot and Stores	(12)
(401)	(463)	(396)	(67)	Machinery Operating	(840)
(642)	(649)	(652)	3	Road Construction and Re-seal Program	(725)
(60)	(16)	(16)	-	Car Park Construction	(96)
(246)	(124)	(91)	(32)	Footpath Program	(251)
(2,750)	(52)	(46)	(6)	Stormwater Drainage Program	(1,853)
(70)	(70)	(79)	9	Traffic Control Construction Program	(70)
(661)	(594)	(552)	(42)	Kerb and Water Table Construction Program	(699)
(110)	(110)	(97)		Other Transport - Bus Shelters etc.	(110)
(5,439)	(655)	(621)	, ,	Reserve Improvements Program	(3,771)
(1,711)	(532)	(463)		Land, Buildings and Infrastructure Program	(1,888)
(3,726)	(140)	(150)	10	Streetscape Program	(4,526)
(50)	(3)	-	(3)	. •	(50)
(5,396)	(620)	(630)	10	Foreshore Improvements Program	(5,898)
-	-	-	-	Caravan Park - General	(102)
(22,558)	(4,234)	(4,034)	(199)	- Total	(22,266)



Alwyndor Aged Care Funds Statement as at 31 January 2019

2018-19		Year to Date			2018-19	
Original	Adopted	Actual	Variance		Adopted	
Budget	Forecast	YTD			Forecast	
\$'000	\$'000	\$'000	\$'000		\$'000	Note
3,723	2,122	2,182	(59)	User Charges	3,582	
10,224	5,943	5,891		Operating Grants and Subsidies	10,127	1
424	250	273	(24)	Investment Income	415	2
3,145	1,675	1,741	(66)	Reimbursements	2,996	3
1,934	1,141	1,202		Other Income	2,143	4
19,450	11,131	11,289	(158)	Operating Revenue	19,263	
(14,039)	(8,202)	(8,157)	, ,	Employee Costs - Salaries & Wages	(14,121)	5
(4,248)	(2,484)	(2,498)		Materials, contracts and other expenses	(4,214)	
(70)	(41)	(92)		Finance Charges	(93)	6
(907)	(621)	(701)		_Depreciation	(1,169)	7
(19,264)	(11,348)	(11,449)	101	Less Operating Expenditure	(19,598)	
186	(216)	(159)	(E7)	- =Operating Surplus/(Deficit)	(335)	
100	(210)	(139)	(37)	=Operating Surprus/(Dencit)	(333)	
907	621	701	(80)	Depreciation	1,169	
127	68	110	(42)	Provisions	127	
1,034	689	811	(122)	Plus Non Cash Items in Operating Surplus/(Deficit)	1,296	-
1,220	472	652	(179)	=Funds Generated from Operating Activities	961	-
(000)	(540)	(440)	(400)	Conital Funes diture on New and Hannadad Access	(000)	
(889)	(519)	(119)		Capital Expenditure on New and Upgraded Assets	(889)	
(889)	(519)	(119)	(400)	Less Total Capital Expenditure	(889)	
331	(46)	533	(579)	- = Funding SURPLUS/(REQUIREMENT)	72	•
			-	-		
			/=	Funded by		
331	(46)	533		Increase/(Decrease) in Cash & Cash Equivalents	590	
331	(46)	533	(579)	_=Funding Application/(Source)	72	•

Alwyndor Aged Care – Notes

- Operating Grants and Subsidies Government subsidies for Residential Home Care are improving and Aged Care Funding Instrument (ACFI) was steady in January. The occupancy rate is also steady.
- 2 <u>Investment Income</u> One Investment matured in January and interest paid.
- 3 Reimbursements To be read in conjunction with Other Income
- 4 <u>Other Income</u> Reimbursement Income and Other Income is generated from Consumer Directed Care packages. Adjustments to the revised forecast is a result of starting the year with a greater number of home care packages than originally budgeted.
- 5 <u>Employee Costs</u> Variance is due to a reconciliation process being completed of the payroll clearing account. Inconsistencies were the result of incorrectly allocated superannuation and government parental payments in the balance sheet now allocated to wages.
- 6 <u>Finance Charges</u> Delay with Grants of Probate for Accommodation Bond refunds, resulting in higher interest payments.
- Depreciation The increase is due to an external revaluation on Alwyndor buildings. This resulted in an increased value of \$3.9 million along with a residual value of \$6.4 million being removed from the calculation base in line with Australian Accounting Standards. This has had an impact on the depreciation rate which was not accounted for in the budget. The adopted forecast for depreciation has now been adjusted.

The depreciation amount is also increasing due to recently purchased capital as Alwyndor has recently adopted an automatic system to account for assets which now calculates depreciation on a monthly basis.



City of Holdfast Bay Municipal Funds Statement as at January 2019

HOLDLASI RAY	Jul	lv	Augu	ict	Septer	nhor	Octo	hor	Nover	nhor	Decen	nhor	Janu	arv.	YTD Revised	Actual
	Budget	y Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	aı y Actual	Budget	YTD
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000		\$,000	\$,000	\$,000
Administrative Services	(112)	(70)	(120)	(424)	(25)	(E0)	(25)	(27)	(25)	(21)	(EC)	(52)	(47)	(2.4)	(449)	(425)
FAG/R2R Grants	(113)	(79)	(130) 184	(134) 314	(35)	(58)	(35)	(37)	(35) 300	(31) 431	(56) 261	(53)	(47) 4	(34)	(449) 749	(425) 745
Financial Services	(51)	(50)	(250)	(263)	(73)	(59)	(51)	(20)	(54)	(42)	(32)	(64)	(57)	(48)	(569)	(546)
Financial Services Financial Services-Depreciation	(31)	(50)	(230)	(203)	(2,258)	(2,261)	(51)	(20)	(34)	(42)	(2,258)	(2,259)	(57)	(40)	(4,517)	(4,519)
Financial Services Depresiation Financial Services-Interest on Borrowings	69	73	(5)	(6)	1	4	(27)	(5)	(230)	(230)	(63)	(82)	(24)	_	(279)	(246)
General Rates	35.306	35.391	(323)	(311)	111	19	4	(8)	(305)	(301)	12	16	4	(1)	34,809	34.806
Governance & Risk	(197)	(254)	(82)	(137)	(87)	(78)	(138)	(159)	(173)	(48)	(170)	(167)	(192)	(192)	(1,037)	(1,035)
Human Resources	5	(=0.)	(89)	(73)	(24)	(8)	(81)	(24)	(60)	(60)	(68)	(59)	40	(21)	(275)	(245)
Net Gain/Loss on Disposal of Assets - non cash item	-	_	-	(. 0)	(= .)	(4)	(0.)	(= .)	-	(00)	(00)	-	-	(= . /	(2.0)	(4)
Strategy & Innovation	(382)	(132)	(361)	(639)	(203)	(248)	(155)	(246)	(178)	(265)	(368)	(160)	(181)	(177)	(1,830)	(1,867)
Business Development	(147)	69	46	(152)	(41)	(14)	(29)	(32)	(42)	(35)	(32)	(46)	(62)	(62)	(306)	(272)
Community Development	(44)	(48)	(83)	(100)	(72)	(84)	(92)	(48)	(74)	(56)	(93)	(100)	(64)	(67)	(523)	(503)
Community Engagement Admin	(15)	(30)	(31)	(37)	(25)	(18)	(28)	(43)	(27)	(32)	(22)	(28)	(29)	(29)	(176)	(217)
Community Events	(50)	(34)	(53)	(47)	(30)	(56)	(64)	(75)	(103)	(87)	(121)	(98)	(121)	(97)	(541)	(494)
Community Services Administration	(15)	(14)	(31)	(32)	(21)	(38)	(23)	(27)	(21)	(21)	(23)	(23)	(21)	(22)	(155)	(176)
Community Transport	(10)	(6)	(13)	(17)	(10)	(9)	(18)	(8)	(12)	(17)	(17)	(12)	(21)	(15)	(102)	(83)
Community Wellbeing	165	188	(79)	(93)	(73)	(71)	154	173	(71)	(89)	(76)	(71)	130	183	150	219
Customer Service	(31)	(31)	(62)	(55)	(43)	(43)	(41)	(40)	(43)	(40)	(43)	(39)	(43)	(42)	(306)	(290)
Jetty Road Mainstreet	228	609	114	(177)	23	(66)	(31)	(55)	(79)	(57)	(61)	(41)	(28)	(32)	166	181
Library Services	(95)	(72)	(172)	(165)	(119)	(111)	(123)	(120)	23	13	(118)	(129)	(121)	(109)	(726)	(692)
SA HACC	69	63	(20)	(32)	(17)	(19)	65	63	(17)	(20)	(49)	60	60	(17)	91	98
Tourism & Marketing Admin	(19)	(11)	(36)	(20)	(25)	(23)	(25)	(24)	(24)	(24)	(24)	(26)	(24)	(23)	(177)	(150)
Asset Management	(96)	(38)	(121)	(174)	(125)	(99)	(128)	(134)	(99)	(149)	(92)	(97)	(152)	(179)	(814)	(869)
Assets and City Services	(83)	(116)	(156)	(152)	(106)	(90)	(120)	(111)	(126)	(105)	(122)	(131)	(115)	(103)	(828)	(807)
Cemeteries	25	15	14	10	17	(3)	(22	15	16	(2)	15	(17)	9	52	84
City Regulation	73	98	(36)	(48)	58	31	125	87	77	189	18	(72)	172	342	487	627
Commercial - Brighton Caravan Park	15	23	(1)	(13)	70	62	56	149	37		215	244	263	346	656	811
Commercial - Partridge House	(8)	7	(11)	(15)	(22)	(9)	(4)	11	16	(5)	16	(7)	9	(1)	(5)	(19)
Commercial - Recreational Clubs Leases	42	33	44	37	29	29	35	30	24	28	24	31	31	26	230	213
Development Services	(27)	(3)	(70)	(72)	(75)	(61)	(57)	(110)	(29)	(27)	(73)	(86)	(90)	(81)	(422)	(438)
Environmental Services	(32)	(26)	(38)	18	58	22	(39)	(24)	(49)	(96)	(103)	(52)	(39)	(16)	(242)	(174)
Infrastructure Maintenance	(19)	(12)	(23)	(20)	(40)	(34)	(12)	(5)	(48)	(22)	(44)	(30)	(92)	(149)	(279)	(272)
Property Maintenance	(1)	(1)	-	(1)	(1)	-	(1)	(2)	(1)	-	(1)	(1)	(5)	(3)	(11)	(7)
Public Spaces	(501)	(408)	(551)	(708)	(657)	(627)	(543)	(640)	(621)	(543)	(510)	(452)	(770)	(740)	(4,154)	(4,118)
Waste Management	(39)	(25)	(293)	(280)	(262)	(268)	(303)	(303)	(303)	(350)	(308)	(270)	(297)	(338)	(1,805)	(1,833)
=Operating Surplus/(Deficit)	34,020	35,181	(2,719)	(3,592)	(4,076)	(4,289)	(1,731)	(1,764)	(2,332)	(2,074)	(4,403)	(4,288)	(1,898)	(1,692)	16,861	17,481
- p	.,,,,,	,	(=,,	(=,===,	(.,,	(1,=11,	(.,,	(.,,	(-,)	(-,,	(.,,	(-,,	(1,111)	(1,000)	,	,
Net Gain/loss on disposal of assets	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	4
Depreciation	-	-	-	-	2,258	2,261	-	-	-	-	2,258	2,259	-	-	4,517	4,519
Plus Non Cash Items in Operating Surplus/(Deficit)	-		-	-	2,258	2,264	-	-	-	-	2,258	2,259	-	-	4,517	4,523
=Funds Generated from Operating Activities	34,020	35,181	(2,719)	(3,592)	(1,818)	(2,025)	(1,731)	(1,764)	(2,332)	(2,074)	(2,145)	(2,029)	(1,898)	(1,692)	21,377	22,004
A second Description Manufacture to I Assets		50	0.040	0.040					50		70			00	0.004	0.004
Amounts Received for New/Upgraded Assets	-	50	6,242	6,242	-	-	- 74		50	-	70	-	-	33	6,361	6,324
Proceeds from Disposal of Assets		50	6,242	6 242		28	71 71	1 1	60 110	40 40	70	61 61	34 34	32 64	166 6,527	161
Plus Funds Sourced from Capital Activities		50	6,242	6,242	-	28	/1	1	110	40	70	01	34	64	6,327	6,485
Capital Expenditure on Renewal and Replacement	(226)	(70)	(261)	(294)	(304)	(215)	(673)	(735)	(542)	(730)	(577)	(344)	(302)	(243)	(2,885)	(2,631)
Capital Expenditure on New and Upgraded Assets	(30)	(215)	(125)	(11)	(51)	(52)	(35)	(59)	(458)	(434)	(454)	(443)	(195)	(189)	(1,348)	(1,403)
Less Total Capital Expenditure	(256)	(285)	(387)	(305)	(355)	(267)	(708)	(793)	(1,000)	(1,165)	(1,032)	(787)	(496)	(432)	(4,234)	(4,034)
Less Total Capital Experiature	(230)	(200)	(307)	(303)	(333)	(201)	(100)	(133)	(1,000)	(1,100)	(1,032)	(101)	(430)	(432)	(4,234)	(4,034)
Plus:Repayments of loan principal by sporting groups	_		3	1	4	2	184	184	8	8	_	_	_	_	199	195
Plus/(less) funds provided (used) by Investing Activities	_		3	1	4	2	184	184	8	8		-	_	-	199	195
· iuo(iooo) iuiiuo pioriuou (uoou) by iiirooiiiig /ioiiriiioo				•	•											
= FUNDING SURPLUS/(REQUIREMENT)	33,764	34,946	3,139	2,345	(2,170)	(2,262)	(2,183)	(2,372)	(3,214)	(3,192)	(3,107)	(2,755)	(2,361)	(2,060)	23,870	24,650
								·							·	
Funded by		,							/	,				,,		
Increase/(Decrease) in Cash & Cash Equivalents	(720)	(720)	1,488	1,488	2,210	2,210	(1,020)	(1,020)	(339)	(339)	42	42	(1,152)	(1,152)	509	509
Non Cash Changes in Net Current Assets	34,472	35,654	1,619	825	(4,383)	(4,475)	(1,177)	(1,366)	(3,147)	(3,125)	(3,348)	(3,021)	(1,221)	(920)	22,815	23,572
Plus: Principal repayments of borrowings	12	12	32	32	3	3	15	15	272	272	199	223	12	12	545	569
=Funding Application/(Source)	33,764	34,946	3,139	2,345	(2,170)	(2,262)	(2,183)	(2,372)	(3,214)	(3,192)	(3,107)	(2,755)	(2,361)	(2,060)	23,870	24,650

Item No: **14.6**

Subject: COMMUNITY CENTRES MEMORANDUM OF UNDERSTANDING

Date: 26 February 2019

Written By: Manager Active Communities

General Manager: Community Services, Ms M Lock

SUMMARY

At Council's workshop held on 3 July 2018 where the future management of the four Community Centres was discussed, Council supported the continuation of the current management model for each centre (leases and hire arrangements) but with the establishment of a Memorandum of Understanding (MOU) between each Centre and Council. This report tables the MOU's and summarises the key objectives that the MOU will help achieve. Importantly, the MOU's are strongly aligned to achieving community focused outcomes contained in the *Our Place 2030 Strategic Plan*.

RECOMMENDATION

That Council notes that each Community Centre has signed their respective Memorandum of Understanding and returned to Council for signing.

COMMUNITY PLAN

Community: Building a healthy, active and resilient community Community: Providing welcoming and accessible facilities Community: Fostering an engaged and contributing community

COUNCIL POLICY

Community Centres Policy

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Council acknowledges the efforts of the Community Centres Coordination Committee members and their respective management in the historical and continued development and activation of each Community Centre committees (Glenelg North Community Centre, Brighton Community Centre, Holdfast Bay Community Centre and Glenelg Community Centre), for the benefit of the community. In particular Council acknowledges the formation in May 2018, of the Coordination Committee and the improved collaboration between each of the Centres.

As an outcome of the Council workshop held 3 July 2018, and Council's desire to work more collaboratively with the Community Centres and their Coordination Committee, Council supported the development of an MOU between Council and the Community Centres to assist in the reporting and programming of each Centre.

Following this workshop, Council staff met with the Coordination Committee to progress the development of draft MOU's and the subsequent finalisation of these documents. The MOU's outline some basic reporting requirements and expectations of Council for our four Community Centres and provides a formal line of reporting and communication to Council. The MOU also outlines Council's responsibilities under the agreement.

An Item in Brief was provided to Council on 14 August 2018, providing Elected Members with an update on discussions with the Community Centres Coordination Committee regarding the progress of the draft MOU's. Having received feedback from the Coordination Committee, this was incorporated into final copies of the attached documents.

Refer Attachments 1, 2, 3, & 4

The final MOU outlines the responsibility of Council and the Committee to provide assistance and support to each other to ensure the operations of each Community Centre meet the needs of the broader community and in doing so align with the strategic direction of Council.

The MOU's have now been signed by the Manager of each Community Centre and Council's General Manager Community Services.

REPORT

The MOU seeks to assist Council and the Coordination Committee to achieve the objectives listed in the MOU by creating a collaborative partnering relationship that benefits the needs of the community and Community Centres. It ensures that the parties have a clear understanding of their respective mutual expectations, commitments and responsibilities. Importantly, the Committee Members and Council agree to provide continuing support for the objectives of the 2030 Our Place Strategic Plan and the principles contained within Council's "Community Centres Policy".

Specifically, Council will now be able to report on one measure in the 2030 Our Place Strategic Plan that previously no data was available for, namely: "to increase the number of people accessing our Community Centres and libraries by 5% annually". Six monthly reporting will now

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City of Holdfast Bay Council Report No: 76/19

be provided by each Centre to enable Council to track and officially report on this Strategic Plan measure. Currently, Council has visitation and demographic data for libraries by way of door counters and borrowing statistics however, have no means by which visitation or useage is recorded for Community Centres.

This MOU aims to promote a strong working relationship between Council and the Committee on issues of strategic significance such as the sustainability of the Community Centres, long term future management structures and lease agreements. The MOU will also ensure the co-operation and co-ordination for the improvement and investment in the Centres in order to provide welcoming and accessible facilities.

BUDGET

Nil

LIFE CYCLE COSTS

Nil

Attachment 1

(Glenelg North Community Centre Memorandum of Understanding)

Report Name: Community Centres Memorandum of Understanding

Report No: 76/19

Item No: 14.6

26 February 2019



Memorandum of Understanding (MOU)

Between:

The City of Holdfast Bay (Council)

And

The Holdfast Bay Community Centres Coordination Committee (Committee)

BETWEEN:

The City of Holdfast Bay (Council) and the Holdfast Bay Community Centres Coordination Committee (Committee).

DEFINITIONS

Council – council staff/s that is responsible of collaboratively working with the community centres

Committee – encompasses of a representative from Glenelg North Community Centre, Glenelg Community Centre, Brighton over 50's club and Holdfast Bay Community Centre

BACKGROUND

A. Council is the registered proprietor of each of the four Community Centres within the City of Holdfast Bay:

- Brighton Community Centre
- · Glenelg Community Centre
- Glenelg North Community Centre
- · Holdfast Bay Community Centre

B. Formed in May 2018, the Committee is independent from Council and its aim is to coordinate the management of each Community Centre to foster collaboration between centres. It comprises of authorised representatives from each Community Centre within the City Holdfast Bay, namely

- Brighton Over 50's Club Brighton Community Centre
- · Glenelg Community Club Glenelg Community Centre
- · Glenelg Brass Band Glenelg North Community Centre
- · YMCA SA Inc Holdfast Bay Community Centre

C. At a Council workshop held on 3 July 2018, Council expressed a desire to work collaboratively with the Community Centres Coordination Committee in a more formalised sense, through the establishment of an MOU.

- D. Council supported the progression of a management option for the centres that retains the current centre management structures (leases and hire agreements) but with a formalised relationship with the coordination committee. Under this model, Council would renew the leases of each Centre in line with the Community Leasing Policy in consultation with each centre management committee to establish objectives and measures for each Centre, coordinated by the Committee. This will formalise the expectations of Council for the sustainable and community driven operation of the Community Centres.
- E. Council acknowledges the efforts of the Committee members and their respective management committees in the historical and continued development and activation of each Community Centre, for the benefit of the community. In particular Council acknowledges the recent formation of the Committee and the improved collaboration between each of the Centres.

- F. Council further acknowledges that the Committee members' incorporated associations have been responsible for the management and maintenance of the Community Centres in partnership with Council.
- G. Council invests in and supports the operation of each Community Centre to help ensure there is a direct benefit for the local community. This includes:
- (i) ensuring that there is reasonable access for the community to each Centre;
- (ii) encouraging optimum use of the Centres by the community;
- (iii) ensuring efficient management of each Centre; and
- (iv) ensuring that the Centres are well maintained.

OBJECTIVE

- A. This Memorandum of Understanding (MOU) sets out a framework for co-operation between Council and the Committee for the purpose of providing improved operational and financial reporting and communication between each Community Centre and Council.
- B. In this MOU, the Committee Members and Council agree to provide continuing support for the objectives of the 2030 Our Place Strategic Plan and the principles contained within Council's "Community Centres Policy" (as attached as Annexure 1 and 2 to this MOU).
- C. This MOU aims to promote a strong working relationship between Council and the Committee on issues of strategic significance such as the sustainability of the Community Centres, long term future management structures and lease agreements. The MOU will also ensure the co-operation and co-ordination for the improvement and investment in the Centres by council in order to provide welcoming and accessible facilities.
- D. That through improved collaboration between each of the Community Centres, the Committee commits to addressing the below items and provides Council with a 6 monthly report outlining progress, key achievements and performance measurement through data collection:
 - 1. Coordinated staff and volunteer recruitment and training
 - 2. Streamlined systems and processes, coordination of programme and service delivery, and a high level of efficiency across all centres
 - Good governance, consistent KPI measuring and reporting including a summary
 of user groups and people accessing each centre for the 6 month reporting
 period, indicating a net increase or decrease from the previous reporting period.
 (refer to Operational Analysis template previously provided by HBCC)
 - Stronger alignment with relevant strategic directions of Council (specifically the relevant actions listed in the "Community" chapter of Council's 2030 Strategic Plan)
 - 5. That each Centre provide audited financial reports at end of financial year as per lease conditions. (noting GCC currently operates under a hire agreement)
 - 6. Community Centre Coordinator's role is to report to the committee who will request act on the above items

E. Council's needs to report to committee member's information eg. Ratepayers needs, referrals, requests, interests, gaps in programming etc.

TERMS

1. Principles

- 1.1. This MOU seeks to assist Council and the Committee to achieve the objectives as identified above by creating a collaborative partnering relationship that benefits the needs of the Community and Community Centres. It ensures that the parties have a clear understanding of their respective mutual expectations, commitments and responsibilities.
- Council and the Committee agree that this MOU is intended to be binding between them.

2. Term

- 2.1. The MOU commences from the date that it is signed by Council and the Committee representative and operates until such time as it is terminated by agreement between the parties.
- 2.2. The MOU can be amended at any time by the inclusion of additional attachments as Schedules to this MOU as agreed by all parties.

3. Responsibilities

- 3.1. The responsibility of Council and the Committee is to provide assistance and support to each community centre to ensure the operations of each Community Centre meet the needs of the broader community and in doing so align with the strategic direction of Council.
- 3.2. The Committee will coordinate and host their own meetings independently of Council but provide a Council representative a summary report as per "Objective D". This summary report will then be provided every 6 months to Council as an "Item In Brief" at the next available meeting.
- 3.3. Council will continue to host the quarterly Community Centre networking meetings as requested by the Community Centre representatives who attended the 30 July 2018 meeting. Previously, the Mayor has requested to attend these meetings, as such, an invitation will be extended to the next Mayor to attend.
- 3.4. The Council will develop an annual work program including conducting quarterly networking meetings, supported by the community centre committee where appropriate.
- 3.5. Council will assist the Committee, as required, in applying for grant funding for programming, facility enhancements. For instance, providing letters of support, land lord consent and to fund additional training requested by council.

4. Conflict Resolution

4.1. Council and the Committee express a willingness, to work collaboratively and constructively through any issues of conflict in a structured, non-confrontational

manner in the interests of achieving a timely resolution in the best interest of the Community.

- 4.2. The Council and Committee will observe the following for conflict resolution:
 - 4.2.1. allowing the Committee and Council representatives to negotiate between each other to resolve the issue;
 - 4.2.2. allowing the Mayor of Council to negotiate with Members of the Committee to resolve the issue;
 - 4.2.3. Further dispute resolution processes

5. Termination

- 5.1. This MOU will terminate upon the occurrence of the Council and Committee voluntarily agreeing to that effect or otherwise in accordance with this clause.
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- 5.3. Individual community centre committee members can withdraw from the committee without disrupt to the remaining members or the operation of the committee in writing

This MOU is executed by the parties with goodwill and optimism to ensure the continuing success and sustainability of the Community Centres.

Executed by the parties as a memorandum of understanding.

Signed Col Cura dated 6th Feb, 2019

[Insert name] on behalf of

The Holdfast Bay Community Centres Coordination Committee

Signed dated 6:02-2019

[Insert name] Marrie Look City of Holdfast Bay

Attachment 2

(Brighton Community Centre – Brighton Over 50's Club Memorandum of Understanding)

Report Name: Community Centres Memorandum of Understanding

Report No: 76/19

Item No: 14.6

26 February 2019



Memorandum of Understanding (MOU)

Between:

The City of Holdfast Bay (Council)

And

The Holdfast Bay Community Centres Coordination Committee (Committee)

BETWEEN:

The City of Holdfast Bay (Council) and the Holdfast Bay Community Centres Coordination Committee (Committee).

DEFINITIONS

Council – council staff/s that is responsible of collaboratively working with the community centres

Committee – encompasses of a representative from Glenelg North Community Centre, Glenelg Community Centre, Brighton over 50's club and Holdfast Bay Community Centre

BACKGROUND

A. Council is the registered proprietor of each of the four Community Centres within the City of Holdfast Bay:

- Brighton Community Centre
- Glenelg Community Centre
- · Gleneig North Community Centre
- · Holdfast Bay Community Centre

B. Formed in May 2018, the Committee is independent from Council and its aim is to coordinate the management of each Community Centre to foster collaboration between centres. It comprises of authorised representatives from each Community Centre within the City Holdfast Bay, namely

- Brighton Over 50's Club Brighton Community Centre
- Glenelg Community Club Glenelg Community Centre
- · Glenelg Brass Band Glenelg North Community Centre
- YMCA SA Inc Holdfast Bay Community Centre
- C. At a Council workshop held on 3 July 2018, Council expressed a desire to work collaboratively with the Community Centres Coordination Committee in a more formalised sense, through the establishment of an MOU.
- D. Council supported the progression of a management option for the centres that retains the current centre management structures (leases and hire agreements) but with a formalised relationship with the coordination committee. Under this model, Council would renew the leases of each Centre in line with the Community Leasing Policy in consultation with each centre management committee to establish objectives and measures for each Centre, coordinated by the Committee. This will formalise the expectations of Council for the sustainable and community driven operation of the Community Centres.
- E. Council acknowledges the efforts of the Committee members and their respective management committees in the historical and continued development and activation of each Community Centre, for the benefit of the community. In particular Council acknowledges the recent formation of the Committee and the improved collaboration between each of the Centres

- F. Council further acknowledges that the Committee members' incorporated associations have been responsible for the management and maintenance of the Community Centres in partnership with Council.
- G. Council invests in and supports the operation of each Community Centre to help ensure there is a direct benefit for the local community. This includes:
- (i) ensuring that there is reasonable access for the community to each Centre;
- (ii) encouraging optimum use of the Centres by the community;
- (iii) ensuring efficient management of each Centre; and
- (iv) ensuring that the Centres are well maintained.

OBJECTIVE

- A. This Memorandum of Understanding (MOU) sets out a framework for co-operation between Council and the Committee for the purpose of providing improved operational and financial reporting and communication between each Community Centre and Council.
- B. In this MOU, the Committee Members and Council agree to provide continuing support for the objectives of the 2030 Our Place Strategic Plan and the principles contained within Council's "Community Centres Policy" (as attached as Annexure 1 and 2 to this MOU).
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 (refer to Operational Analysis template previously provided by HBCC)
 - 4. Stronger alignment with relevant strategic directions of Council (specifically the relevant actions listed in the "Community" chapter of Council's 2030 Strategic Plan)
 - 5. That each Centre provide audited financial reports at end of financial year as per lease conditions. (noting GCC currently operates under a hire agreement)
 - 6. Community Centre Coordinator's role is to report to the committee who will request act on the above items

E. Council's needs to report to committee member's information eg. Ratepayers needs, referrals, requests, interests, gaps in programming etc.

TERMS

1. Principles

- 1.1. This MOU seeks to assist Council and the Committee to achieve the objectives as identified above by creating a collaborative partnering relationship that benefits the needs of the Community and Community Centres. It ensures that the parties have a clear understanding of their respective mutual expectations, commitments and responsibilities.
- 1.2. Council and the Committee agree that this MOU is intended to be binding between them.

2. Term

- 2.1. The MOU commences from the date that it is signed by Council and the Committee representative and operates until such time as it is terminated by agreement between the parties.
- 2.2. The MOU can be amended at any time by the inclusion of additional attachments as Schedules to this MOU as agreed by all parties.

3. Responsibilities

- 3.1. The responsibility of Council and the Committee is to provide assistance and support to each community centre to ensure the operations of each Community Centre meet the needs of the broader community and in doing so align with the strategic direction of Council.
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4. Conflict Resolution

4.1. Council and the Committee express a willingness, to work collaboratively and constructively through any issues of conflict in a structured, non-confrontational

manner in the interests of achieving a timely resolution in the best interest of the Community.

- 4.2. The Council and Committee will observe the following for conflict resolution:
 - 4.2.1. allowing the Committee and Council representatives to negotiate between each other to resolve the issue:
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5. Termination

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- 5.3. Individual community centre committee members can withdraw from the committee without disrupt to the remaining members or the operation of the committee in writing

This MOU is executed by the parties with goodwill and optimism to ensure the continuing success and sustainability of the Community Centres.

Executed by the parties as a memorandum of understanding.
Signed dated 7/2/19 M.A. Pearson – President Treasurer Signed dated 7/2/19 Darryl Peters – Secretary
For and on behalf of Brighton Over 50s Social Club – as a Member of the The Holdfast Bay Community Centres Coordination Committee
Signed
[Insert name] City of Holdfast Bay

Attachment 3

(Glenelg Community Centre Memorandum of Understanding)

Report Name: Community Centres Memorandum of Understanding

Report No: 76/19

Item No: 14.6

26 February 2019



Memorandum of Understanding (MOU)

Between:

The City of Holdfast Bay (Council)

And

The Holdfast Bay Community Centres Coordination Committee (Committee)

MEMORANDUM OF UNDERSTANDING (MOU)

Pody.

BETWEEN:

The City of Holdfast Bay (Council) and the Holdfast Bay Community Centres Coordination Committee (Committee).

DEFINITIONS

Council – council staff/s that is responsible of collaboratively working with the community centres

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BACKGROUND

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- D. Council supported the progression of a management option for the centres that retains the current centre management structures (leases and hire agreements) but with a formalised relationship with the coordination committee. Under this model, Council would renew the leases of each Centre in line with the Community Leasing Policy in consultation with each centre management committee to establish objectives and measures for each Centre, coordinated by the Committee. This will formalise the expectations of Council for the sustainable and community driven operation of the Community Centres.
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- G. Council invests in and supports the operation of each Community Centre to help ensure there is a direct benefit for the local community. This includes:
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OBJECTIVE

- A. This Memorandum of Understanding (MOU) sets out a framework for co-operation between Council and the Committee for the purpose of providing improved operational and financial reporting and communication between each Community Centre and Council.
- B. In this MOU, the Committee Members and Council agree to provide continuing support for the objectives of the 2030 Our Place Strategic Plan and the principles contained within Council's "Community Centres Policy" (as attached as Annexure 1 and 2 to this MOU).
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ROAH

This MOU is executed by the parties with goodwill and optimism to ensure the continuing success and sustainability of the Community Centres.

Executed by the parties as a memorandum of understanding.

Signed City Clare CVI dated 23-1-19

[Insert name] on behalf of Glenela Community Club
The Holdfast Bay Community Centres Coordination Committee

Signed dated 2411 101

[Insert name] Molvine Lock City of Holdfast Bay

Attachment 4

(Holdfast Bay Community Centre Memorandum of Understanding)

Report Name: Community Centres Memorandum of Understanding

Report No: 76/19

Item No: 14.6

26 February 2019



Memorandum of Understanding (MOU)

Between:

The City of Holdfast Bay (Council)

And

The Holdfast Bay Community Centres Coordination Committee (Committee)

14/01/2019

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN:

The City of Holdfast Bay (Council) and the Holdfast Bay Community Centres Coordination Committee (Committee).

DEFINITIONS

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Executed by the parties as a memorandum of understanding.

/D.D..... dated..../.S././/.9.........

[Insert name] on behalf of

The Holdfast Bay Community Centres Coordination Committee

dated /6/1//9 Signed....

[Insert name]
City of Holdfast Bay

Item No: **14.7**

Subject: NOMINATIONS SOUGHT FOR A LOCAL GOVERNMENT MEMBER ON

THE DOG AND CAT MANAGEMENT BOARD

Date: 26 February 2019

Written By: Governance and Risk Officer

General Manager: Business Services, Mr R Bria

SUMMARY

The Minister for Environment and Water has written to the Local Government Association requesting nominations for two local government members on the Dog and Cat Management Board for a term of up to 3 years. Nominations must be forwarded to the Local Government Association by close of business 14 March 2019.

Any members who wish to be nominated need to have their nomination endorsed by Council prior to submission to the Local Government Association.

RECOMMENDATION

That Council notes the report.

Or

That Council nominates Councillor _____ to the Local Government Association for consideration as a Member on the Dog and Cat Management Board.

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Council has not considered this matter previously in this Council term.

REPORT

Established in 1995 under the Dog and Cat Management Act the Dog and Cat Management Board (DCMB) works closely with key partner organisations and state government to improve dog and cat management in South Australia. Using its research and expertise the Board has ensured that South Australia's regulatory and legislative framework has been reviewed and amended to improve the management of dogs and cats.

The appointment is for a period of three years commencing immediately. The Local Government Assocation was previously represented by Ms Jan Loveday (Adelaide Hills) and Ms Gail Kilby (Onkaparinga) who have both resigned.

The Dog and Cat Management Board generally meets on the last Wednesday of each month between 1.30pm and 5.30pm, regularly holding their meetings at metropolitan and regional councils.

The sitting fee for Board members is currently \$258 per four hour session attended.

Local Government Association nominations on outside bodies will, unless determined otherwise by the Local Government Association Board of Directors, be current serving council members or council staff. No more than (2) nominees should be provided by each council.

Nominations addressing the Selection Criteria provided in Part A for the Dog and Cat Management Board must be forwarded to Igasa@lga.sa.gov.au by a council using the attached Part B along with a current resume/CV, by close of business 14 March.

Refer Attachments 1 and 2

The LGA Board of Directors will consider nominations received at its meeting on 21 March 2019.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.



Nominations to Outside Bodies - Part A

Dog and Cat Management Board			
Legal Status of Body	Statutory Authority		
Summary Statement	The Dog and Cat Management Board operates and Cat Management Act 1995 and its function monitoring the administration and enforcement Councils.	ns include	
Selection criteria			
The following selection	criteria must be addressed when completing Pa	rt B	
Qualifications (formal qualifications relevant to the appointment)	No formal qualifications required.		
Industry Experience	Relevant knowledge of dog and cat management issues as they impact local government.		
Board / Committee Experience	Relevant experience serving on high level intergovernmental boards, committees or funding allocation bodies is highly desirable.		
Key Expertise (other relevant experience i.e. those requirements established for a Board/Committee under an Act)	Section 12(2) of the Dog and Cat Management Act 1995 requires LGA nominees, together, to have the following attributes: (a) practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government;		
	(b) experience in the administration of legislation;		
	(c) experience in financial management;		
	(d) experience in education and training.		
Liability and indemnity cover The LGA requires that representatives on outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by that organisation (on an annual basis)			
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body		Yes	
Insurance Policies are valid & current		Yes	



Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to lgasa@lga.sa.gov.au; and
- upon receipt at the LGA, will be acknowledged by return email.

Dog and Cat Management Board

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer LGA Policy	Name:		
	Position:		
	Email:		
	Telephone:		
Nominee details			
Name of Nominee			
□ Current Electe	ted Member or Current council officer		
Home / Postal Address			
Phone	Mobile:		
Email			
Is a CV attached or will it be forwarded separately?			
Information relevant to the appointment sought (address the selection criteria from Part A)			
Industry Experience:			
Board/Committee Experience:			
Key Expertise:			
Any other comments:			



Undertaking:		
The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?		
Yes No		
Signature of Nominee:		