

NOTICE OF MEETING

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

**Council Chamber – Glenelg Town Hall
Moseley Square, Glenelg**

Tuesday 12 November 2019 at 7.00pm

Roberto Bria
CHIEF EXECUTIVE OFFICER



Ordinary Council Meeting Agenda

1. OPENING

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

2. KAURNA ACKNOWLEDGEMENT

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

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

3. SERVICE TO COUNTRY ACKNOWLEDGEMENT

The City of Holdfast Bay would like to acknowledge all personnel who have served in the Australian forces and services, including volunteers, for our country.

4. 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.

5. APOLOGIES

5.1 Apologies Received

5.2 Absent

6. ITEMS PRESENTED TO COUNCIL

7. 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.

8. CONFIRMATION OF MINUTES

Motion

That the minutes of the Ordinary Meeting of Council held on 22 October 2019 be taken as read and confirmed.

Moved Councillor _____, Seconded Councillor _____

Carried

9. PUBLIC PRESENTATIONS

9.1 **Petitions - Nil**

9.2 **Presentations - Nil**

9.3 **Deputations - Nil**

10. QUESTIONS BY MEMBERS

10.1 **Without Notice**

10.2 **On Notice**

10.2.1 Dog Collar Awareness (Report No: 411/19)

10.2.2 Limiting Hours for Dogs off their Leads in Dover Square (Report No: 430/19)

11. MEMBER'S ACTIVITY REPORTS

11.1 Mayor's Activity Report for August 2019 - October 2019 (Report No: 421/19)

11.2 Members' Activity Reports (Report No: 428/19)

12. MOTIONS ON NOTICE

12.1 Motion on Notice – What's On Down the Beach Signposts– Councillor Miller (Report No: 425/19)

12.2 Motion on Notice – Partridge Street Carpark, Rooftop Parking Trial – Councillor Smedley (Report No: 426/19)

12.3 Motion on Notice – Local Heritage Place Markers – Jetty Road Masterplan – Councillor Miller (Report No: 429/19)

12.4 Motion on Notice – Disabled Carpark Space on Hope Street – Councillor Abley (Report No: 431/19)

13. ADJOURNED MATTERS

13.1 Adjourned – CONFIDENTIAL REPORT – Update Brighton Oval Masterplan – Stage 2 (Report 412/19)

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

- b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.

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

14.1 Draft Minutes – Alwyndor Management Committee – 17 October 2019 (Report No: 427/19)

15. REPORTS BY OFFICERS

- 15.1 Items in Brief (Report No: 408/19)
- 15.2 Wigley Reserve Playspace and Fitness Hub (Report No: 406/19)
- 15.3 Stamford Grand Adelaide Summer Outdoor Dining Approval (Report No: 413/19)
- 15.4 Tarlton Street Tree Assessment and Tree Renewal (Report No: 409/19)
- 15.5 Wombat Crossing Angus Neill Reserve – Community Feedback (Report No: 407/19)
- 15.6 Internal Review of Council Decisions Policy Review (Report No: 422/19)
- 15.7 Acting Arrangements in the Absence of the Chief Executive Officer (Report No: 423/19)
- 15.8 Appointment of Deputy Mayor (Report No: 432/19)

16. 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.

17. URGENT BUSINESS – Subject to the Leave of the Meeting**18. CONFIDENTIAL ITEMS**

- 18.1 Bait Vending Machine Trial – Brighton Jetty (Report No: 410/19)

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

- b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.

19. CLOSURE

ROBERTO BRIA
CHIEF EXECUTIVE OFFICER

Item No: **10.2.1**

Subject: **QUESTION ON NOTICE – DOG COLLAR AWARENESS**

Date: 12 November 2019

QUESTION

At the Council meeting on 22 October 2019, Councillor Bradshaw asked the following question which was taken on notice:

“Does the City of Holdfast Bay educate the Community in relation to dogs wearing red or coloured collars and what these colours mean.”

ANSWER – General Manager City Assets & Services

1. Two sections of the Dog and Cat Management Act (Sections 45D and Section 50) require that guard/attack dogs and dogs subject to a Menacing or Dangerous Dog Control Order must wear a designated dog collar which meets the requirement of the Dog and Cat Management Board. The Board’s requirements are as follows:

DANGEROUS DOGS – COLLAR REQUIREMENTS

For the purposes of Sections 45D and 50 of the Dog & Cat Management Act (guard dogs and dogs subject to a Menacing or Dangerous Dog Control Order), a collar meets the requirements of the Board if:

- it consists of red stripes alternately spaced with yellow stripes (or red and silver until 1 January 2010) each being of a width of 25mm and set diagonal to the rim of the collar at an angle of 45 degrees; and
 - at least one of the two colours reflects light in the dark; and
 - it is made of durable materials; and
 - it is able to be securely fastened; and
 - it has a facility to attach a leash; and
 - it has a minimum width of:
 - 15mm width for dogs under 10kg
 - 25mm width dogs weighing between 10 and 20kgs
 - 40mm width for dogs weighing more than 20kgs
2. Greyhounds wearing a green collar indicate that they do not need to wear a muzzle because they have been trained not to chase small animals.
 3. All other collars are non-regulated, but commercially available colour coded collars follow the general schema:

- Green – means anyone can approach the dog
- Orange – means only people can approach
- Red – means neither people nor other dogs can approach
- Yellow - means nervous
- Purple – means do not feed
- White – means dog is deaf and/or blind

However these are non-regulated and their meaning relies on general community knowledge.

4. To our knowledge, Council has not previously advertised the fact that Menacing or Dangerous Dogs must wear specific colour coded collars as there have not been any dogs with orders placed on them in the City of Holdfast Bay. However given the opportunity for dogs with control orders from other Council areas to visit the Holdfast Bay, information will be added to Council's website social media posts undertaken.

Item No: **10.2.2**

Subject: **QUESTION ON NOTICE – LIMITING HOURS FOR DOGS OFF THEIR LEADS
IN DOVER SQUARE**

Date: 12 November 2019

QUESTION

Councillor Bradshaw asked the following question:

- “1. Would it be feasible to limit the hours dogs off their leads can be exercised in Dover Square and what is the process to facilitate this?”***
- 2. Due to the fact it’s so heavily utilised, the quality of the grounds in the park are poor. What is the current maintenance program for Dover Square regarding mowing, watering etc?”***
- 3. If Holdfast Bay currently don’t have a Dog Park, are there any parks within the city worthy of exploring the feasibility of making them into an official dog park?”***

Background

I’m receiving numerous calls regarding Dover Square and the fact its use as an unofficial dog park is on the increase.

I’ve received photos of dog owners utilising the picnic tables to groom their dogs.

A resident this week, reported it’s becoming impossible for he and his sons to play ball games in the park due to the volume of dogs off leads. He went onto to say, he witnessed one dog owner holding down the drinking fountain so their Great Dane could drink directly from it. He said to the dog owner -it would be the last time he personally would drink from the fountain, to which the dog owner simply laughed.

ANSWER

An answer to this question will be tabled at the meeting.

Item No: **11.1**

Subject: **MAYOR'S ACTIVITY REPORT FOR AUGUST 2019 - OCTOBER 2019**

Date: 12 November 2019

Written By: Executive Assistant to the CEO and Mayor

General Manager: Chief Executive Officer

SUMMARY

Presented for the information of Members is the Activity Report for the Mayor for August 2019 - October 2019.

RECOMMENDATION

That the Mayor's Activity Report for August 2019 - October 2019 be received and noted.

REPORT

Date	Activity	Location
1/08/2019	Kaurna Nation Repatriation Ceremony	Kingston Park
2/08/2019	City to Bay filming promotional video for social media	Glenelg Town Hall
2/08/2019	Greener neighbourhood grant closes	
3/08/2019	Adelaide vs St Kilda	SANFL Chairman's Room at Adelaide Oval
5/08/2019	Meeting re Boundary Reforms	Brighton Civic Centre - 24 Jetty Road, Brighton
5/08/2019	Holdfast Bay Concert Band-meg- check Christmas carols for Minda	
6/08/2019	State Dinner to commemorate 125 years of Women's Suffrage	Adelaide Town Hall Auditorium, 128 King William Street, Adelaide
8/08/2019	St Jude's Players Opening night of Things That I Know to be True	St Jude's
9/08/2019	Meeting Gaveen	
9/08/2019	Glenelg Football Club Dinner	InterContinental Adelaide - Festival Drive, Adelaide
9/08/2019	Glenelg Gala	Glenelg Football Club
12/08/2019	Derek and Amanda to discuss CX Project	Mediterranean Café cnr Broadway and Partridge Street
12/08/2019	Meeting with Senator Antic	Brighton Civic Centre 24 Jetty Road, Brighton

Date	Activity	Location
12/08/2019	Community Centre Network Meeting	Meeting Room West
13/08/2019	Seacliff Recreation Centre - Bench Video	Seacliff Recreation Centre 32 Yacca Road Seacliff
13/08/2019	Lacrosse Club Gala Day	Brighton Oval
13/08/2019	Amanda and Roberto Agenda catch up	CEO's Office
13/08/2019	Pre-Council Workshop - Seacliff DPA, Councillor Bouchee 10 Minutes	Glenelg Town Hall - Chamber
13/08/2019	General Council Meeting	Glenelg Town Hall - Chamber
14/08/2019	JRMC Meeting	Parlour Room, Glenelg Town Hall
14/08/2019	Floral Artist Convention - Official Opening	Holdfast Bay Bowls and Croquet Club
15/08/2019	Coast FM Interview	Studio
16/08/2019	Brighton RSL - Dugout Dinner	Brighton Sub-Branch 11-13 Keelara Street Brighton
17/08/2019	Glenelg Football Club Presidents Cocktail	GFC President's Room Level 1 ACH Group Stadium
17/08/2019	Seacliff Esplanade parkrun 1st anniversary	Seacliff Esplanade
19/08/2019	Boundary Reforms	Roberto's Office
19/08/2019	Friends of Holdfast Bay Library Service Inc AGM	Mayor's Parlour, Glenelg Town Hall
20/08/2019	Marion Modra	Mayor's Office - Brighton Civic Centre 24 Jetty Road Brighton
20/08/2019	Workshop - Boundary Reform and Glenelg Rejuvenation project	Brighton Civic Centre - Kingston Room
21/08/2019	891 interview	
21/08/2019	Craig McKay	Seafaring Fools
21/08/2019	Mayoral Luncheon with Mayor Elizabeth Fricker	Town of Walkerville, 66 Walkerville Terrace, Gilberton
22/08/2019	The Kiwanis 51st Australian District Convention Opening function	St Mary's Hall 19 High Street Glenelg
23/08/2019	CONFIRMED - Meeting with Michael Lennon on Planning Reforms and Heritage Issues	Kardi Munaintya Meeting Room, State Planning Commission, Ground Floor, 50 Flinders Street, Adelaide
23/08/2019	Officially Opening The Kiwanis 51st Australian District Convention	Stanford Grand Glenelg
25/08/2019	Invitation to attend an appreciation function at the Brighton Sports and Social Club rooms	Brighton Sports and Social Club r
25/08/2019	Rotary Club of Glenelg - Cold Plunge	Glenelg Surf Life Saving Club
26/08/2019	Meals on Wheels AGM	Glenelg North Community Centre Alison Street, Glenelg
27/08/2019	Amanda and Roberto Agenda catch up	CEO's Office
27/08/2019	Pre-Council Workshop - Adelaide Airport Master Plan	Glenelg Town Hall - Chamber
27/08/2019	General Council Meeting	Glenelg Town Hall – Chamber

Date	Activity	Location
30/08/2019	Coast Protection Board Meeting	DEW:81 Waymouth 7.5 Keith Walker Room
30/08/2019	Opening Adelaide Obstetrics	38 King William Road Goodwood
30/08/2019	Glenelg Bowling Club Opening Night for the season 2019 -2020	Glenelg Bowling Club
10/09/2019	Amanda and CEO Agenda catch up	CEO's Office
17/09/2019	Meet with Nicole and Karrie re student Mock Council Meeting for Friday 20/9	Mayor's Office
17/09/2019	Workshop - Strategic Plan Review	Brighton Civic Centre - Kingston Room
19/09/2019	Coast FM Interview	Studio
20/09/2019	5049 Coastal Community meeting	City of Holdfast Bay, Brighton Civic Centre, 24 Jetty Road, Brighton, Kingston Meeting Room
20/09/2019	St Mary's Memorial School - Mock Council Meeting	Glenelg Town Hall - Moseley Square
21/09/2019	Brighton Lacrosse - Presentation	Brighton Lacrosse Clubrooms
22/09/2019	Glenelg Football Club Dinner	Marion Hotel
22/09/2019	2019 Statewide Super Grand Final	William Magarey Room, Level 3, Riverbank Stand, Adelaide Oval
23/09/2019	Meeting with James Stevens MP - Member for Sturt	429 Magill Road St Morris
23/09/2019	Citizenship Ceremony	Brighton Theatre, Brighton Performing Arts Centre, Brighton Primary School
23/09/2019	Interview with John Di Fede Radio Italiana 531am	Studio is Unit 3 /215 Port Road Hindmarsh
24/09/2019	Glenelg Football Club - Chimney Ceremony	107 Port Road Thebarton, SA, Australia
24/09/2019	Amanda and CEO Agenda catch up	CEO's Office
24/09/2019	Pre-Council Workshop - Glenelg Town Hall museum and gallery upgrade	Glenelg Town Hall - Chamber
24/09/2019	General Council Meeting	Glenelg Town Hall - Chamber
26/09/2019	Meet the Melbourne Cup - and movie Ride Like a Girl	GU Films 2 Cowper Street Glenelg
27/09/2019	Coast Protection Board Meeting	DEW:81 Waymouth 7.5 Keith Walker Room
29/09/2019	Fawkes & Co Launch Party	69 Jetty Road Glenelg
29/09/2019	Bay to Birdwood	Barratt Reserve
30/09/2019	TELEPHONE CONFERENCE WITH Ric Bierbaum (5049) - discuss November Forum re Boundary Reform	Pam's Office
1/10/2019	SA Coastal Councils Alliance discussion	VIA TELEPHONE OR AT THE DEPOT
1/10/2019	Workshop - Brighton Civic Centre Garden and Buffalo Update, Brighton Oval - Adjourned Item 17.1 from 24/9/19	Brighton Civic Centre - Kingston Room

Date	Activity	Location
2/10/2019	JRMC Meeting	Glenelg Library Meeting Room, Colley Terrace
3/10/2019	ALWYNDOR - Meet the Premiership Cup	Alwyndor
4/10/2019	Brighton Bowling Club - season opening night dinner	Brighton Bowling Club 11-13 Keelara St, Brighton
5/10/2019	Interview 5AA	
5/10/2019	Interview ABC	
6/10/2019	Glenelg Football Club - Key to the City	Cowper Street
6/10/2019	Spring Street Party	Glenelg
7/10/2019	891 interview- Jetty and Sealink	
8/10/2019	Marnie, Roberto and Amanda - chat re Events	CEO's Office
8/10/2019	Amanda and CEO Agenda catch up	CEO's Office
8/10/2019	Pre-Council Workshop - Brighton Oval signage and club sponsor signage guidelines	Glenelg Town Hall - Chamber
8/10/2019	General Council Meeting	Glenelg Town Hall - Chamber
10/10/2019	Seacliff SLSC Patrol Tower	Seacliff SLSC
10/10/2019	Glenelg District Cricket Club Annual Sponsors Dinner	Glenelg Oval Clubrooms
11/10/2019	Jetty Road Traders Awards	The Beachouse, Glenelg
15/10/2019	Cr. Alison De Backer and Mayor Amanda Wilson - catch up	Mediterranean Café 2/72 Broadway, Glenelg South
15/10/2019	Workshop - Wigley Playspace and fitness Hub	Brighton Civic Centre - Kingston Room
17/10/2019	Sir Josiah Symon: Holding on to a disappearing past	Hetzel Lecture Theatre, Institute Building, State Library of South Australia
18/10/2019	Minda Coast Park Filming	On-Site
18/10/2019	Opt In & Stand Out Speaker de-brief Breakfast	Pranzo (46 Exchange Place, Adelaide South Australia, Australia)
18/10/2019	YMCA Youth Empowerment - Women of Holdfast Bay	Old Gum Tree reserve
20/10/2019	Minda Coast Park Opening	On Site - Somerton Surf Life Saving Club
21/10/2019	Broadway - Rebecca interview re Smoking Policy	
21/10/2019	Invitation: Committee for Adelaide intro	UniSA Chancellery Level 4 Hawke Building 55 North Terrace
22/10/2019	5AA radio interview	
22/10/2019	Amanda and CEO Agenda catch up	CEO's Office
22/10/2019	Pre-Council Workshop - Glenelg Town Hall and Museum upgrade	Glenelg Town Hall - Chamber
22/10/2019	General Council Meeting	Glenelg Town Hall - Chamber
23/10/2019	Glenelg Community Club Seniors Lunch	Glenelg Community Club Colley Terrace Glenelg
24/10/2019	Draft Planning & Design Code Briefing - Meeting with State Planning Commission and DPTI	City of Holdfast Bay, 24 Jetty Rd, Brighton

Date	Activity	Location
24/10/2019	Brighton Secondary School Year 12 Valedictory and Presentation Evening	Adelaide Convention Centre
25/10/2019	Coast Protection Board Meeting	DEW:81 Waymouth 7.5 Keith Walker Room
26/10/2019	Brighton North Community Garden	
27/10/2019	Brighton Croquet Club opening day	Stopford Road Brighton

Item No: **11.2**

Subject: **MEMBERS' ACTIVITY REPORTS**

Date: 12 November 2019

SUMMARY

These activity reports are presented for the information of Members.

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

RECOMMENDATION

That the following activity report be noted:

- **Deputy Mayor Patton**

REPORT

1. Deputy Mayor Patton

Date	Activity
12/5/19	Rotary Club Re function with Glenelg Brass and Community Bands
7/6/19	Western Adelaide Consultative Group meeting
3/7/19	Integrated Transport Strategy Open
4/7/19	Integrated Transport Strategy Open
4/7/19	Open Rio Circus at Wigley Reserve
18/7/19	Coast FM Interview
3/8/19	Brighton Rugby Club Open Day
12/8/19	Meeting with CEO and Mayor
12/8/19	Meeting with Derek Stamolous
16/8/19	Meeting Adelaide Airport Consultative Committee
30/8/19	Opening of Glenelg Bowling Club
7/9/19	Opening of Holdfast Bay Bowling
7/9/19	Meeting Western Adelaide Consultative Group
10/9/19	Meeting with CEO
15/9/19	Presentation to winners of City to Bay Fun Run
19/9/19	Meet with Rodney Wood re Vintage Car Rally
12/10/19	Brighton and Seacliff Yacht Club Opening
12/10/19	Brighton Tennis Club opening

12/10/19	Medal Presentation Aust Masters Games = Bocce event
19/10/19	Seacliff Hockey club presentation
20/10/19	Minda Coast Park Opening
20/10/19	Ring Bowls Trophy presentation
24/10/19	Immanuel College Valedictory
27/10/19	Down Under London to Brighton Vintage Cars
31/10/19	Local Government Association Annual Meeting
28/10/19	Holdfast Bay Residents Association Meeting
8/11/19	Meeting Western Adelaide consultative Group
11/11/19	Remembrance Ceremony at Glenelg North

Item No: **12.1**

Subject: **MOTION ON NOTICE – WHAT’S ON DOWN THE BAY BEACH SIGNPOSTS – COUNCILLOR MILLER**

Date: 12 November 2019

PROPOSED MOTION

Councillor Miller proposed the following motion:

That Council Administration:

- 1. provide a report into the feasibility of installing ‘What’s on Down the Bay’ signposts at beach entrances; and**
 - 2. provide the report before Council’s General Meeting held 10 December 2019.**
-

BACKGROUND

The beaches of Holdfast Bay are attended by a great number of people, both locals and visitors. Yet (aside from occasional bin notices) there is no information regarding the fantastic and frequent events hosted within the City like there is at Moseley Square. Utilising a few well frequented beach entry points would help to show people what Council is doing.

ADMINISTRATION COMMENT

The costs for a ‘What’s On’ sign (2100mm H x 650mm W) is \$4,730 per sign with an additional \$825 per sign, per month to update and install the information. Annual costs to update each new sign will be \$9,900 inclusive of GST. Currently Council has throughout the city the following advertising means which we use to promote our events and programs:

- What’s On Calendar signs x 2 (located in Moseley Square and Hindmarsh Lane)
- Entry statements x 5
- Moseley Square banner (double sided) x2
- Bin corflutes x 60.

In addition we also print and distribute the “Summer at Our Place” and “Winter at Our Place” rates insert we use to promote our events and programs which is posted to all rate payers, as well as being available at our libraries, Civic Centre and Visitor Information Centre. This excludes any digital advertising and promotion on our social media platforms.

Item No: **12.2**

Subject: **MOTION ON NOTICE – PARTRIDGE STREET CARPARK, ROOFTOP PARKING TRIAL – COUNCILLOR SMEDLEY**

Date: 12 November 2019

PROPOSED MOTION

Councillor Smedley proposed the following motion:

That Council:

- 1. supports testing of a voucher system over the coming summer season for members and guests of the Glenelg Bowling Club;**
 - 2. agrees to collaborate with Glenelg Bowling Club by issuing 300 Vouchers (50 x 6) providing an additional 2 hours free parking (ie allowing a total of 4 hours free period) to test the system with their members and visiting teams over the current pennant season. Normal parking fees will apply after the free period proposed;**
 - 3. investigate suitability for the system for extension to other users including Partridge House guests and Jetty Road traders staff; and**
 - 4. provide a report back to Council by end May 2020 providing usage statistics and feedback on the trial.**
-

BACKGROUND

Since completion of the Partridge Deck Carpark in 2014, the 1st level of the carpark has been consistently under utilised.

Incentives via discounted parking have been offered to Jetty Road traders, for their staff to park there, rather than take up spaces near Jetty Road, with some success.

More recently, the writer has had discussions with Glenelg Bowling Club concerning the summer pennant season and difficulties experienced by their members and visiting teams in finding car parks. They play competition 3 times per week and have estimated that some 50 car parks are used by players on each occasion. Generally, players will be parked for 5 or more hours.

They have noted during the week and on Saturdays particularly, that they competing for spaces with those visiting Partridge House for functions and that because their competition is also a summer one, it is naturally the busiest time of year for the precinct.

Opportunity:

Discussions between the General Manager City Assets and Care Park (the operator of the parking system within the car park) have resulted in a possible solution; the issue of barcoded vouchers.

The vouchers can be produced in any number and can provide either discounted or free parking by manipulation of the free time allowed by the voucher.

Applications:

Glenelg Bowling Club - it is proposed that a quantity of vouchers be issued to the club to cover its summer season which notionally runs October to March. The vouchers would provide an additional 2 Hours free above the standard 2 hours free provided to all. Issue of the vouchers would be controlled by the club committee. They would be issued at the end of each competition day to both visitors and members, who have used the carpark, so that they would receive discounted parking (ie 4 hours free) on departure.

Partridge House - That similar discounted parking vouchers be considered for issue by Council to guests at Partridge House, providing an incentive to use Partridge Street Car Park and reduce street congestion.

Jetty Road Traders - the present system to incentivise traders' staff to use the deck is cumbersome and does not allow easy access by part time and casual staff. This opportunity could be extended to traders, reducing the administrative burden for both CarePark and traders and leave it to traders to manage with their staff as they see fit. This proposal would however require them to pay a lump sum for the vouchers.

Item No: **12.3**

Subject: **MOTION ON NOTICE – LOCAL HERITAGE PLACE MARKERS – JETTY ROAD MASTERPLAN – COUNCILLOR MILLER**

Date: 12 November 2019

PROPOSED MOTION

Councillor Miller proposed the following motion:

That Council:

- 1. work with the Glenelg Historical Society to replace the SA Police Heritage marker in Moseley Square with a more suitable place marker in Miller's Corner; and**
 - 2. ensures the preservation of all local heritage place markers along Jetty Road as part of the Jetty Road Masterplan.**
-

BACKGROUND

1. Jetty Road Glenelg has numerous local heritage markers that identify places of local importance. As the precinct prepares for a substantial infrastructure upgrade, Council should ensure that our heritage places remain identifiable. Recognition of our past is as important as planning for our future.
2. Constable Albert Ring was killed in the line of duty on Jetty Rd Glenelg in 1908. The event occurred around 500 metres away from its commemorative marker in Moseley Square and has been overshadowed by a garden bed. Replacing this memorial with something more fitting to the event would show Council's respect for Police remembrance and SA heritage

Item No: **12.4**

Subject: **MOTION ON NOTICE – DISABLED CARPARK SPACE ON HOPE STREET – COUNCILLOR ABLEY**

Date: 12 November 2019

PROPOSED MOTION

Councillor Abley proposed the following motion:

That the Chief Executive Officer initiate discussions with Glenelg Surf Lifesaving Club to:

- 1. negotiate a possible long term lease agreement for one carpark space on Hope Street to be used as a disabled carpark; and**
- 2. report back to Council by July 2020 for consideration.**

BACKGROUND

When the bus stop was repositioned from Moseley Street to Colley Terrace, carpark spaces were removed. The State Government also gifted the 7 carpark spaces of Hope Street to the Glenelg Surf Lifesaving Club, who lease them to Wilson Parking.

Council has created a disabled carpark space on the eastern side of Colley Terrace (across the road from the GCC) and on the western side of Colley Terrace over the driveway access to the Beachhouse carpark. Both spaces are a fair distance from the Glenelg Community Centre and the Library, also they both require crossing traffic. The Glenelg Community Centre manager, Pamela Hewett has incurred parking fines whilst dropping Centre users who have limited mobility and also the weekly shopping items. Wilson Carpark issued the fines and have refused to waive the fine. The Glenelg Community Centre sees on average 500 people through the centre per week and the limited disabled car parking makes attendance by some of our less mobile community difficult.

Item No: **14.1**

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

Date: 12 November 2019

Written By: Personal Assistant, GM Alwyndor

General Manager: Alwyndor, Ms B Davidson-Park

SUMMARY

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

RECOMMENDATION

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 17 October 2019 be noted.**
 2. **That having considered Attachment 2 to Report No: 427/19 Draft Minutes – Alwyndor Management Committee – 17 October 2019 in confidence under section 90(2) and (3)(b) of the Local Government Act 1999, the Council, pursuant to Section 91(7) of the Act orders that Attachment 2 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
-

COMMUNITY PLAN

Community: Building a healthy, active and resilient community
Community: Providing welcoming and accessible facilities
Economy: Supporting and growing local business

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

This report is presented following the Alwyndor Management Committee meetings.

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

If an Elected Member requires further detail, the public Agenda and papers to the AMC are available on the Council's website and on the Hub, while the confidential papers are only available to the Elected Members on the Hub in the Alwyndor Committee section.

BUDGET

Not Applicable.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



CITY OF HOLDFAST BAY

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

PRESENT

Elected Members

Councillor Philip Chabrel

Independent Members

Chairperson – Mr Kim Cheater

Ms Trish Aukett

Mr Todd Bamford

Ms Julia Cudsi

Mr Kevin Whitford

Staff

General Manager Alwyndor – Ms Beth Davidson-Park

Residential Services Manager – Mr Graham Harding

Home Support Services Manager – Ms Narelle Jeffery

Finance Manager – Ms Leisa Humphrey

Team Leader Development Administration – Ms Annie Elliott

Special Guest

BDO Partner – Geoff Edwards

Marisa Dinham (incoming Executive Personal Assistant)

1. OPENING

The Chairperson declared the meeting open at 6.39pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson stated:

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

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

3. APOLOGIES

3.1 For Absence - Councillor Susan Lonie and Ms Julie Bonnici.

3.2 Leave of Absence - Nil

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

Ms Cudsi declared a possible conflict of interest relating to her place of employment in Item 7.2, 2018-19 General Purpose Financial Statements on this agenda.

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting

Motion

That the minutes of the Alwyndor Management Committee held on 19 September 2019 be taken as read and confirmed.

Moved by Ms Cudsi, Seconded by Councillor Chabrel

Carried

5.2 Confidential Minutes of Previous Meeting

Motion

That the confidential minutes of the Alwyndor Management Committee held on 19 September 2019 be taken as read and confirmed, subject to the following amendments:

Page 70, second to last line of last paragraph, replace “strategic plan” with “specific plan”.

Page 71, Item 9.1, second sentence – insert the word “If” this resulted in a change to payments....

and

Page 71, Item 9.1, last sentence replace “would” with “will” - “the General Manager will”

Moved by Ms Aukett, Seconded by Councillor Chabrel

Carried

The Chairperson welcomed Geoff Edwards, BDO partner present to discuss the Annual Financial Statements report.

Leave of the Meeting

The Chairperson sought leave of the meeting to discuss Item 7.2 followed by Confidential Items 8.1, 8.2 and 8.3.

Leave of the meeting was granted.

7.2 2018-19 General Purpose Financial Statements (Report No: 39/19)

The completed financial statements for the year ended 30 June 2019 have been audited by external auditors, BDO, who have indicated that an unqualified audit opinion will be provided. They are presented to the AMC to be received, noted and authorised.

It was acknowledged that processes have been changed to take into consideration some breaches identified.

Two reports issued: the financial statements and the compliance. There were one or two minor matters referenced in the report however it was acknowledged that there has been compliance in all areas.

The Audit report was presented to the Holdfast Bay Audit Committee and no questions or concerns were raised.

Motion

- 1. That the financial statements for Alywndor for the year ended 30 June 2019 as contained in Attachment 2 be received and noted.**
- 2. That Council's Chief Executive Officer and Alwyndor's General Manager be authorised to sign the following certification of the financial statements:**

In our opinion:

- a) the financial statements present a true and fair view of the Alwyndor's financial position at 30 June 2019**
 - b) and the results of its operations and cash flows for the financial year, the financial statements accurately reflect the Alwyndor's accounting and other records.**
- 3. That the Chair of the Alywndor Management Committee be authorised to sign the Declaration of the financial statements:**

In our opinion:

- a) The financial statements and notes, as set out in the document are in accordance with the Australian Charities and not-for-profits**

Commission Action 2012 and comply with the Australian Accounting Standards. 2 City of Holdfast Bay AMC Report No: 39/19.

- b) the financial statements present a true and fair view of Alwyndor's financial position at 30 June 2019 and the results of its operations and cash flows for the financial year.
- c) give a true and fair view of the financial position of the registered entity as at 30 June 2019 and of its performance for the year ended on that date.
- d) There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.

Moved Councillor Chabrel, Seconded Mr Whitford

Carried

8. CONFIDENTIAL ITEMS

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Attachments to Report No: 38/19 General Manager's Report in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 41/19 Monthly Financial Report – September 2019 on the following grounds:
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

3. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 40/19 Home Support Services Compliance & Risk – October 2019 in confidence.

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

Moved Mr Whitford, Seconded Mr Bamford

Carried

8.1 Attachment to General Manager's Report (Report No: 38/19)

RETAIN IN CONFIDENCE – Section 90(3) Order

That having considered Agenda Item 8.1 Attachments to General Manager's Report Report No: 38/19 in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Whitford, Seconded Ms Cudsi

Carried

8.2 Monthly Financial Report – October 2019 (Report No: 41/19)

RETAIN IN CONFIDENCE – Section 90(3) Order

That having considered Agenda Item 8.2 Monthly Financial Report - October 2019 (Report No: 41/19) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Councillor Chabrel

Carried

8.3 Home Support Services Compliance & Risk – October 2019 (Report No: 40/19)

Mr Whitford departed the meeting at 7.20 pm

Mr Whitford returned to the meeting at 7.24 pm

RETAIN IN CONFIDENCE – Section 90(3) Order

That having considered Agenda Item 8.3 Home Support Services Compliance & Risk – October 2019 Report No: 40/19 in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Councillor Chabrel, Seconded Mr Bamford

Carried

6. REVIEW OF ACTION ITEMS**6.1 Action Items**

Action items were reviewed by the Committee.

6.2 Confidential Action Items

Confidential action items were reviewed by the Committee. One action was queried:

19 September: Chair sought clarification regarding Residential Care Plan reviews. The General Manager advised that care plans will be reviewed twice per annum (or more frequently as required) and that a Clinical Nurse Coordinator has been employed to manage this process (commencing 11 November 2019) as a member of the Residential Clinical Team.

Item closed.

7. REPORTS/ITEMS OF BUSINESS**7.1 General Manager's Report (Report No: 38/19)**

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.

Information regarding Camera CCTV in rooms is currently being reviewed by O'Loughlins Lawyers who will provide advice which will be presented to AMC at its November meeting.

Royal Commission report was noted, a further report will be presented to the AMC following the interim report of the Commission due late October 2019 and following any other key milestones.

The Chairperson proposed to vacate the scheduled meeting for December, providing the Terms of Reference allow for the meeting to be vacated.

AMC requested that a Christmas dinner be planned and to include the Executive Team with General Manager to suggest a date and venue.

Motion

- 1. That the report be noted.**
- 2. That the proposed timeline and process for the Alwyndor Strategic Plan be supported.**

Moved Mr Bamford, Seconded Ms Aukett

Carried

9. URGENT BUSINESS – Subject to the leave of the meeting**9.1 AMC Membership**

The Chairperson noted that an extension as a board member for AMC has been approved for Ms Aukett for a period of 6 months.

9.2 Update for HR Matter

Mr Whitford requested feedback regarding an HR issue. The General Manager provided an update.

10. DATE AND TIME OF NEXT MEETING

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

11. CLOSURE

The meeting closed at 8.58 pm.

CONFIRMED 21 November 2019

CHAIRPERSON

Item No: **15.1**

Subject: **ITEMS IN BRIEF**

Date: 12 November 2019

Written By: Personal Assistant

General Manager: Strategy and Business Services, Ms P Jackson

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. **Meet the Melbourne Cup and Ride Like a Girl Event**
 2. **The City of Holdfast Bay Disability Access & Inclusion Plan (DAIP)**
 3. **Brighton Oval Redevelopment Stage 1 – Update**
 4. **Letter to Mayor Sam Telfer President of Local Government of SA re SA Coastal Councils Alliance**
 5. **Letter to DPTI requesting renaming ‘Moseley Square’ Tram Stop to ‘Glenelg Beach’**
 6. **E-Scooters Update**
 7. **Jetties Strategy**
 8. **Murray Darling Association 2018/2019 Annual Report**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT

1. **Meet the Melbourne Cup and Ride Like a Girl Event**

Meet the Melbourne Cup was held on Thursday 26 September, where Council Administration were successful in the tender bid to host the Melbourne Cup during its tour of 6 countries, as well as many towns across rural Australia and the capital cities.

On the morning of the event, Mayor Wilson and Councillor Lindop, supported by Council Administration, hosted the Melbourne Cup at the opening day of the Ride Like a Girl movie, which is about the first female jockey to win the Melbourne Cup. This event was facilitated by Elected Member Clare Lindop, the first female to race in the Cup, who also ran a successful Q&A prior to the screening. Guests were greeted by Choccy the Pony on their red carpet arrival, a glass of sparkling wine and morning tea, with all proceeds for movie tickets were donated to Tutti Arts. With the timing inline with the recent SANFL Grand Final, the Melbourne Cup was complimented with the SANFL Premiership Cup recognising the recent win by Glenelg Football Club.

After the movie, the Cup made its way to the Love Heart at the foreshore so members of the community could have the opportunity to have their photo taken with it. This was well received. The Cup then toured to Alwyndor where the residents had a fantastic time.

2. The City of Holdfast Bay Disability Access & Inclusion Plan (DAIP)

The Federal Disability Discrimination Act 1992 (DDA) provides protection for everyone in Australia against discrimination based on disability.

The Disability Inclusion Act 2018 (SA) promotes the full inclusion of people with disability by improving access to mainstream supports and services. It provides a legal framework to support equal access and participation in areas including recreation, education, health, employment and public transport.

The Act aligns with the United Nations Convention on the Rights of Persons with Disabilities and the Australian National Disability Strategy 2010 – 2020. Under the Act, South Australia will have its first State Disability Inclusion Plan. In addition, all state authorities, including Local Governments, need to create and implement DAIPs, reporting on them annually from 31 October 2020 and reviewing them every four years.

EnvironArc Pty Ltd has been appointed to undertake the development of the Disability Access & Inclusion Plan for the City of Holdfast Bay. The project will commence Monday 4 November 2019 and will conclude 28 February 2020. During this time, EnvironArc will undertake the following:

1. Review population demographics
2. Gap analysis of all documentation
3. Workshops with key stakeholders including residents, management, Elected Members, volunteers and staff
4. Broad community consultation
5. Data collation and development of a draft DAIP
6. Consultation on draft plan
7. Finalisation of plan

8. Submission to Council for adoption
9. Register DAIP with Australian Human Rights Commission.

3. **Brighton Oval Redevelopment Stage 1 - Update**

- Last update on the Stage 1 of Brighton Oval redevelopment was provided on 19 September 2019. This report provides an update for the period mid-September till mid-October 2019. A separate report on Stage 2 is included in the agenda for meeting on 12 November 2019.
- The new Rugby Club building is scheduled for completion in January 2020. However, construction is currently ahead of program and the building is likely to be complete in December 2019. The roof is now complete and the internal fit-outs are well advanced.
- Cook Building has been granted site possession for demolition of the Lacrosse Club and the main grandstand (including the old Rugby Club building) as reported previously. Demolition of the Lacrosse Club building has been completed and the foundation work for the new building has commenced.
- The demolition of the old Rugby Club building will commence on 28 October 2019. The construction works of the new building will be progressed in parallel with the Lacrosse Club building construction. These two clubrooms are forecasted for completion around the end of June 2020.
- Temporary on-site storage arrangements are in place and working well. Some car parking are being restricted for the construction period. Brighton Primary School are being consulted.
- SA Power Network has confirmed that the new transformer will be installed by 25 November 2019. They have been granted permission to drill horizontally underneath the Croquet Club pitch to connect the power line between the Stopford Road and the new transformer. It will be necessary to grant them formal easement for the connecting pathway of the cable.
- Cook Building is currently liaising with SA Water to establish service connections including fire hydrant services, sewerage and mains water. The cost of these connections for the Lacrosse and the Football/Cricket buildings are likely to be more expensive if the Highet Avenue supply cannot provide sufficient pressure and they have to be connected to the water main in Brighton Road.
- Lighting designs for the Lacrosse main and training ovals have been completed. Tenders will be called once the overall Stage 2 master plan and DA amendment are approved.
- Budget - current forecasts for Stage 1 indicate that the budget is on target, although there are shared costs between Stages 1 and 2.

- A website, www.brightonoval.com.au, provides project progress for the community.

4. **Letter to Mayor Sam Telfer, President of Local Government of SA re SA Coastal Councils Alliance**

A letter from Mayor Amanda Wilson to Mayor Sam Telfer, President of Local Government of SA, in relation the newly developed SA Coastal Councils Alliance to strongly recommend that the Coastal Councils Alliance Secretariat be provided from within the LOCAL GOVERNMENT ASSOCIATION following completion of the current set-up project. This was recommended so that action can be coordinated centrally on behalf of all 34 coastal councils so that lobbying and cooperation with the State and Federal Governments can be managed from within LOCAL GOVERNMENT ASSOCIATION.

The letter is attached for Members information and interest.

Refer Attachment 1

5. **Letter to DPTI requesting renaming 'Moseley Square' Tram Stop to 'Glenelg Beach'**

Following Council Resolution No: C221019/1647 the Chief Executive Officer has written a letter to Department of Planning Transport & Infrastructure (DPTI) Chief Executive Officer, Tony Braxton-Smith requesting the renaming of the tram services from 'Moseley Square' to 'Glenelg Beach' and 'Tram Service to Glenelg' to Tram Service to Glenelg Beach'.

The letter is attached for Members information.

Refer Attachment 2

6. **E-Scooter Update**

On the 15 October, Council Administration received a letter response from Minister Knoll advising that the City of Adelaide is currently managing and monitoring a trial of e-scooters, which has been extended with a permit end date of 31 January 2020. This trial is restricted to the CBD of Adelaide at this stage. Further regulatory amendments, such as broadening the area of operation beyond the CBD will not be made until the Adelaide CBD has received and assessed information from key stakeholders.

The letter is attached for Members information.

Refer Attachment 3

The Request for Tender for E-Scooter Mobility Services confined to the Coast Park closed on Tuesday 22 October. Four applications were received and are currently being assessed by the evaluation team in conjunction with the Local Government Association.

A signed letter for further consideration of a Coast Park e-scooter trial by the Western Alliance Mayors was sent to Minister Knoll on the 23 October. This letter outlines that a trial along the Coast Park should be assessed differently than trials in the wider metropolitan area.

The letter is attached for Members information.

Refer Attachment 4

The Western Alliance of Councils will approve two e-scooter companies by the end of November. These companies have been made aware that a trial has not been confirmed and is not guaranteed.

7. Jetties Strategy

The State Government, in conjunction with Local Government Association and representatives from coastal councils, are preparing a Jetties Strategic Plan. In South Australia, Department of Planning, Transport & Infrastructure is responsible for 34 jetties with a further 36 jetties being managed by Local Government via long term lease arrangements, including maintenance responsibility.

The purpose of the Jetties Strategic Plan is to outline a sustainable approach for future management of South Australian jetties and to prioritise investment. The Strategic Plan will also identify the community value and benefits from jetties including local economic development, tourism, local branding and creating community focal points.

The City of Holdfast Bay has responsibility for Glenelg Jetty, which is owned by Council but located on land leased from the State. Brighton Jetty is owned and managed by the State Government, however Council has a licence to allow artworks to be installed and maintained on the jetty.

Department of Planning, Transport & Infrastructure and their consultants are undertaking a series of workshops for jetty managers with a metropolitan workshop having recently been held on Tuesday 29 October 2019. The City of Holdfast Bay was represented by the General Manager City Assets and Services.

8. Murray Darling Association 2018/2019 Annual Report

The Murray Darling Association has forwarded a hard copy of its 2018/2019 Annual Report and is available for Members information. This report is also available via their website being: <https://www.mda.asn.au/annual-reports.aspx>.

Attachment 1



OFFICE OF THE MAYOR

14 October 2019

Mayor Sam Telfer
President
Local Government Association of South Australia
148 Frome Street
Adelaide SA 5000

VIA EMAIL: stelfer@tumbabay.sa.gov.au

Dear Sam,

SA Coastal Councils Alliance

I write to express our support for the newly developed SA Coastal Councils Alliance which has been established under the auspices of the LGA.

The City of Holdfast Bay has care and control of approximately 8.5 km of Adelaide's most popular coastline. As a coastal council and member of the Metropolitan Seaside Councils Committee, we support for the SA Coastal Councils Alliance. This Alliance, consisting of all 34 of South Australia's coastal councils, will be a key forum to:

- Advocate and promote coastal management
- Plan and lobby for funding for coastal protection works, beach erosion control, sand replenishment and coastal infrastructure improvements; and
- Sponsor research, investigations and share information about coastal management issues.

We strongly recommended that the Coastal Councils Alliance Secretariat be provided from within the LGA following completion of the current set-up project so that action can be coordinated centrally on behalf of all 34 coastal councils and so that lobbying and cooperation with the State and Federal Governments can be managed from within LGA.

All coastal councils face a rapidly increasing task of dealing with climate change induced issues along their coastlines. Increasing sea levels together with increasingly severe and more destructive storms are creating an urgent need to upgrade sea defences and build infrastructure to reduce the risk of coastal inundation. Long term neglect of our State's beaches has meant that many are denuded of sand with coastal dunes being exposed to wave action and erosion. Stormwater systems that have traditionally drained to the coast are also likely to become inoperative as sea levels rise and the difference in elevation between the sea and land reduces to critical levels.

In addition to our coastal management responsibilities, Council operates two (2) jetties at Glenelg and Brighton under lease from the State Government. We are worried about their condition and the long term issues with maintenance, replacement and sustainability given the increasing cost of maintenance and liability issues.

Council is working closely with the Coast Protection Board, and I have recently been appointed as a Board Member. We currently have a grant application in with the Board which if successful, will enable council to appoint maritime engineers to undertake a condition assessment of our coastal infrastructure assets, including the Glenelg and Brighton jetties.

I want to thank the LGA for sponsoring the establishment of the SA Coastal Councils Alliance and reiterate our support for the initiative.

Yours sincerely,



Amanda Wilson
MAYOR

Cc: Anita Crisp - Executive Officer, Upper Spencer Gulf Common Purpose Group Inc. - ceo@upperspencergulf.com.au
Mayor Claire Boan, City of Port Adelaide - claire.boan@elected.portadelaide.sa.gov.au
Mayor Angela Evans, City of Charles Sturt - aevans@charlessturt.sa.gov.au
Mayor Michael Coxon, City of West Torrens - mcoxon@wtcc.sa.gov.au
Mayor Erin Thompson, City of Onkaparinga - erin.thompson@onkaparinga.sa.gov.au
Mayor Moira Jenkins, City of Victor Harbor - moira.jenkins@victor.sa.gov.au
Mayor Keith Parkes, City of Alexandrina - keith.parkes@alexandrina.sa.gov.au

Attachment 2



24 October 2019

Mr Tony Braxton-Smith
Chief Executive
Department of Planning, Transport & Infrastructure
GPO BOX 1533
Adelaide SA 5001

Dear Tony,

I write following a resolution made by the Full Council of the City of Holdfast Bay on 22 October 2019 which read:

That Council request DPTI make the following changes to the Glenelg Tram Services:

- 1. Rename 'Moseley Square' (Stop 17) to 'Glenelg Beach';**
- 2. Rename 'Tram Service to Glenelg' to 'Tram Service to Glenelg Beach'.**

The motion was carried unanimously.

Glenelg is a destination for tourists, and it is important for visitors to Adelaide to have the easiest accessible information. The Glenelg Tram service stops right at the waterfront, at Glenelg Beach, a vital piece of information for visitors that is otherwise not easily identifiable when in the City of Adelaide.

Having the Tram Stop 17 identified as 'Glenelg Beach' denotes the destination for those unaware and is more easily identifiable as a key landmark for those that are not Holdfast Bay locals.

Similar identification and branding is used by Transport NSW to identify Bondi Beach as a destination, all route information and timetables identifying bus stops at 'Bondi Beach'.

We look forward to your favourable consideration.

Yours sincerely



Roberto Bria
Chief Executive Officer

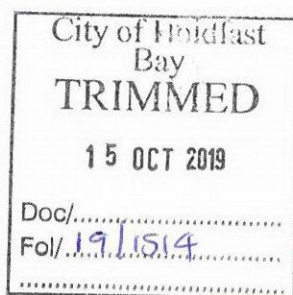


Attachment 3



19MTI3135

Mr Roberto Bria
Chief Executive Officer
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048



Government
of South Australia

The Hon Stephan Knoll MP
Member for Schubert

Dear Mr Bria

Thank you for your letter seeking support for a trial of e-scooter devices within the Council areas of Holdfast Bay, West Torrens, Charles Sturt and Port Adelaide Enfield, collectively known as the Western Adelaide Alliance.

As you may be aware, I approved a Gazette Notice enabling a trial of these devices in the Adelaide City Council (the Council) CBD and operators were issued a business permit by the Council. In close consultation with the Department of Planning, Transport and Infrastructure (the department) and South Australia Police (SAPOL), the Council issued further business permits, extending the trial until 13 October 2019.

I am advised the department is waiting on information from key stakeholders, including SAPOL, the Council and operators, to address the safety and operational issues for all parties and the community identified through the trial. Once this information is assessed, the department will be in a position to brief me on future options with respect to these devices.

I note the Councils' interest in a trial and the department will keep you and your nominated points of contact informed of the outcomes of the existing trial that may affect your proposal.

I trust the above information is of assistance.

Yours sincerely

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

9/10/2019

cc: Terry Buss PSM, Chief Executive Officer, City of West Torrens
Paul Sutton, Chief Executive Officer, City of Charles Sturt
Mark Withers, Chief Executive Officer, City of Port Adelaide Enfield
Minister for Transport, Infrastructure and Local Government
Minister for Planning

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



Attachment 4





21 October 2019

Hon Stephan Knoll MP
Minister for Transport, Infrastructure and Local Government
Minister for Planning
GPO Box 1533
ADELAIDE SA 5001

Dear Minister Knoll,

Adelaide's Western Region councils have formed an alliance to drive an economic development strategic focus to advance the interests of the area. The Western Region Alliance of councils comprises the Cities of Charles Sturt, Holdfast Bay, Port Adelaide Enfield and West Torrens. These Councils are committed to working collaboratively together on key economic projects to benefit the Western Adelaide communities.

We refer to our previous correspondence to you dated 15 August 2019, signed by the four CEOs of the Western Region Alliance, for which we have recently received an acknowledgement and provide the following information to request further consideration of our request.

The Western Region Alliance believes a trial along the Coast Park should be assessed differently from trials in the wider metropolitan area. The Coast Park trial will be linear in nature and confined to the Coast Park only. It will not encroach upon residential areas (except for a small section within the City of Charles Sturt where such a path does not exist) and will not connect to the Adelaide City Council trial area. Our trial will provide valuable information to the State Government about whether locals and tourists alike support this mode of transport along the coast. Our team will share the results of the trial with the State Government and, accordingly, will provide insight for assessing the needs and concerns associated with an extension of a trial of electric scooter use to the wider metropolitan area.

Tourism is a growing economic priority for Western Adelaide, directly employing more than 9,600 people and supporting 4,669 businesses in the region. The Western Region Alliance is committed to optimising tourism opportunities by working with businesses and our communities on the best way forward to improve the destination offerings, and to increase the range, quality and diversity of experiences available.

We seek your support for a six month trial in the summer months (between November 2019 and April 2020) of electric scooters in a confined area along the Coast Park from Outer Harbour to Seacliff, including the granting of the necessary legislative approvals to legally enable such a trial to occur. It should be noted that all four Councils endorsed progressing with such a trial in September 2019 and we are now seeking State Government support. A ride-sharing platform works towards a healthy, creative and connected community; a community which is aware of its impact on the

environment and supports a diverse and resilient local economy and creates lively and safe places to live and visit.

Electric scooters will facilitate engagement with Western Adelaide's culture, coast and iconic attractions encouraging visitors and the community to stay longer and explore different precincts along the Coast Park.

The Western Region Alliance is working closely with the Local Government Association of SA and Adelaide City Council to coordinate a Request For Quote process to ensure successful operators would be approved through a formal agreement to outline responsibilities, operating routes, regulations, expectations and key performance indicators and to mitigate any undesirable outcomes.

Please find enclosed a letter from the South Australian Tourism Commission in support of trialling electric scooters along the Coast Park.

The Western Region Alliance looks forward to working with State Government to support a sustainable tourism industry that supports local, state and national economies.

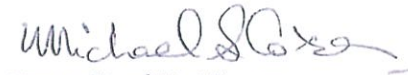
Please do not hesitate to call Chris Dunn on 0400 290 233 or email chris.dunn@cityofpae.sa.gov.au to discuss further or to meet to determine the required arrangements to progress further.

Signed by the four Mayors:



Mayor City of Holdfast Bay

Date: 22/10/19



Mayor City of West Torrens

Date: 21/10/19



Mayor City of Charles Sturt

Date: 20/10/2019



Mayor City of Port Adelaide Enfield

Date: 21/10/19

cc: Scott Swain
Acting Manager, Policy and Strategy
Regulation Directorate
Department of Planning, Transport and Infrastructure

Item No: **15.2**

Subject: **WIGLEY RESERVE PLAYSPACE AND FITNESS HUB**

Date: 12 November 2019

Written By: Manager, Active Communities

General Manager: Community Services, Ms M Lock

SUMMARY

Wigley Reserve is identified as the highest priority project in the short term (1-3 year) timeframe of Council's Playspace Action Plan for redevelopment. In the 2018/19 Council budget, \$30,000 was allocated to undertake concept and detailed design for the Wigley Reserve Playspace and Fitness Hub Redevelopment. Community engagement was then undertaken, with the findings presented to Council on 9 April 2019. At this meeting, Council endorsed to proceed with detailed design and committed \$500,000 in the then draft budget towards the total project cost of \$1 million.

A funding application was submitted through the Department of Planning, Transport and Infrastructure's Open Space Grant Program for the remaining \$500,000, in which Council was unsuccessful.

As a result, and to ensure this important project proceeds, Administration have identified three possible options for Council's consideration to proceed with redevelopment of the Wigley Reserve Playspace and Fitness Hub.

RECOMMENDATION

That Council:

- 1. endorse Option 3 outlined in this report to commence construction in April 2020; and**
 - 2. allocates the remaining \$500,000 (total project budget of \$1million) in the 2020/2021 budget. This will enable funds to be split over two financial years and a continuous construction phase.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Community: Building a healthy, active and resilient community

Community: Celebrating culture and diversity
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community
Economy: Boosting our visitor economy
Environment: Fostering an environmentally connected community

COUNCIL POLICY

Not Applicable

STATUTORY PROVISIONS

Not Applicable

BACKGROUND

The existing Wigley Reserve Playspace was installed in 2003, with the fitness equipment installed in 2008. Both the playspace and fitness equipment have reached their end of asset life. A capital renewal budget of \$214,422 has been allocated in Council's Asset Management Register. This budget is allocated to the replacement (like for like) of the modular play equipment, rocker boat, swing set and softfall. The rocker boat has already been removed due to irreparable damage caused by wear and tear and the soft fall is being temporarily repaired as needed. The remaining fitness equipment will need to be removed toward the end of the year due to irreparable wear and tear also.

A budget of \$30,000 was allocated (2018/19) to undertake detailed design and costings for the redevelopment of Wigley Reserve Playspace and Fitness Hub to create a metropolitan scale playspace that is unique to Wigley Reserve; including recreation infrastructure such as new outdoor exercise equipment, playspace equipment, shade sail and associated amenities. Through an open tender, JPE Design Studio was engaged in October 2018 to develop concept designs for the redevelopment, based on community engagement outcomes.

At its meeting on 9 April 2019 (Report No: 129/19), Resolution No: C090419/1440, Council resolved the following:

"That Council:

- 1. Notes the findings from phase two of the consultation.*
- 2. Endorses the preferred concept plan, The Dunes (Option Three).*
- 3. Notes a new initiative submission that has been incorporated as part of the 2019/20 annual business plan budget preparation with a 50% grant."*

Following this, Administration have worked with JPE Designs Studios to finalise detailed design, including undertaking an assessment of the proposed designs by Kidsafe Australia to ensure

compliance with relevant Australian Standards and best practice design. An updated cost estimation has also been completed, with the estimate for the entire project costed at \$992,000. This cost includes all aspects of the project such as demolition and site preparation, manufacture and installation of all customised play equipment and shade structure, supply and installation of fitness equipment, soft fall, and construction contingency.

Refer Attachment 1: Wigley Reserve Playspace and Fitness Hub Final Concept Design

During this time, Administration also submitted a new initiative budget request for the 2019/20 budget, for a total of \$500,000 (50% of the total project cost). This included a capital budget of \$214,422 to be bought forward in the Asset Management Register.

REPORT

The City of Holdfast Bay has over one million day visitors to the City each year, for such high numbers of visitors, the City lacks a true metropolitan sized playspace. A metropolitan playspace is a unique space that caters for a variety of ages, interests and abilities with a large carrying capacity. It also encompasses large open space with diverse play and recreation opportunities. Wigley Reserve has a number of site attributes that make it an appropriate location for a metropolitan playspace. These include existing amenities such as off and on street parking, public toilets, shelter, seating, proximity to public transport and a large public reserve with large carrying capacity. The site is also accessed by cycling and walking paths, encouraging active transport to the site.

As a result of the Kingston Park Masterplan being reviewed and associated down-sizing of the previously proposed metropolitan scale playspace, the need to establish a metropolitan playspace in the City of Holdfast Bay at Wigley Reserve is now even stronger.

The existing Wigley Reserve Playspace is currently categorised as a neighbourhood playspace due to the limitations of the current play and fitness infrastructure but is ideally positioned to become a metropolitan playspace. Wigley Reserve is identified as a high priority project in the short term timeframe of Council's Playspace Action Plan for redevelopment. This is due to the playspace and fitness equipment being in very poor condition and having reached their end of asset life, along with the high profile location and level of use that Wigley Reserve attracts. Metropolitan sized playspaces typically attract visitors to the destination from a 10km radius, increasing length of stay in the destination and discretionary spend at local businesses such as cafés. Jetty Rd, Holdfast Shores and Anzac Highway businesses would undoubtedly benefit from the redevelopment of Wigley Reserve as would any commercial business that may ultimately utilise the former Buffalo replica site.

There is a lack of variety amongst some of the City's playspaces with most lacking a sense of real play value, for example, adventure, problem solving, customised and themed. In comparison and as a point of reference, attachment two details some recent playspace redevelopments around metropolitan Adelaide and identify the cost and features for each site. Importantly, each project incorporates not only new play equipment with real play value but also associated amenities and facilities upgrades, making each site more inviting, user friendly and accessible. The added benefit

of Wigley Reserve is the good condition of existing public amenities such as toilets, BBQ shelters and access paths, meaning no new investment is required for these items.

Refer Attachment 2: SA Playspace Pricing Comparison

Many playspaces in our City feature equipment which is modular and 'off the shelf' which has its place in the right setting. For instance, a small local playspace is ideal for compact, modular equipment. In contrast, the design for Wigley Reserve Playspace and Fitness Hub is unique and customised specifically for the Reserve. It was designed as a one-off playground for this location, based on feedback from the community through two phases of engagement. The natural colours and materials proposed in this design compliment the natural colours in the surrounding reserve. The extensive use of timber, rocks and climbing logs gives the proposed design a natural feel as opposed to the current playspace which contains bright primary colours, modular equipment and nothing unique to Glenelg. The proposed shade structure is also custom designed to reduce the bulk of a large shade structure while still providing appropriate shade and a point of difference for the site.

The main material used in the proposed playspace design is timber, and there are also tree stumps, ropes and logs in the playspace, for balancing and imaginative play. All these elements ensure the playspace fits with the natural environment of Wigley Reserve. Traditionally, playspaces focus on physical movement only and don't provide many opportunities for other important requirements for play such as sensory, cognitive, emotional development and social elements. The range of equipment and variety of features included in the designs stimulate all the senses; the texture of the sensory path inlays, log climbing rope structures and aspects such as high climbing tunnels and bridges that challenge older children, requiring them to plan their play or work together to reach the top. The new designs have been created with universal access as a focus, meaning that many play features are accessible by children and adults with disabilities e.g. swings, sensory zones, carousel and nature trail).

The design of the fitness station has also been carefully considered in line with the feedback from the community engagement process. The fitness equipment is a combination of static and moving equipment and has been costed at \$28,000, which includes an all access fitness hub (6 moving pieces of equipment and 4 static stations). All access rubber softfall has been incorporated into the redevelopment of both the playspace and fitness hub at a cost of \$98,105, enabling wheel chair, walking frame and pram access to all equipment and bench seating.

The playspace has been designed with a large shade structure as an integral part of the approach to allow for more accessible rubber surfacing. Without this shade the space and surfaces would be very exposed and excessively hot during the peak summer season.

Following feedback received from Elected Members at the Council Workshop held on 15 October 2019, Administration will work within the existing budget to identify sites for 1-2 additional seats on the southern boundary of the playspace (under shade where possible) and consider options for pram parking and creating a sense of separation between the playspace and fitness hub to avoid conflicts between children and fitness hub users.

Funding Options

Through Council's budget process, a new initiative request for the 2019/20 budget, was endorsed for \$500,000. This included a capital budget of \$214,422 to be bought forward in the Asset Management Register.

Administration submitted an application of \$500,000 (50% of total project cost) through the Department of Planning Transport and Infrastructure's Open Space Grant Program. The purpose of this grant program is to support the development and improvement of quality public open space and to revitalise public spaces that are important to the social, cultural and economic life of their communities or region.

Unfortunately, Council was unsuccessful in obtaining the grant funding from this over-subscribed and highly competitive funding program and were notified by Minister Knoll on 20 June 2019.

Refer Attachment 3: DPTI Unsuccessful Notification Letter

As a result of this funding outcome, Administration have identified three possible options to ensure the redevelopment of the Wigley Reserve Playspace and Fitness Hub proceeds:

Option One: Design and construct a new playspace and fitness hub, including; softfall, fencing and shade structure to the existing \$500,000 budget.

Risk

A budget of \$500,000 will significantly reduce the scope and size of the playspace resulting in decreased play value and carrying capacity. Less children will be able to use the space at one time and expected high visitation rates at the new site may result in increased maintenance as has been experienced at the Glenelg foreshore play space.

The reduced budget will not allow for the creation of a playspace unique to Wigley Reserve but rather, a modular playspace due to the costs associated with shade sails, fitness equipment and soft fall reducing the available budget for play equipment. A full redesign of the site will be required resulting in additional staff time and community engagement. The reduced budget may also result in a reduction in size of the fitness hub.

Option Two: Allocates \$250,000 in the December budget review (total budget of \$750,000 including the \$500,000 in the 19/20 budget) to design and construct the new playspace and fitness hub, including playspace and fitness equipment, softfall, fencing and shade structure.

Risk

After comprehensive consultation with the community, a design was chosen that met the needs of all users, for both play and fitness equipment. High play value and carrying capacity of the equipment were significant factors in the custom design given the metropolitan status of Wigley Reserve. If Council were to proceed with a reduced budget, then the current plans would not be

able to be built. To undertake a full redesign of the site, additional time, budget, community engagement and removal of existing equipment must be considered.

Although a budget of \$750,000 would include play and fitness equipment, softfall, fencing and shade structure, the design would result in a modular playspace. Some customised equipment could be included in a design, but not to the extent of the current plans. A reduced budget would limit the ability to customise the playspace and make it unique to Wigley Reserve, however a suitable design could be achieved and would be a significant improvement to the current equipment.

Option Three: Commence construction in April 2020 and allocate the remaining \$500,000 (total project budget of \$1million) in the 20/21 budget. This will enable funds to be split over two financial years and a continuous construction phase, and would deliver the endorsed plans for the site.

Risk

By commencing construction in April 2020, several pieces of the play space and fitness equipment will have been removed due to reaching their end of asset life. A Communication Plan would be developed explaining the current condition of the playspace and fitness equipment and promoting the new design and expected timelines for construction. Communication would include onsite signage and information via our YourView site.

Staged approach

Given the current shortfall of project funding, consideration was also given to an alternative option which involved staging the construction by delaying the manufacture and installation of the shade structure until the 2020/21 financial year or staging the installation of play equipment. The Landscape Architects and designers have advised they would not recommend the installation of the shade structure later as the space would be compromised with this approach and further design input (and cost) would be required to manage and document this.

The play space has been designed with a large shade structure as an integral part of the design to allow for more accessible rubber surfacing (as opposed to bark chip soft fall). Without this shade, the space and surfaces (rubber soft fall and metal equipment) would be very exposed and excessively hot during summer. Also a staged footing and structure approach would mean temporary column stubs would protrude out of the ground in the interim. This would then require further design scope to disguise and integrate these into the space.

The space has been designed and detailed to function as a whole, with the shade structure a central component to this. The community have seen and endorsed this approach which is an important consideration.

Aside from the large elevated climbing tunnel (\$100,000) and adjoining slides (\$40,000), no single piece of equipment is of significant value that could be removed from the design to save substantial project budget.

Risk

By delaying the installation of the shade structure until the 2020/21 financial year and after the completion of the playspace and fitness hub, there would be additional costs with installing the footings and structure around the newly completed playspace. It would also require excavating in the new rubberised soft fall and making good after works completed. Opening the playspace without a shade structure (given there is a shade structure over the current playspace) may also cause community criticism as the playspace and surfaces (soft fall and slippery dips) would be very exposed and excessively hot during summer.

BUDGET

Budget allocation in 2019/20 budget is \$500,000.

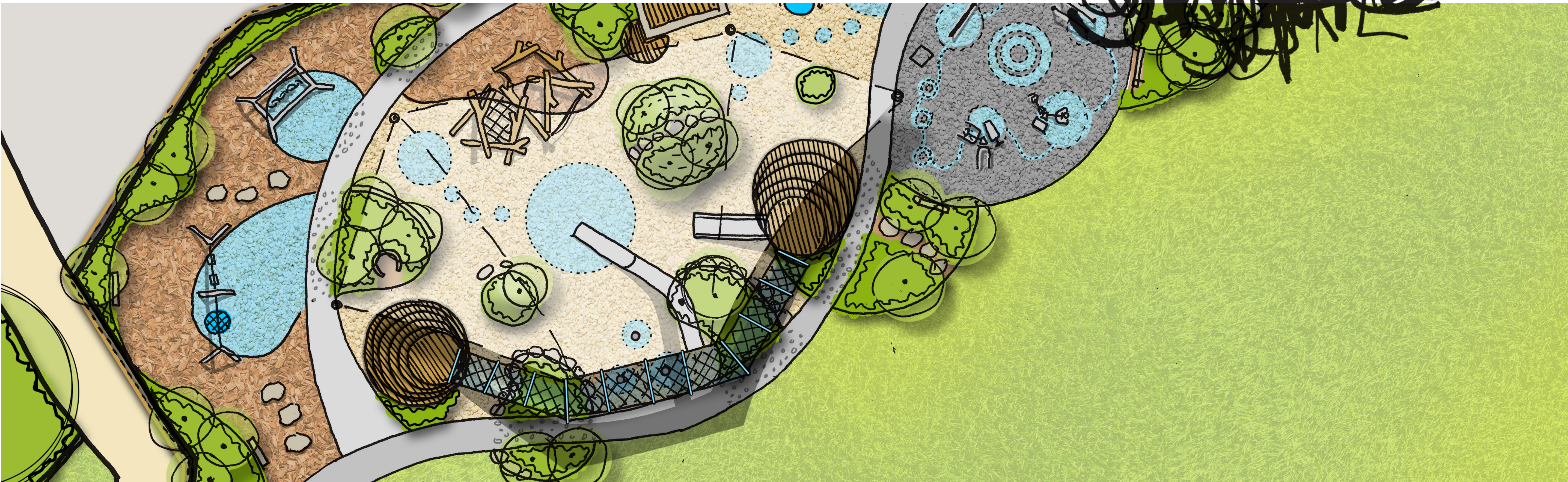
LIFE CYCLE COSTS

Based on estimated depot staff time and material costs associated with maintaining the site, an allocation of \$45,000 annually is required. Current costs for repairs, maintenance and general materials at the site are \$36,000.

Attachment 1



JPE



WIGLEY RESERVE

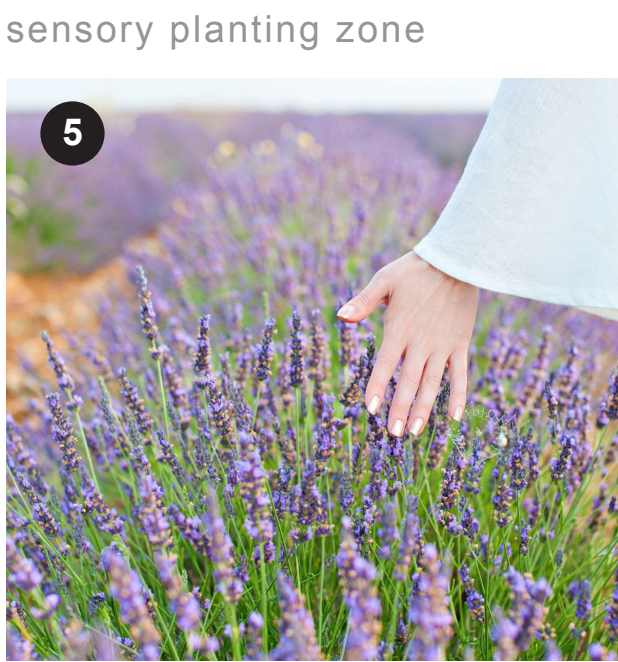
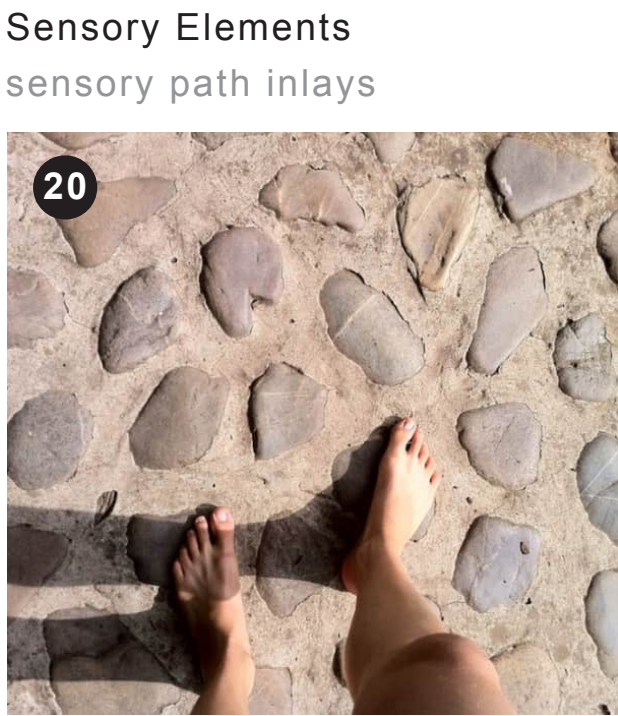
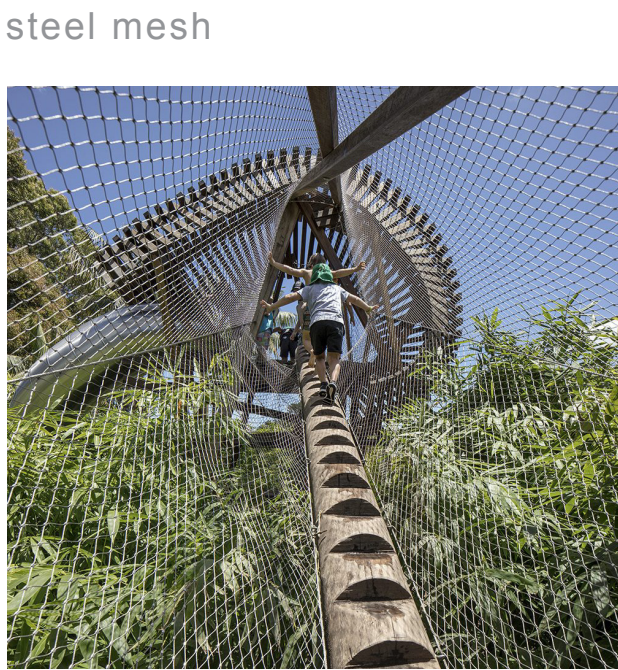
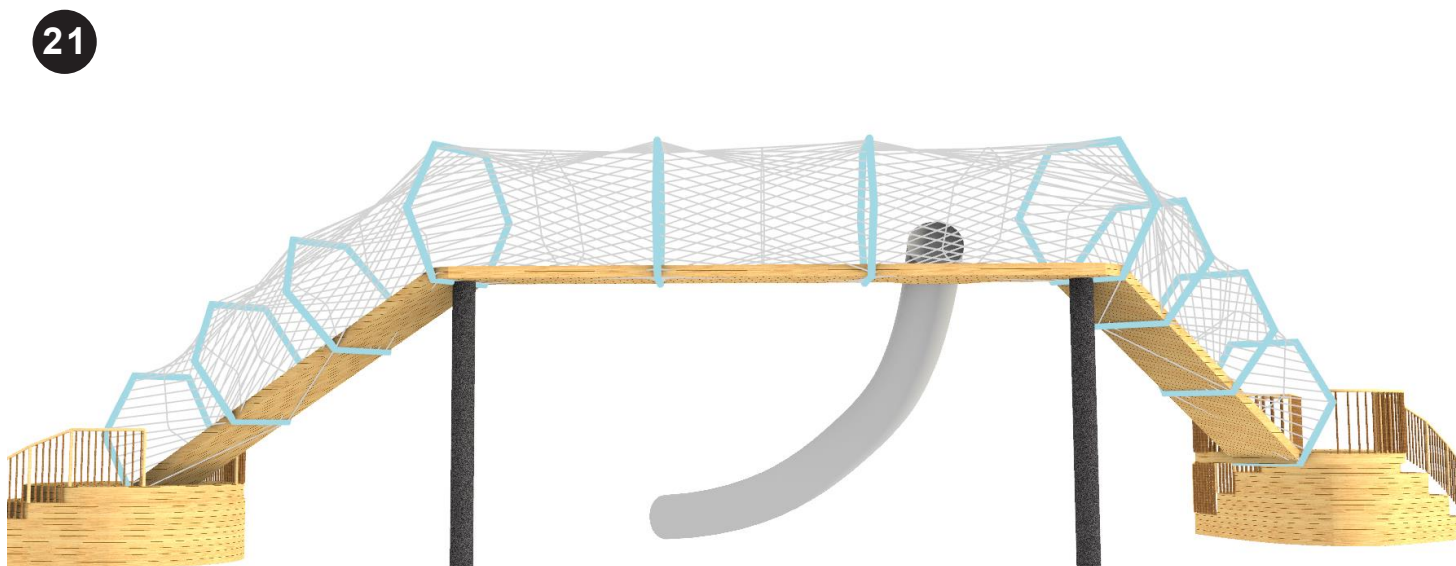
CONCEPT DESIGN



LEGEND

	accessible item		low planting
	junior play item		pine chip softfall
	main path		rubber softfall
	secondary path		rubber softfall
	lawn		rubber softfall

EXAMPLES
Climbing Tunnel Option Three: rope / steel mesh



Custom Shade
shown shaded in light yellow



Log Climbing Structure



Viking Swing



In-ground trampolines



Carousel



Circuit station: balance beam, parallel bars and 6 station mechanical gym with: leg press, chest press, body pulls/push ups, pull downs, step up station and sit up bench









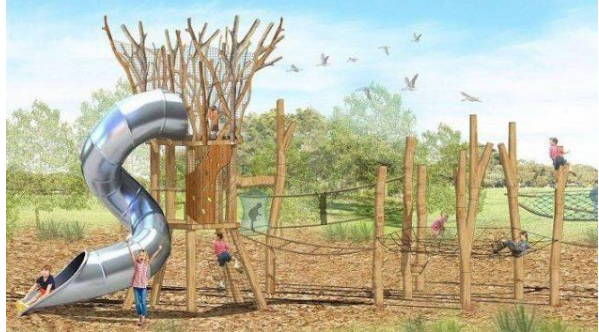
Attachment 2




SA Playspace Pricing Comparison


Playspaces \$1,000,000 +				
Playspace	Council	Budget	Features	Picture
Glenelg Foreshore Playspace, Glenelg	City of Holdfast Bay	\$1,300,000 Playspace-\$981,768	<ul style="list-style-type: none"> • Sand and water play • Hammocks • Climbing frames • Giant slide • Trampolines • Nature play • Board walk 	
Hendrie Street Reserve Inclusive Playground, Oaklands Park	City of Marion	\$1,000,000	<ul style="list-style-type: none"> • Water and sand play • Multiple swings • Carousel • Bike track • Climbing tower • Multiple slides • Bull riders • BBQs and picnic areas 	
Point Malcolm Reserve, Semaphore Park	City of Charles Sturt	\$1,200,000	<ul style="list-style-type: none"> • Amphitheatre • Junior and senior playground • Basketball • Bike / walking path • Clubrooms • Cycling Track • Lighting (sports lighting) • Picnic areas and BBQs • Tennis courts • Toilets 	

Playspace	Council	Budget	Features	Picture
Heron Way Reserve Playground, Hallett Cove	City of Marion	\$1,650,000	<ul style="list-style-type: none"> • Playground • BBQ and picnic tables • Drinking taps and fountain • Lighting • Dog bags and drinking bowl • Parking • Toilets • Public art and memorial • Outdoor gym equipment 	
Weigall Oval, Plympton	City of West Torrens	Total project \$7,000,000 Stage 1 approx. \$1,500,000	<ul style="list-style-type: none"> • Parking • Community courts • Batting cages • Dry creek • Adventure bike trail • Junior playspace • Shelter with seating and BBQ • Fitness stations • Nature play 	
Roy Martin Reserve, Taperoo	City of Port Adelaide Enfield	\$3,700,000	<ul style="list-style-type: none"> • Bouncy toys • Various swings and hammocks • Big kids tower and slide • Water and sand play • Hills with bridge and slide • Younger kids' climbing tower • Curved wall climbing frame • Trampolines • Two enclosed dog parks • BBQs and shelters • Toilet • Carpark 	



Playspace	Council	Budget	Features	Picture
Cobbler Creek, Salisbury Heights	City of Salisbury	\$1,000,000	<ul style="list-style-type: none"> Flying foxes Tree houses Tyre swings Slides Picnic tables, barbecue Toilets 	 <p>COBBLER CREEK playground</p>
Wilfred Taylor Reserve, Morphett Vale	City of Onkaparinga	\$2,200,000 Playspace- \$1,300,000	<ul style="list-style-type: none"> Playspace- several play nodes Parking Access roads Lighting Irrigated open space Picnic facilities Artwork and interpretive signage 	

Playspaces \$700,000 - \$1,000,000

Playspace	Council	Budget	Features	Picture
Jervois Street Playspace, Edwardstown	City of Marion	\$940,000	<ul style="list-style-type: none"> Junior and senior playspace Bike track Recreation court Musical instruments Water play Multiple slides and tunnels BBQs and picnic areas Nature play <p>Notes:</p> <ul style="list-style-type: none"> No fitness equipment 	

Playspace	Council	Budget	Features	Picture
Princess Elizabeth Playspace – Park 21, Adelaide	Adelaide City Council	\$809,000	<ul style="list-style-type: none"> • Dual climbing towers • Castle structure with loop slide • In-ground trampolines • Small and big swings, spring see-saw, arched monkey bars • Partially fenced • Picnic tables, BBQ and toilets <p>Notes:</p> <ul style="list-style-type: none"> • No shade structure • No fitness equipment 	
Oaklands Estate Reserve, Oaklands Park	City of Marion	\$900,000- \$950,000	<ul style="list-style-type: none"> • Playground • Amphitheatre • BBQ and picnic area • Lighting • Pathways • Recreation facilities <p>Notes:</p> <ul style="list-style-type: none"> • No shade structure • No fitness equipment 	

Playspaces \$500,000 to \$700,000

Playspace	Council	Budget	Features	Picture
MacKinnon Parade/ Park 9, North Adelaide	Adelaide City Council	\$660,000	<ul style="list-style-type: none"> • Small fruit orchard • Handball and basketball courts • Climbing frame • Nature play <p>Notes:</p> <ul style="list-style-type: none"> • No shade structure • No fitness equipment • Tennis court and petanque piste were already there • Largely bark softfall 	
Glover East Playspace - Park 15, Adelaide	Adelaide City Council	\$570,000 for playspace	<ul style="list-style-type: none"> • In-ground Trampolines • wooden play structure • Fully fenced • Picnic tables • BBQ facilities • Half basketball court <p>Notes:</p> <ul style="list-style-type: none"> • No shade structure • No Fitness equipment • Bark chip softfall • Toilet upgrade separate 	

Playspace	Council	Budget	Features	Picture
Bandon Terrace, Marino	City of Marion	\$235,500 for playspace	<ul style="list-style-type: none"> • Playspace • Picnic shelter <p>Notes:</p> <ul style="list-style-type: none"> • No toilets • No shade • No fencing • No fitness equipment • Extra funding being provided for landscaping • Sand and bark softfall 	
Frank Hilton Reserve, Maslin's Beach	City of Onkaparinga	Approx. \$500,000 redeveloped in 2015/2016	<ul style="list-style-type: none"> • Accessible equipment • BBQ • Playground • Seating • Shelter • Shade structure • Gym equipment <p>Notes:</p> <ul style="list-style-type: none"> • Bark chip softfall 	

Attachment 3



2018/12103/01



**Government
of South Australia**

**The Hon Stephan Knoll MP
Member for Schubert**

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

Dear Mayor *Amanda* Wilson

I refer to Council's applications for funding under the 2018-19 Planning and Development Fund local government grant programs.

After consideration I am pleased to advise Council that I have approved funding for the following project, as outlined in your application:

- \$1,770,458 for the Jetty Road Stage 1 (Chapel Street Plaza and Hindmarsh Lane).

I wish to advise Council that I have not approved funding for the Wigley Reserve Precinct (Playspace and Fitness Hub). The grant funding was highly competitive with over \$23 million worth of applications received.

Please note that the formalisation of the Funding Agreement between Council and the Department of Planning, Transport and Infrastructure, including the establishment of key outcomes, funding conditions and timelines for progress reports, will be arranged directly with Council staff.

If you require any further information please do not hesitate to contact Mr Matt Lang, on 7109 7090 at the Department of Planning, Transport and Infrastructure.

Yours sincerely

A large, stylized handwritten signature in blue ink, likely belonging to Stephan Knoll.

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

22/6 / 2019

Item No: **15.3**

Subject: **STAMFORD GRAND ADELAIDE SUMMER OUTDOOR DINING APPROVAL**

Date: 12 November 2019

Written By: General Manager, Community Services

General Manager: Community Services, Ms M Lock

SUMMARY

The City of Holdfast Bay has received a proposal from the Stamford Grand Adelaide to operate two outdoor dining area with immediate start until the 30 March 2020, 7 days a week, 11am until 9pm.

RECOMMENDATION

1. **That Council approves the Stamford Grand Adelaide's outdoor dining licence for a 4 month period from 1 December 2019 until 30 March 2020, 7 days a week, 11am until 9pm.**
 2. **That Council provides land owners consent for the activation to operate for the 4 month period located adjacent to the Promenade Restaurant, facing Jimmy Melrose Reserve.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Economy: Boosting our visitor economy
Economy: Supporting and growing local business

COUNCIL POLICY

Commercial Activation of Public Land Policy

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

A formal proposal has been received from the Stamford Grand Adelaide to operate two outdoor dining areas, with immediate start until the 30 March 2020, 7 days a week, 11am until 9pm.

The first was intended to serve the Stamford Grand Bar, facing Moseley Square. However, due to the lack of space between the bar and the tram lines, pedestrian traffic challenges, expected impact on the community and the large number of events on Moseley Square over summer, this proposal was not deemed suitable. It is to be noted that a similar proposal on Moseley Square was rejected by Administration in 2018.

The second activation would serve the Promenade Restaurant, facing Jimmy Melrose Park.

This report outlines the outdoor dining proposal.

REPORT

The proposed outdoor dining area is directly adjacent Promenade Restaurant, facing Jimmy Melrose Park.

A formal proposal has been received from the Stamford Grand Adelaide to operate two outdoor dining areas, from 30 October 2019 until the 30 March 2020, 7 days a week, 11am until 9pm.

Promenade Restaurant Alfresco Outdoor Dining (West/adjacent Restaurant) – Concept

- 8m x 2m area (16sqm), with planter boxes for framing. As the thoroughfare is 10 metres wide, this still leaves 8 metres clearance between the outdoor dining and the edge of Jimmy Melrose Park.
- The Technical Officer, Traffic and Transport confirmed that this would leave ample space for pedestrian traffic on South Esplanade.
- Although the paved area for the former Oli bus was initially considered, keeping the outdoor setting against the building will avoid collision risks with member of the public. This area against the building will also not interfere with the running of tourism events in the park.
- There would be 6 tables with 2 or 4 chairs per table.
- There is no access to power or water required.
- Only small removable/mobile umbrellas required.



Liquor license:

Administration has considered the application and would recommend granting a letter of support/conditional approval for an extension of the existing licensed area on the basis that opening hours are reasonable, no further risk was identified and there will be minimal impact to adjacent properties or foreshore users.

Risk Management:

- The main risk is restriction of pedestrian traffic at times of major events. However, the risk will be mitigated if the Stamford Grand Adelaide removes all outdoor dining on New Year's Eve and any other event as deemed necessary by City of Holdfast Bay.
- The Stamford Grand Adelaide provided a risk management plan which has been assessed by Administration with no significant risk highlighted.
- There will be no sound amplification system installed and no anticipated significant noises.

Permitted uses on Regional Open Space and strategic alignment:

The land to be occupied seasonally is part of the Glenelg foreshore and is registered as Regional Open Space. The Community Land Management Plan indicates that the purpose of Regional Open Space is to:

- provide recreation and tourism opportunities for residents and visitors;
- increase the overall profile of the City;

The Community Land Management Plan also states the use of Regional Open Space is "generally permitted for business purposes e.g. operation of kiosk, special events and associated activities."

Relevant policy:

Whilst very similar to a request for an outdoor dining permit, the proposed area sits on community land and thereby falls under the Commercial Activation of Public Land policy.

In reference to 1.4.9 of the policy, the Promenade Restaurant Outdoor Dining proposal is not defined as a major impact activity for the following reasons:

- The size it will occupy is limited to 16sqm.
- The dining set up is easy to install/remove.
- It will have minimal impact on community access to the surrounding area.
- It is temporary (5 months).

Whilst all activities with major impact require full Council approval, Administration (by delegation) may authorise the temporary use of certain areas of Community Land for minor and medium commercial activity (section 4.3.1 of the policy).

Permit on conditional use:

Administration have reviewed the formal request and as such recommend that a Permit under Section 200, Local Government Act 1999, "Permit to use Community Land for Business purposes" be issued under the following conditions:

- 1 December 2019 until the 30 March 2020, 7 days a week, 11am until 9pm.
- The Promenade dining area is no more than 2 metres wide with a minimum of 8 metres clearance remaining between the outdoor dining and the edge of Jimmy Melrose Park.
- Planter boxes to be installed on the promenade for delineating the dining area, providing some safety to the area against bikes (although the area is restricted to pedestrian access) and allowing reference points for blind people.
- The Stamford Grand Adelaide will remove all set up and equipment on large events date as requested in writing by City of Holdfast Bay Administration.
- The Stamford Grand Adelaide shall comply with any reasonable request made by an authorised officer of Council in connection with the use of the land.
- Public Liability Certificate of Insurance is provided.
- Compliance with all applicable industry standards, health or safety standards, current Australia Standards or any other applicable codes of practice.
- Liquor license extension is approved.
- Council is not liable for any injury, damage or loss resulting from the granting of this permit or related in any way to the permitted use.
- All installation, maintenance and remediation costs are the full responsibilities of the Stamford Grand Adelaide.

Fee:

The proposal was considered as an extension to dining rather than a high impact activation. As such, the "Esplanade" outdoor dining category could apply: \$324 per sqm as per Fees and Charges 2019. This is the same fee that is applied to the outdoor dining area of the Broadway Kiosk. The fee would total \$2,160 for 5 months.

BUDGET

Total budgeted income \$1,728 for a 4 month term.

LIFE CYCLE COSTS

Not applicable

Item No: **15.4**

Subject: **TARLTON STREET TREE ASSESSMENT AND TREE RENEWAL**

Date: 12 November 2019

Written By: Technical Officer – Arboriculture

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

An assessment has been undertaken of street trees in Tarlton Street, Somerton Park. The assessment identified 5 trees which require removal out of 45 trees assessed, with 5 replacement trees to be planted.

RECOMMENDATION

That Council:

1. **authorise the removal of five (5) street trees with planting of five (5) replacement trees; and**
 2. **note pruning will be undertaken in Tarlton Street as per recommendations in the Tree Assessment report.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Placemaking: Developing walkable connected neighbourhoods
Placemaking: Building character and celebrating history
Community: Building a healthy, active and resilient community
Community: Providing welcoming and accessible facilities
Environment: Building an environmentally resilient city
Environment: Fostering an environmentally connected community

COUNCIL POLICY

Tree Management Policy

STATUTORY PROVISIONS

Development Act 1993

BACKGROUND

Tarlton Street Somerton Park supports an aging population of veteran Holm Oaks (45 trees in total) that contribute to the character of the area.

Due to the declining condition of some of these veteran trees, an assessment was prepared to determine the best course of action for managing the Holm Oaks for the entirety of the street.

Refer Attachment 1

REPORT

The assessment recommended a total of five (5) trees to be removed, with 5 new trees to replace them. The impact of tree removal is reduced due to the low number of removals and the high number of juvenile trees that were planted in 2018.

The assessment report also recommends additional pruning and tree care for the remaining stock to maintain their vitality.

Both the tree removals/replacement and the pruning will continue to revitalise the Tarlton Street tree stock, whilst also protecting the remaining trees to retain their canopy coverage in the area.

BUDGET

All recommended tree removals and replacements will be funded from the 2019/20 Tree Maintenance operational budget.

LIFE CYCLE COSTS

As trees require ongoing maintenance throughout their lifespan, this is allowed for within the operational and maintenance budgets.

Attachment 1





Tarlton Street *Quercus ilex* (Holm Oak) Assessment Report

**Prepared for Council
Compiled by Ben Hall, Technical Arboriculture Officer**

Contents

Executive Summary.....	3
Area of assessment.....	3
Identification Data Map.....	4
Individual Vegetation Data and Imagery	6
Conclusion.....	29

Executive Summary

An assessment was carried out on all 45 mature *Quercus ilex* (Holm Oak) trees along Tarlton Street, Somerton Park, to determine the best course of action for management of the existing tree stock and potential succession planting in the future.

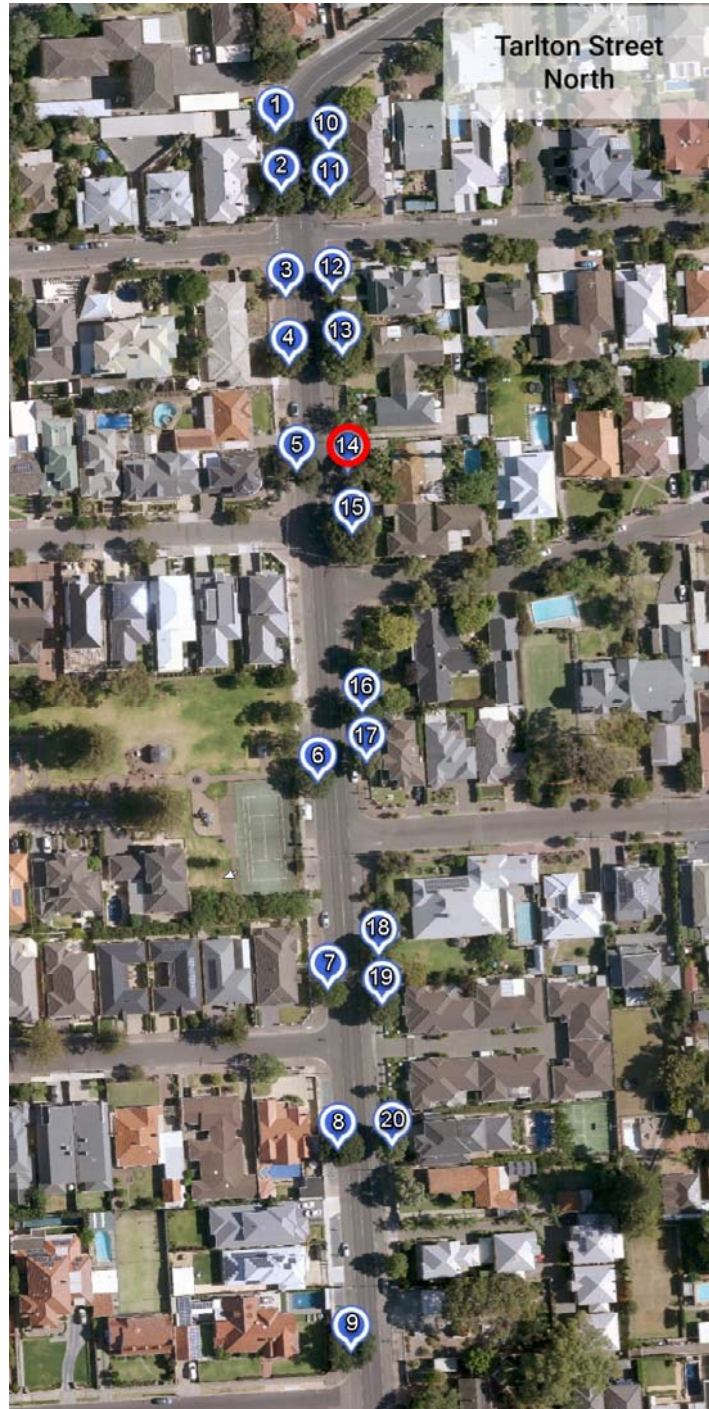
Area of assessment

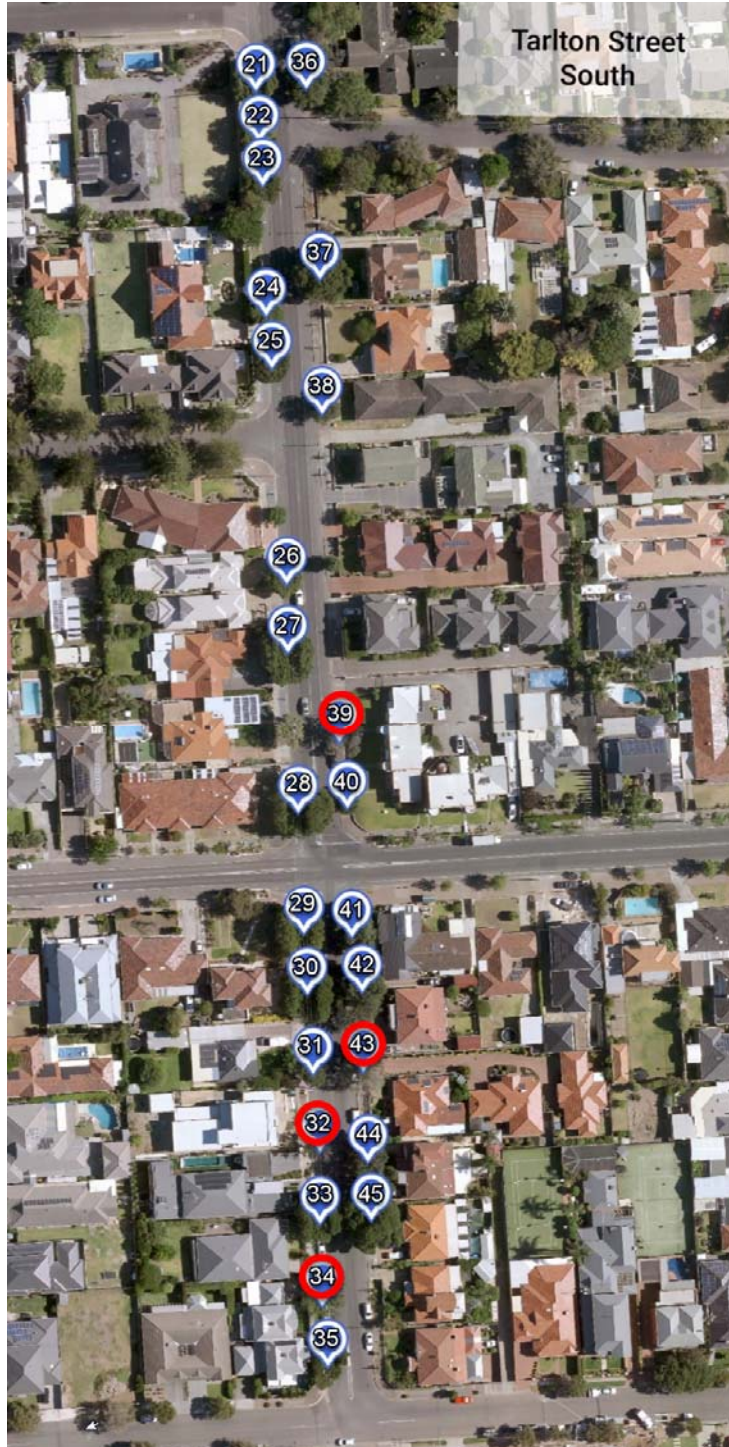
The area of assessment looks at the entirety of Tarlton Street. As this zone covers a vast distance equating to what is a 760 meter stretch, a division of north and south have been indicated. The separation of zones allows for a higher level of detail to be captured and managed.





Identification Data Map

All vegetation assessed has been labelled 1 to 45, as per aerial imagery. Reference to the allocated identification labels correlate to the detailed vegetation assessment. To give further indication, the recommended removals have been highlighted in red.





Individual Vegetation Data and Imagery

	<p>Tree 1</p> <p>Address: u6/6 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good-fair</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: low voltage</p> <p>Recommendation: Retain - deadwood and provide clearance to service wires. Reduce suckering via hedging method.</p>
	<p>Tree 2</p> <p>Address: u2/6 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: low voltage</p> <p>Recommendation: Retain - minor reduction from property gutter and minor dead-wood over roadway.</p>



Tree 3

Address: u2/10 Tarlton Street

Health: Fair

Structure: Fair-poor

ULE: <5 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: low voltage

Recommendation: Retain - minor deadwood and hedge suckers. Tree is in reduced form from years of dieback. New growth throughout and stunted form presents a tree with minimal risk.



Tree 4

Address: u3/10 Tarlton Street

Health: Good

Structure: Good-fair

ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: low voltage

Recommendation: Retain - no action required (recently pruned).



Tree 5

Address: 14 Tarlton Street

Health: Good-fair

Structure: Good-fair

ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: low voltage

Recommendation: Retain - dead-wood and remove suckers.



Tree 6

Address: Seaforth Park Reserve

Health: good

Structure: good

ULE: 20-30years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: low voltage

Recommendation: Retain - minor deadwood, manage suckers with hedging method.



Tree 7

Address: 28

Health: Good

Structure: Good-fair

ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: low voltage

Recommendation: Retain - minor deadwood manage suckers (retain hedging approach)
Existence of unnecessary pavers on verge which is a less favourable application for the tree.



Tree 8

Address: side of 1 Ferris Avenue

Health: good-fair

Structure: good-fair



ULE: 10-20 years



Risk rating: Low



Regulatory Status: uncontrolled



Powerlines: low voltage

Recommendation: Retain - dead-wood required and slight lift over road. Canker and fungal activity is present in this tree. Tree is compartmentalising well and currently coping with pathogenic infections.

	<p>Tree 9</p> <p>Address: 24</p> <p>Health: good</p> <p>Structure: good-fair</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: low & high voltage</p> <p>Recommendation: Retain - no action required.</p> <p>Tree structure hindered by SAPN vegetation clearance.</p>
	<p>Tree 10</p> <p>Address: 1/5 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good to fair (managed suckering)</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - minor dead-wood and lift over roadway require. Existence of bitumen on verge which is a less favourable application for the tree.</p>

	<p>Tree 11</p> <p>Address: 2/5 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good to fair (managed suckering)</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - minor dead-wood.</p> <p>Existence of bitumen on verge which is a less favourable application for the tree.</p>
	<p>Tree 12</p> <p>Address: 7 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good to fair (managed suckering)</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - no pruning required.</p> <p>Existence of bitumen on verge which is a less favourable application for the tree.</p>

	<p>Tree 13</p> <p>Address: 9-11 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good to fair</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - minor dead-wood.</p> <p>Existence of bitumen on verge which is a less favourable application for the tree.</p>
	<p>Tree 14</p> <p>Address: 13 Tarlton Street</p> <p>Health: Poor (in senescence)</p> <p>Structure: Poor (primary union has failed)</p> <p>ULE: Replace</p> <p>Risk rating: Medium</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Remove and replace with 1 London Plane Tree. Existence of bitumen on verge which is a less favourable application for the tree.</p>

	<p>Tree 15</p> <p>Address: 15 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: Regulated</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - minor lift over residential side required. Existence of bitumen on verge which is a less favourable application for the tree.</p>
	<p>Tree 16</p> <p>Address: 17 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - Some minor vegetation reduction required to accommodate street light and service wire. Existence of bitumen on verge which is a less favourable application for the tree.</p>



Tree 17

Address: 19 Tarlton Street

Health: Good

Structure: Good

ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: nil

Recommendation: Retain – No action required



Tree 18

Address: 21 Tarlton Street

Health: Good

Structure: Good

ULE: 20-30 years

Risk rating: Low

Regulatory Status: Regulated

Powerlines: nil

Recommendation: Retain - no pruning action required. Existence of bitumen on verge which is a less favourable application for the tree.



Tree 19

Address: 23a Tarlton Street

Health: Good

Structure: Good

ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: nil

Recommendation: Retain - no pruning required.
Existence of Artificial Turf on verge which is a less favourable application for the tree.



Tree 20

Address: 27 Tarlton Street

Health: Good

Structure: Good



ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: nil

Recommendation: Retain - minor lift over residential driveway required

	<p>Tree 21</p> <p>Address: 26 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: low and high voltage</p> <p>Recommendation: Retain – provide tunnelling clearance to service wires.</p>
	<p>Tree 22</p> <p>Address: 26 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good-fair (managed suckering)</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: Regulated</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain – maintain hedged suckers.</p>



Tree 23

Address: 26 Tarlton Street

Health: Good

Structure: Good

ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: overhead low/high voltage present

Recommendation: Retain – no action required



Tree 24

Address: 28 Tarlton Street

Health: Good

Structure: Good



ULE: 20-30 years



Risk rating: Low



Regulatory Status: uncontrolled

Powerlines: overhead low/high voltage present



Recommendation: Retain – no action required.

	<p>Tree 25</p> <p>Address: side of 2b Wilkinson Avenue</p> <p>Health: Good</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain – provide minor clearance for street lighting.</p>
	<p>Tree 26</p> <p>Address: 34</p> <p>Health: Good</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain - slight lift over driveway required. Driveway damage noted.</p>

	<p>Tree 27</p> <p>Address: 36</p> <p>Health: Good</p> <p>Structure: Good-fair</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain - minor tunnelling clearance required for service wires. Tree displays prominent effects of SAPN vegetation clearance.</p>
	<p>Tree 28</p> <p>Address: 40</p> <p>Health: Good-fair</p> <p>Structure: Good-fair</p> <p>ULE: 10-20 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain - minor dead-wooding required. Tree displays prominent effects of SAPN vegetation clearance.</p>

	<p>Tree 29</p> <p>Address: side of 65 Whyte Street</p> <p>Health: Good</p> <p>Structure: Good-fair</p> <p>ULE: 10-20 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: Regulated</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain - minor deadwood.</p> <p>Existence of bitumen on verge which is a less favourable application for the tree. Evidence of damage from continued infrastructure reinstatement. Tree displays prominent effects of SAPN vegetation clearance.</p>
	<p>Tree 30</p> <p>Address: side of 65 Whyte Street</p> <p>Health: Good</p> <p>Structure: Good-fair</p> <p>ULE: 10-20 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain – existence of bitumen on verge which is a less favourable application for the tree. Tree displays prominent effects of SAPN vegetation clearance.</p>

	<p>Tree 31</p> <p>Address: 42 Tarlton Street</p> <p>Health: Fair</p> <p>Structure: Good-fair</p> <p>ULE: 5-10 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain - minor deadwood and clearance provided for service wires. Review health in 12 months.</p>
	<p>Tree 32</p> <p>Address: 44 Tarlton Street</p> <p>Health: Poor (in Senescence)</p> <p>Structure: Fair-average</p> <p>ULE: Replace</p> <p>Risk rating: Medium</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Remove - replace with Tuckeroo to accommodate overhead powerlines. To be planted centrally to property of 44 (new development). With driveway tight to either side of this tree it is seen to be in a comprising position likely contributing to the decline along with excessive vegetation clearance issued by SAPN.</p>

	<p>Tree 33</p> <p>Address: 48 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Fair</p> <p>ULE: 10-20 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Retain - tree is coexisting with overhead infrastructure and stoby pole reasonably well. Some minor clearance required to further accommodate street lighting. Tree shows signs of excessive clearance from road way, damage to base for infrastructure reinstatement. Existence of artificial turf on the verge which is a less favourable application for the tree.</p>
	<p>Tree 34</p> <p>Address: 50a Tarlton Street</p> <p>Health: Poor (in senescence)</p> <p>Structure: Fair</p> <p>ULE: Replace</p> <p>Risk rating: Medium</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: overhead low/high voltage present</p> <p>Recommendation: Remove - replace with Tuckeroo to accommodate overhead powerlines. Tree has major dieback throughout with the only live foliage being epicormic growth. Tree likely to have have been set into decline from a number of factors. Existence of artificial turf on the verge which is a less favourable application for the tree.</p>



Tree 35

Address: 50b Tarlton Street

Health: Good

Structure: Good

ULE: 10-20 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: overhead low/high voltage present

Recommendation: Retain – issue tunnelling clearance for service wires.



Tree 36

Address: 35 Tarlton Street

Health: Good

Structure: Good



ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: nil

Recommendation: Retain – no action required.

	<p>Tree 37</p> <p>Address: 41 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: Regulated</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - minor lift over residential side required. Existence of bitumen on verge which is a less favourable application for the tree.</p>
	<p>Tree 38</p> <p>Address: 45 Tarlton Street</p> <p>Health: Good-fair</p> <p>Structure: Good</p> <p>ULE: 20-30 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - minor dead-wooding required. Existence of bitumen on verge which is a less favourable application for the tree.</p>



Tree 39

Address: u2/55 Tarlton Street

Health: Poor (in senescence)

Structure: Good

ULE: Replace

Risk rating: Medium

Regulatory Status: uncontrolled

Powerlines: nil

Recommendation: Remove - replace with a London Plane. Existence of bitumen on verge which is a less favourable application for the tree.



Tree 40

Address: u4/55 Tarlton Street

Health: Good

Structure: Good



ULE: 20-30 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: nil

Recommendation: Retain - minor lift over footpath. Existence of bitumen on verge which is a less favourable application for the tree.

	<p>Tree 41</p> <p>Address: 57 Tarlton Street</p> <p>Health: Good</p> <p>Structure: Good-fair (suckering/recovering from excessive pruning)</p> <p>ULE: 10-20 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain with some minor dead-wooding to occur.</p>
	<p>Tree 42</p> <p>Address: 59 Tarlton Street</p> <p>Health: Fair (minor terminal die-back evident)</p> <p>Structure: Good</p> <p>ULE: 5-10 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - dead-wood reduction with minor prune to accommodate stobie pole/service wires. Aim to improve condition with leaky well and monitor health. Review tree health in 12 months.</p>

	<p>Tree 43</p> <p>Address: 63 Tarlton Street</p> <p>Health: poor (tree in decline showing 50% canopy die back on South-eastern side of canopy) non recoverable state</p> <p>Structure: Good</p> <p>ULE: Replace</p> <p>Risk rating: Medium-low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Remove - no room for Plane Tree as the replacement due to nearby stobie pole and driveway. Tuckeroo as a replacement is recommended to fill this space.</p>
	<p>Tree 44</p> <p>Address: 67 Tarlton Street</p> <p>Health: Good-fair</p> <p>Structure: Good</p> <p>ULE: 10-20 years</p> <p>Risk rating: Low</p> <p>Regulatory Status: uncontrolled</p> <p>Powerlines: nil</p> <p>Recommendation: Retain - dead-wood reduction in upper south eastern parts of crown. Provide tunnelling clearance for service wires. Existence of bitumen on verge which is a less favourable application for the tree.</p>



Tree 45

Address: 73 Tarlton Street

Health: Good

Structure: Good

ULE: 10-20 years

Risk rating: Low

Regulatory Status: uncontrolled

Powerlines: nil

Recommendation: Retain - minor dead-wood and minor lift with tunnelling clearance provided for service wires.

Conclusion

From the 45 trees assessed a high level of retention value has been recognised with only 5 specimens seen to have reached expiration. Whilst these specimens only present a medium level of risk, declining conditional health highlights the necessity of actioning the advised removals.

It is also recommended that each of the 5 identified removals coincide with replacements aligning with Council's current street tree strategy. These new trees would form a part of 2020 planting program to further build and secure Tarlton's Street tree scape into the future.

With the recognition of the aging tree stock in Tarlton Street, Council's whole street planting program has previously incorporated 43 new juvenile trees that are now healthy and becoming well established. All plantings have occurred as per Council's street tree strategy with the species selection as per description below:

- Non-utilities side: *Cupaniopsis anacardioides* (Tuckeroo)
- Utilities side: London Plane Tree *Platanus x acerifolia* (London Plane Tree)

It is important to note that a considerable amount of artificial turf, unnecessary bitumen and pavers had been recognised to be situated on verges. These impervious surfaces are seen to be unfavourable applications for tree health as they restrict essential microbial activity, access to moisture and oxygen whilst increasing surrounding temperatures.

Item No: **15.5**

Subject: **WOMBAT CROSSING – ANGUS NEILL RESERVE – COMMUNITY FEEDBACK**

Date: 12 November 2019

Written By: Manager Project Delivery

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

A concept plan has been prepared for the proposed Wombat crossing at the Angus Neill Reserve. This concept plan was circulated to Elected Members in August 2019 and following endorsement was sent to approximately 45 local residents for feedback.

Council received 14 feedbacks from local residents. Three (3) of the local residents have requested the crossing to be moved towards the centre of the Reserve whilst others sought to reduce the impact of the flashing lights and proposed new street lights. Some residents requested the 40kph speed restriction for the Wombat crossing be extended further north to the northern end of the reserve.

Following discussions with Council's consultant traffic engineers and ward Councillors Lindop and Bradshaw, it is proposed that the crossing remain in its original position at the southern end of the reserve, that flashing lights be removed from the design as they are not a requirement, but that additional new street lighting required under Australian Standards for the crossing remain. Administration will however work with the designer/contractor to reduce the overall impact of the proposed new street lighting.

Based on the community feedback, the project is now referred back to Council for final approval to proceed.

RECOMMENDATION

That Council:

1. **note the summary of feedback received from the local residents in relation to the proposed Wombat crossing at the Angus Neill Reserve;**
2. **endorses the following design decisions:**
 - a) **Location of crossing to remain at southern end of Angus Neill Reserve as originally proposed;**

- b) Flashing warning lights are deleted; and
 - c) That Administration seek approval from the Department of Transport, Planning and Infrastructure (DPTI) to extend the 40kph speed limit zone (as required for a Wombat Crossing) to the northern end of Angus Neill Reserve; and
 - 3. approves the construction of the Wombat crossing at the southern end of Angus Neill Reserve in accord with the proposed design.
-

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Development Act 1993

BACKGROUND

Council has committed to the design and construction of a Wombat crossing at the Angus Neill Reserve on the Esplanade this financial year. The crossing is to be with a raised speed bump identical to the one in front of the Brighton Surf Lifesaving Club.

- Council Report No: 33/19; Item No. 11.9 'Motion On Notice – Angus Neill Reserve Safety Concerns – Councillor Lindop, 29 January 2019.

REPORT

Traffic consultants have finalized a concept plan and specifications for the proposed Wombat crossing at the Angus Neill Reserve. Wombat crossing incorporates a raised platform and includes the 40km/h speed limit on both side of the crossing. This concept has been circulated to the Elected Members by e-mail in August 2019.

Refer Attachment 1 – Wombat Crossing Concept Plan

About 45 local residents were notified (with feedback forms) of the proposed Wombat crossing in September 2019. Subsequently 14 feedbacks were received. The three main suggestions from the feedbacks were:

- Move the Wombat crossing towards the center of the Reserve;
- Reduce the impact of the lighting; and
- Extend the 40km speed limit further along the esplanade.

The comments and suggestions from the residents were discussed with the traffic engineer who designed the Wombat crossing. Feedback from the residents and the responses from the traffic engineer are included in the attached table.

Refer Attachment 2 – Summary Feedback from Residents

The project team (including the traffic engineer) also met with ward councilors Cr Lindop and Cr Bradshaw and discussed the feedback from the residents. The elected members and the traffic engineer believed that the best location for the Wombat crossing is at the southern end of the Reserve. The traffic engineer pointed out that pedestrians tend not to use the crossing if it is more 30 meters away from where they are. Note that the beach facilities like shower are located at the southern end of the Reserve and they are unlikely to walk up to the center of the Reserve. Also locating the crossing towards the center will lose additional car parks.

The elected members and the traffic engineer supported the installation of the crossing without the flashing lights as they are not a legal requirement at this location. They considered the suggested extension of speed limit along the esplanade and suggested that the Administration request the Department of Transport, Planning and Infrastructure (DPTI) to extend the 40km speed limit (applicable to the Wombat Crossing) to the northern end of Reserve.

In relation to reducing the overall impact of the lighting, project team will work with lighting suppliers to install appropriate shading, note that the proposed street lighting is a requirement for the Wombat crossing.

Note that the tender for the installation of the Wombat crossing has been called. However, the tender call is flexible enough to accommodate any necessary amendments.

BUDGET

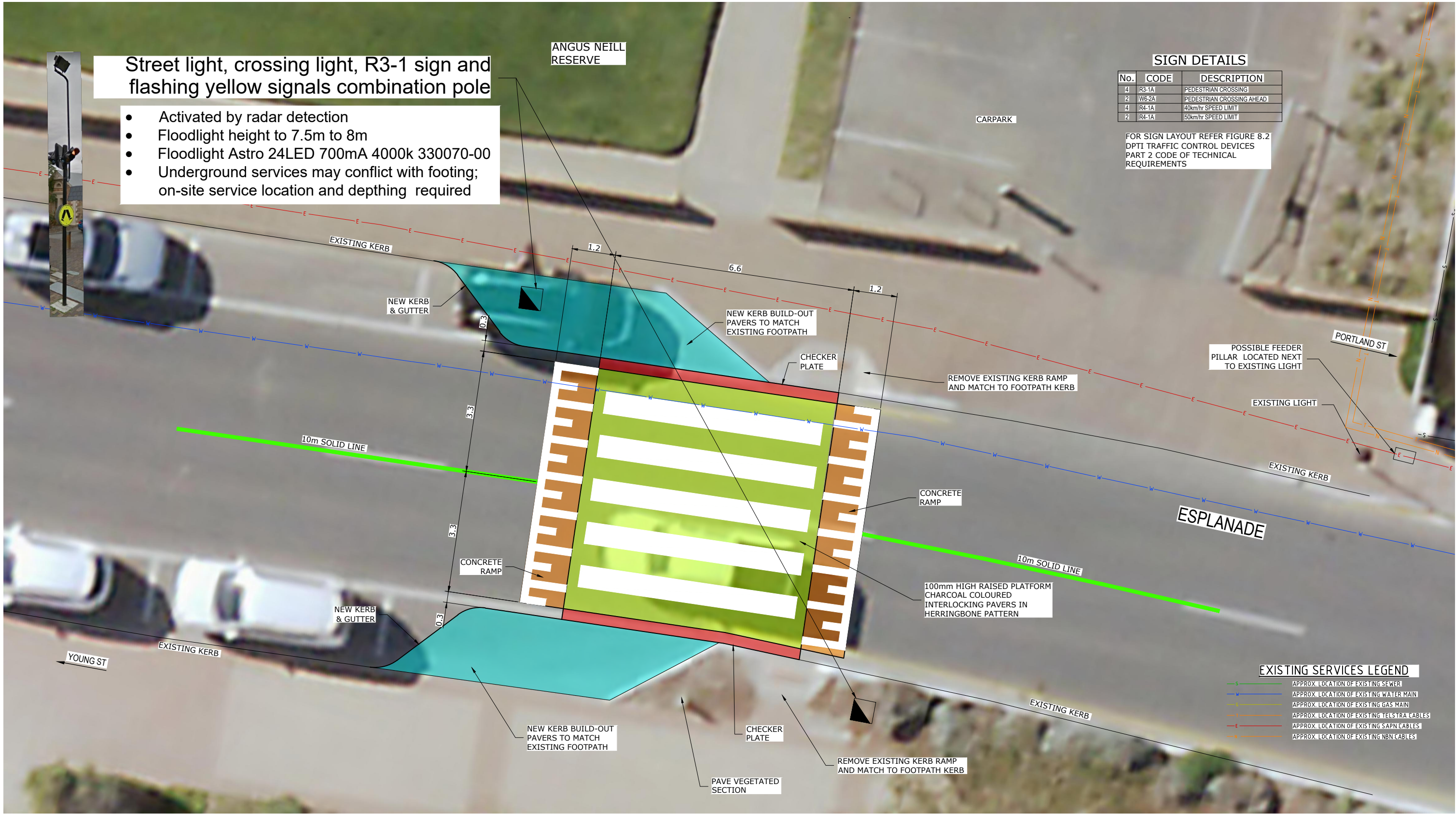
No change in the project budget that was submitted in the previous reports.

LIFE CYCLE COSTS

Once the development is completed, the asset, component lives, and their values will be included in the asset register. The required replacements and the associated costs will be included in the relevant asset management plan.

Attachment 1





Street light, crossing light, R3-1 sign and flashing yellow signals combination pole

- Activated by radar detection
- Floodlight height to 7.5m to 8m
- Floodlight Astro 24LED 700mA 4000k 330070-00
- Underground services may conflict with footing; on-site service location and depthing required

SIGN DETAILS

No.	CODE	DESCRIPTION
4	R3-1A	PEDESTRIAN CROSSING
2	W6-2A	PEDESTRIAN CROSSING AHEAD
4	R4-1A	40km/hr SPEED LIMIT
2	R4-1A	50km/hr SPEED LIMIT

FOR SIGN LAYOUT REFER FIGURE 8.2
DPTI TRAFFIC CONTROL DEVICES
PART 2 CODE OF TECHNICAL
REQUIREMENTS

EXISTING SERVICES LEGEND

- S- APPROX. LOCATION OF EXISTING SEWER
- W- APPROX. LOCATION OF EXISTING WATER MAIN
- G- APPROX. LOCATION OF EXISTING GAS MAIN
- T- APPROX. LOCATION OF EXISTING TELSTRA CABLES
- E- APPROX. LOCATION OF EXISTING SAPN CABLES
- N- APPROX. LOCATION OF EXISTING NBN CABLES

THIS DRAWING IS TO BE VIEWED IN COLOUR AS SOME FEATURES / SYMBOLS ARE DIFFERENTIATED BY COLOUR. DRAWING NOT TO BE RELIED ON IF PRINTED IN GREYSCALE.

PRELIMINARY

00.5123

150 (A1), 1100 (A3)

100mm ON ORIGINAL DRAWING - DO NOT SCALE DRAWING

SCALE:1:50

SURVEYED:

SURVEY DATE:

COORDS & DATUM

COORDS TO MGA94

ALL LEVELS TO A.H.D.

SHEET SIZE

A1

A

ISSUED FOR COMMENT

27.08.19

MJV

MJV

PS

PS

REV

AMENDMENT / REASON FOR ISSUE

DATE

DES.

DWN.

DWGCHK.

VERIFIED

APPROVED

© TONKIN CONSULTING

PUBLIC UTILITIES:
THE SERVICES SHOWN ARE DERIVED FROM PLANS OBTAINED FROM THE RELEVANT SERVICE AUTHORITIES. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE WITH THE RELEVANT SERVICE AUTHORITIES FOR CONFIRMATION OF SERVICES AND THEIR LOCATION BEFORE EXCAVATION WORK COMMENCES.

tonkin

tonkin.com.au

City of Holdfast Bay / DPTI
Wombat Crossing
Esplanade near Portland St, Seacliff
Concept Design

FILENAME:	JOB NUMBER	SHEET NUMBER	REVISION
20190315_CONCEPT.DWG	20190315	SK-01	A

Attachment 2



Resident Feedback	Support	Suggestions / Comments	Comments from the Expert
1	Yes, but	Suggested the installation of a speed hump prior to crossing.	Not needed and so not recommended
2	Yes, but	Suggested minimum signage to keep it natural, low speed is great idea.	
3	Yes		
4	Yes, but	Suggested 40kmph from Jetty Road Brighton to Seacliff Hotel.	This signage is only being installed as a speed of 40km/h or less is required for a wombat crossing. This does not need to be extended however it can be if Council wishes. This will have a broader impact however
5	Yes, but	Like to see floodlight in harmony with existing lighting.	
6	Yes, but		
7	Yes		
8	Yes	Urgent need for crossing on South of Jetty Road	
9	No, but	Suggested 40kmph from Young to Portland Street. Suggested the crossing to be place 40m North of current plan (centre of reserve) and trial RADAR lights at BLSC first.	
10	No, but	Support crossing but need it near centre of reserve as most amenities (toilets, BBQ, Shelters) are on northern end. Currently proposed location is too close to Southern car park.	If the crossing is moved north it will have a large impact on parking and will require the removal of at least an additional 2 parking spaces (one on each side).
11	No, but	Should only be one street light, facing away from houses on eastern footpath.	Both lights are required to meet the vertical illuminance requirements. Cannot have a single light or no street lighting as it will not comply
12	No, but	Support crossing, do not support lighting-will have detrimental effect on the amenity of the area.	
13	No, but	Pedestrian lights will destroy natural beauty, crossing without controls is enough.	
14	No, but	Agree with raised crossing, not with RADAR lights, will keep on flashing due to high amount of traffic, will destroy beauty of beach.	The flashing lights are not required and can be removed.

Item No: **15.6**

Subject: **INTERNAL REVIEW OF COUNCIL DECISIONS POLICY REVIEW**

Date: 12 November 2019

Written By: Team Leader Governance

General Manager: Strategy and Business Innovation, Ms P Jackson

SUMMARY

This report seeks approval of the Internal Review of Council Decisions (Section 270). The policy has been reviewed. The changes to the policy have been highlighted through a tracked changes copy and a clean copy incorporating the track changes.

The Policy is based on the Local Government Association model with additional parts added for clarity.

RECOMMENDATION

That Council approve and endorse the Internal Review of Council Decisions (Section 270) Policy as amended.

COMMUNITY PLAN

Culture: Providing customer-centred services
Culture: Enabling high performance
Culture: Being financially accountable
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

The *Local Government Act 1999* (the Act), requires councils to keep council policies under review to ensure they are appropriate and effective (Section 59). The Internal Review of Council Decisions (Section 270) Policy is required under Section 270 of the Act.

Policies are an important part of the good governance of the City of Holdfast Bay. They protect the organisation and provide our community with confidence that we will undertake operations in a consistent, fair and equitable way.

REPORT

This Policy was last reviewed by Council on 27 June 2017 and is due for review. The amended Policy is provided with tracked changes (Refer Attachment 1) and a clean copy incorporating the changes (Refer Attachment 2).

Refer Attachments 1 and 2

The changes made to the policy are namely:

- Details of when the Chief Executive Officer can refuse an application for review and confirmation that this will not be done lightly;
- Clarification on when reviews will be conducted by the elected body of Council;
- Expansion on the details of 'procedural fairness' and what this includes;
- Inclusion of the mandatory reporting obligations; and
- Inclusion on review timeframes for complex reviews.

The amended policy will be placed on Council's webpage.

Policy Review Timeframe

As this policy is a relatively low risk policy, this has been set with a review period of 3 years. This policy will be updated if there were any legislative changes or any other recommendations from Administration, but otherwise reviewed by Council in this timeframe.

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable

Attachment 1



INTERNAL REVIEW OF COUNCIL DECISIONS (s270) POLICY

Trim Container	FOL/17/1052
TRIM Document Number	
First Issued / Approved:	27/06/2017
Last Reviewed:	27/06/2017, C270617/825 C270617/825 26/11/19
Next Review:	30/06/2019 25/11/22
Responsible Officer	Team Leader Governance
Date Placed on Web	

1. PREAMBLE

This Policy outlines the process that will be applied when dealing with applications for an internal review of decisions of the Council ([the elected body](#)), employees of the Council, and other persons acting on behalf of the Council.

1.1 Background

Section 270 of the *Local Government Act 1999* (the Act) requires Council to establish procedures for the review of decisions of the Council, employees of the Council, and other persons acting on behalf of the Council ([such as contractors](#)).

1.2 Purpose

The aim of this policy is to provide a fair, consistent and structured process for Council's customers if they are dissatisfied with a Council decision or service.

1.3 Scope

General complaints will be managed in accordance with Council's Customer Feedback and Complaints Policy.

The Internal Review of Council Decisions Policy will apply to all applications for review of decisions of Council, its employees or other persons acting on behalf of Council, except where other statutory processes are available to the applicant including but not limited to:

- *Development Act 1993*
- *Dog and Cat Management Act [1995](#)*
- *Electoral Act [1985](#) and under the Local Government (Elections) Act [1999](#)*
- *Environment Protection Act [1993](#)*
- *Expiation of Offences Act [1996](#)*
- *Freedom of Information Act [1991](#)*
- *[Local Nuisance and Litter Control Act 2016](#)*
- *Industrial Relations matters*
- *[Orders under the Act \(section 254\)](#)*
- *Council By-Laws ~~and Orders~~*
- *Code of Conduct issues*
- *Conflict of Interest matters*

Formatted: Underline

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

- Decisions made under legislative delegations ([e.g. Food Act 2001](#), [SA Public Health Act 2011](#))
- Commonwealth Home Support Program matters.

Where legislation provides for the review or appeal of a decision (or where legislation excludes a decision from review) a decision of that type will not be reviewed under this policy.

Formatted: Normal, Indent: Left: 0.01 cm, Hanging: 2.99 cm, No bullets or numbering

Formatted: Font: (Default) Calibri, 11 pt

1.4 Strategic Reference

Culture: Providing customer-centred services
Culture: Supporting excellent, efficient operations

2. PRINCIPLES

2.1 Applicants

Any person who is affected by the decisions made by Council, its employees or other persons acting on behalf of Council, may lodge an application for an internal review of that decision.

2.2 Application process

2.2.1 Applications are to be made in writing and include:

- a statement clearly indicating that the applicant wishes to have a decision reviewed under Section 270 of the *Local Government Act 1999*
- detail of the decision to be reviewed
- a statement outlining the reasons for requesting a review; and
- any other relevant information.

2.2.2 Applications should be made within 6 months of the most recent Council decision on a matter, however this timeframe may be extended by the Chief Executive Officer (or nominee) on a case by case basis depending on the review merit.

The application should be addressed to ([hand delivered, posted or emailed to mail@holdfast.sa.gov.au](#)):

Chief Executive Officer
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048

Formatted: Indent: Left: 1.5 cm

2.2.3 The Chief Executive Officer may refuse to consider an application for review if:

- the application is made by an employee of the Council and relates to an issue concerning his or her employment or
- the application is frivolous (lacks substance or merit) or vexatious (made to harass, annoy, delay or cause detriment to the Council or a third party e.g. false allegations, absence of reasonable grounds) or

Formatted: Indent: Left: 0 cm, Hanging: 4.5 cm

Formatted: Indent: Left: 0 cm, Hanging: 6 cm

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

- the applicant does not have a sufficient interest in the matter.

Refusing an application will not be done lightly and reasons for the refusal will be provided to the applicant.

Formatted: Indent: Left: 2.08 cm

2.3 Review process

- 2.3.1 ~~Principles of natural justice will be observed in dealing with all matters.~~
All parties will have the opportunity to express their point of view, provide relevant information, and respond to issues raised.

- 2.3.2 The Chief Executive Officer will ~~n~~ominate provide to an appropriate Contact Officer who will acknowledge the applicant's request and be responsible for dealing with the application for review ~~-(except where an application is considered to be frivolous or vexatious, relates to an alternative statutory appeals process, or where the applicant does not have a sufficient interest in the matter).~~

~~_____~~ The Contact Officer will not include any person employee or contractor who has a personal relationship with the applicant, a personal interest in the outcome of the matter, or previously been involved in the decision which is the subject of the review.

Formatted: Indent: Left: 3 cm

- 2.3.3 The role of the Contact Officer is to:
- ~~_____~~ explain the procedure to the applicant and advise them of alternative courses of action available if applicable
 - ~~_____~~ undertake a preliminary investigation to determine what actions have already been taken to try to resolve the matter
 - ~~_____~~ consider if any alternative options are available to resolve the matter
 - assess the application and determine the appropriate action
 - arrange an independent review if necessary
 - advise the applicant of the expected timeframe for dealing with the matter and the action to be taken in the first instance
 - ~~_____~~ undertake a preliminary investigation to determine what actions have already been taken to try to resolve the matter
 - keep the applicant informed of progress or changes in timeframe
 - ensure adequate records are maintained.

- 2.3.4 ~~The Contact Officer will assess the application, determine the appropriate action and arrange for an independent review if necessary.~~

Formatted: Indent: Left: 1.5 cm, Hanging: 3 cm

- ~~_____~~ 2.3.5 Some ~~matters~~ decisions will be referred directly to a Council meeting for ~~consideration~~ review by the elected body or further consideration, such as ~~Council decisions formally made by Council (i.e. by Council resolution), Council Committee decisions, or~~ Chief Executive Officer ~~endorsed~~ decisions, ~~b~~udgetary matters, scope of service delivery matters, or ~~c~~ivic and ceremonial matters, requests for alteration to a formal Council Policy or any other matters at the discretion of the Chief Executive Officer.

3

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

Where the decision is a decision of the elected Council, the Contact Officer will report the outcome of the review to the Council. The Council will consider the outcome of the review and determine whether to affirm (uphold), vary or revoke the reviewed decision.

- 2.3.56 If applications for review relate to the impact that any declaration of rates or service charges may have had on ratepayers, such applications will be dealt with promptly and, if appropriate, addressed through the provision of relief or concessions under the Act.
- 2.3.67 When undertaking the review, the Contact Officer's role is to review the decision in question and ensure that the original decision-maker complied with the following procedural requirements and made an appropriate decision:
- ~~t~~the decision must be within a power properly conferred on the decision-maker under the relevant ~~A~~act legislation
 - ~~a~~a decision-maker must consider all matters which are relevant and not take into account matters which are not relevant
 - ~~a~~a decision-maker must not make a decision or exercise a power or discretion in bad faith or for an improper purpose
 - ~~a~~a decision-maker must ensure that findings of fact are based on evidence
 - ~~a~~a decisions must be reasonable
 - ~~t~~those who may be affected by a decision must be accorded procedural fairness
 - ~~a~~a decision-maker must properly consider the application of existing policies
 - ~~a~~a decision-maker must not exercise a discretionary power at the direction of another person.
- 2.3.78 In carrying out a review of a decision, the Contact Officer will consider all the information and material that was before the original decision-maker and any additional relevant information or material provided by the applicant, and make the best decision available on the evidence ~~provided~~available.
- 2.3.89 The Contact Officer, in addition to considering whether the decision is legally and procedurally correct, will also consider whether a different decision would be better, based on the evidence. The merits review process, will involve a review of the facts that support a decision, including any new evidence available.
- 2.3.94 Where the Contact Officer's role is only to prepare the matter for Council's review, the Contact Officer must reference the procedural requirements in clause 2.3.67 when preparing reports for Council's consideration.
- 2.3.104 Where a review may result in a professional indemnity or other claim against Council, an Elected Member or ~~e~~employee, the Chief Executive

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

Officer (or nominee) will provide the [Local Government Association](#) Mutual Liability Scheme with summary information about the review within 30 days of the conclusion of the matter.

2.4 Procedural Fairness

2.4.1 [The principles of natural justice will be observed in dealing with all applications.](#)

2.4.2 Council will observe the following principles of procedural fairness when exercising its statutory powers, which could affect the rights and interests of individuals [by](#):

- [Giving](#) an applicant a right to put their case forward, by giving an applicant the opportunity to provide all relevant documentary evidence [rather than an oral hearing](#).
- [Ensuring](#) that the [reviewer/Contact Officer](#) does not have a personal interest in the outcome [\(must not have a bias or perceived bias\)](#).
- [Acting](#) only on ~~proper~~[proper](#) evidence that is capable of proving the case [on the balance of probabilities](#).

2.5 Record keeping

2.5.1 Employees [and contractors](#) will keep clear and accurate records of interviews and review actions, [focussing on factual information](#).

2.5.2 Documentation will be kept safe and secure, and only relevant parties with a genuine interest will have access to the records.

2.5.3 A register of all applications for review will be maintained.

2.6 Reporting

A report will be prepared for Councils on an annual basis, detailing the [complaints applications](#) received in the previous year [in accordance with section 270\(8\) of the Act](#). This information will also be included in Council's Annual Report [in accordance with the Local Government \(General\) Regulations 2013, regulation 35, Schedule 4 \(2\)](#).

2.7 Review timeframe

2.7.1 An application for review of a Council decision will be formally acknowledged [by the Contact Officer](#) within 5 [clear](#) working days of receipt [of the application](#), including [an](#) advice to applicants about ~~the an~~ [estimated expected](#) timeframe for dealing with the [matter application](#).

2.7.2 In most cases, applications for review will be considered within [28 days or in a timely manner for complex reviews \(where appropriate enquiries, assessment of the evidence, drafting of a response and decision-making may take several months to complete\)](#).

Formatted: Font: Bold

Formatted: Normal, Indent: Left: 0 cm, Hanging: 3 cm, Tab stops: 4.5 cm, Left + 7.5 cm, Left

Formatted: Font: (Default) Calibri

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

Applicants will be kept informed by the Contact Officer about the progress of the review either by email, telephone or letter, and advised in writing of the outcome of the review procedure and process.

2.87 Remedies Outcome of review

- 2.78.1 Where the review of a decision upholds the applicant's grievance (decision is overturned or varied), a remedy or response will be determined which is consistent and fair for both Council and the applicant. The applicant will be advised accordingly.

The remedy chosen will be proportionate and appropriate to the failure identified and may include, but is not limited to:

- returning the situation to its original status
- an explanation
- an apology or admission of fault
- a change to policy, procedure or practice
- a correction to Council records
- financial compensation or the waiving of a debt
- the remission of a penalty or remedial action
- disciplinary action
- referral of a matter to an external agency for investigation or prosecution.

- 2.78.2 Any action required will be undertaken promptly, and consideration given to whether changes are required to prevent the situation being repeated.

- 2.83 Where the outcome of the review is to affirm (uphold) the decision the applicant will be notified accordingly. Council will consider if there are any opportunities for business improvement.

2.89 Options for Review available to applicants

- 2.89.1 Applicants may seek external review through the SA Ombudsman, other legal appeal processes, or the Courts at any time during the internal review process. When advising an applicant of the outcome of a review, applicants will be advised of other options for review, any rights of appeal and the right to make a complaint to an external agency such as the SA Ombudsman SA.

2.9 Policy Review

- 2.9.1 In order to ensure Council continues to provide the best possible service response for its customers, this policy is subject to periodic evaluation and review.

2.10 Availability of the Policy

Formatted: Indent: Left: 0 cm, First line: 0 cm

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

This Policy will be available for inspection at Council's principal office during normal business hours and at Council's website www.holdfast.sa.gov.au.

3. REFERENCES

3.1 Legislation

Local Government Act 1999

3.2 Other References

Customer Feedback and Complaints Procedure

Attachment 2



INTERNAL REVIEW OF COUNCIL DECISIONS (s270) POLICY

Trim Container	FOL/17/1052
TRIM Document Number	
First Issued / Approved:	27/06/2017
Last Reviewed:	27/06/2017, C270617/825 26/11/19
Next Review:	25/11/22
Responsible Officer	Team Leader Governance
Date Placed on Web	

1. PREAMBLE

This Policy outlines the process that will be applied when dealing with applications for an internal review of decisions of the Council (the elected body), employees of the Council, and other persons acting on behalf of the Council.

1.1 Background

Section 270 of the *Local Government Act 1999* (the Act) requires Council to establish procedures for the review of decisions of the Council, employees of the Council, and other persons acting on behalf of the Council (such as contractors).

1.2 Purpose

The aim of this policy is to provide a fair, consistent and structured process for Council's customers if they are dissatisfied with a Council decision or service.

1.3 Scope

General complaints will be managed in accordance with Council's Customer Feedback and Complaints Policy.

The Internal Review of Council Decisions Policy will apply to all applications for review of decisions of Council, its employees or other persons acting on behalf of Council, except where other statutory processes are available to the applicant including but not limited to:

- *Development Act 1993*
- *Dog and Cat Management Act 1995*
- *Electoral Act 1985 and under the Local Government (Elections) Act 1999*
- *Environment Protection Act 1993*
- *Expiation of Offences Act 1996*
- *Freedom of Information Act 1991*
- *Local Nuisance and Litter Control Act 2016*
- Industrial Relations matters
- Orders under the Act (section 254)
- Council By-Laws
- Code of Conduct issues
- Conflict of Interest matters

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

- Decisions made under legislative delegations (e.g. *Food Act 2001*, *SA Public Health Act 2011*)
- Commonwealth Home Support Program matters.

Where legislation provides for the review or appeal of a decision (or where legislation excludes a decision from review) a decision of that type will not be reviewed under this policy.

1.4 Strategic Reference

Culture: Providing customer-centred services

Culture: Supporting excellent, efficient operations

2. PRINCIPLES

2.1 Applicants

Any person who is affected by the decisions made by Council, its employees or other persons acting on behalf of Council, may lodge an application for an internal review of that decision.

2.2 Application process

2.2.1 Applications are to be made in writing and include:

- a statement clearly indicating that the applicant wishes to have a decision reviewed under Section 270 of the *Local Government Act 1999*
- detail of the decision to be reviewed
- a statement outlining the reasons for requesting a review; and
- any other relevant information.

2.2.2 Applications should be made within 6 months of the most recent Council decision on a matter, however this timeframe may be extended by the Chief Executive Officer (or nominee) on a case by case basis depending on the review merit.

Application should be addressed to (hand delivered, posted or emailed to mail@holdfast.sa.gov.au):

Chief Executive Officer
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048

2.2.3 The Chief Executive Officer may refuse to consider an application for review if:

- the application is made by an employee of the Council and relates to an issue concerning his or her employment or
- the application is frivolous (lacks substance or merit) or vexatious (made to harass, annoy, delay or cause detriment to the Council or a third party e.g. false allegations, absence of reasonable grounds) or

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

- the applicant does not have a sufficient interest in the matter.

Refusing an application will not be done lightly and reasons for the refusal will be provided to the applicant.

2.3 Review process

2.3.1 All parties will have the opportunity to express their point of view, provide relevant information, and respond to issues raised.

2.3.2 The Chief Executive Officer will provide to an appropriate Contact Officer who will acknowledge the applicant's request and be responsible for dealing with the application for review..

The Contact Officer will not include any employee or contractor who has a personal relationship with the applicant, a personal interest in the outcome of the matter, or previously been involved in the decision which is the subject of the review.

2.3.3 The role of the Contact Officer is to:

- explain the procedure to the applicant and advise them of alternative courses of action available if applicable
- undertake a preliminary investigation to determine what actions have already been taken to try to resolve the matter
- consider if any alternative options are available to resolve the matter
- assess the application and determine the appropriate action
- arrange an independent review if necessary
- advise the applicant of the expected timeframe for dealing with the matter and the action to be taken in the first instance
- keep the applicant informed of progress or changes in timeframe
- ensure adequate records are maintained.

2.3.4 Some decisions will be referred directly to a Council meeting for review by the elected body such as decisions formally made by Council (i.e. by Council resolution), Council Committee decisions, Chief Executive Officer decisions, budgetary matters, scope of service delivery matters, or civic and ceremonial matters, requests for alteration to a formal Council Policy or any other matters at the discretion of the Chief Executive Officer.

Where the decision is a decision of the elected Council, the Contact Officer will report the outcome of the review to the Council. The Council will consider the outcome of the review and determine whether to affirm (uphold), vary or revoke the reviewed decision.

2.3.5 If applications for review relate to the impact that any declaration of rates or service charges may have had on ratepayers, such applications will be dealt with promptly and, if appropriate, addressed through the provision of relief or concessions under the Act.

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

- 2.3.6 When undertaking the review, the Contact Officer's role is to review the decision in question and ensure that the original decision-maker complied with the following procedural requirements and made an appropriate decision:
- the decision must be within a power properly conferred on the decision-maker under the relevant legislation
 - a decision-maker must consider all matters which are relevant and not take into account matters which are not relevant
 - a decision-maker must not make a decision or exercise a power or discretion in bad faith or for an improper purpose
 - a decision-maker must ensure that findings of fact are based on evidence
 - a decision must be reasonable
 - those who may be affected by a decision must be accorded procedural fairness
 - a decision-maker must properly consider the application of existing policies
 - a decision-maker must not exercise a discretionary power at the direction of another person.
- 2.3.7 In carrying out a review of a decision, the Contact Officer will consider all the information and material that was before the original decision-maker and any additional relevant information or material provided by the applicant, and make the best decision available on the evidence available.
- 2.3.8 The Contact Officer, in addition to considering whether the decision is legally and procedurally correct, will also consider whether a different decision would be better, based on the evidence. The merits review process, will involve a review of the facts that support a decision, including any new evidence available.
- 2.3.9 Where the Contact Officer's role is only to prepare the matter for Council's review, the Contact Officer must reference the procedural requirements in clause 2.3.6 when preparing reports for Council's consideration.
- 2.3.10 Where a review may result in a professional indemnity or other claim against Council, an Elected Member or employee, the Chief Executive Officer (or nominee) will provide the Local Government Association Mutual Liability Scheme with summary information about the review within 30 days of the conclusion of the matter.

2.4 Procedural Fairness

- 2.4.1 The principles of natural justice will be observed in dealing with all applications.

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

2.4.2 Council will observe the following principles of procedural fairness when exercising its statutory powers, which could affect the rights and interests of individuals by:

- giving an applicant a right to put their case forward, by giving an applicant the opportunity to provide all relevant documentary evidence rather than an oral hearing
- ensuring that the Contact Officer does not have a personal interest in the outcome (must not have a bias or perceived bias)
- acting only on proper evidence that is capable of proving the case on the balance of probabilities.

2.5 Record keeping

2.5.1 Employees and contractors will keep clear and accurate records of interviews and review actions.

2.5.2 Documentation will be kept safe and secure, and only relevant parties with a genuine interest will have access to the records.

2.5.3 A register of all applications for review will be maintained.

2.6 Reporting

A report will be prepared for Council on an annual basis, detailing the applications received in the previous year in accordance with section 270(8) of the Act. This information will also be included in Council's Annual Report in accordance with the Local Government (General) Regulations 2013, regulation 35, Schedule 4 (2).

2.7 Review timeframe

2.7.1 An application for review of a Council decision will be formally acknowledged by the Contact Officer within 5 clear working days of receipt of the application, including an advice to applicants about an estimated timeframe for dealing with the application.

2.7.2 In most cases, applications for review will be considered within 28 days or in a timely manner for complex reviews (where appropriate enquiries, assessment of the evidence, drafting of a response and decision-making may take several months to complete).

Applicants will be kept informed by the Contact Officer about the progress of the review either by email, telephone or letter and advised in writing of the outcome of the review process.

2.8 Outcome of review

2.8.1 Where the review of a decision upholds the applicant's grievance (decision is overturned or varied), a remedy or response will be

INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

determined which is consistent and fair for both Council and the applicant. The applicant will be advised accordingly.

The remedy chosen will be proportionate and appropriate to the failure identified and may include, but is not limited to:

- returning the situation to its original status
- an explanation
- an apology or admission of fault
- a change to policy, procedure or practice
- a correction to Council records
- financial compensation or the waiving of a debt
- the remission of a penalty or remedial action
- disciplinary action
- referral of a matter to an external agency for investigation or prosecution.

2.8.2 Any action required will be undertaken promptly, and consideration given to whether changes are required to prevent the situation being repeated.

2.8.3 Where the outcome of the review is to affirm (uphold) the decision the applicant will be notified accordingly. Council will consider if there are any opportunities for business improvement.

2.9 Options for Review available to applicants

2.9.1 Applicants may seek external review through the SA Ombudsman, other legal appeal processes, or the Courts at any time during the internal review process. When advising an applicant of the outcome of a review, applicants will be advised of other options for review, any rights of appeal and the right to make a complaint to an external agency such as Ombudsman SA.

3. REFERENCES

- 3.1 Legislation
Local Government Act 1999
- 3.2 Other References
Customer Feedback and Complaints Procedure

Item No: **15.7**

Subject: **ACTING ARRANGEMENTS IN THE ABSENCE OF THE CHIEF EXECUTIVE OFFICER**

Date: 12 November 2019

Written By: Governance and Risk Officer

Chief Executive Officer: Mr R Bria

SUMMARY

The purpose of this report is to consult Council on the appointment of persons to act as the Chief Executive Officer (CEO), in the absence of the CEO.

Pursuant to Section 102(b) of the *Local Government Act 1999* and following consultation with Council, the Chief Executive Officer can appoint a suitable person to act in the position of Chief Executive Officer in their absence.

RECOMMENDATIONS

That in addition to Mr Howard Lacy, General Manager City Assets and Services and Ms Marnie Lock, General Manager Community Services, Council endorse the following General Manager to also act in the position of Chief Executive Officer during periods of absence:

- **Ms Pamela Jackson, General Manager Strategy and Business Services.**
-

COMMUNITY PLAN

Culture: Supporting Excellent, Efficient Operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Section 102(b) – *Local Government Act 1999*

BACKGROUND

Council last considered this matter on 28 August 2018 (Report No: 298/18), where Mr Howard Lacy, General Manager City Assets and Services and Ms Marnie Lock, General Manager Community Services, were endorsed to act in the absence of the Chief Executive Officer.

Following the departure of Mr Justin Lynch, Chief Executive Officer, Mr Roberto Bria was appointed as Chief Executive Officer by Council. Subsequently Ms Pamela Jackson was appointed as General Manager, Strategy and Business Services.

REPORT

It is proposed that Ms Pamela Jackson in her capacity as a General Manager, is suitable to act in the absence of the Chief Executive Officer at any time.

The preferred appointment of an Acting Chief Executive Officer would be either General Manager, Strategy and Business Services, General Manager City Assets and Services or General Manager Community Services in consideration with availability and workload at the time. All General Managers are members of the Senior Leadership Team (SLT) and have excellent understanding of Council's business, legislative controls and staffing requirements.

On a number of occasions since 2011, various General Managers have acted as the Chief Executive Officer and the arrangement has proven to be practical and effective. It allows for a 'business as usual' approach, enables further development of skills and interactions with new stakeholders.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.

Item No: **15.8**

Subject: **APPOINTMENT OF DEPUTY MAYOR**

Date: 26 November 2019

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

Section 51 of the *Local Government Act 1999*, allows Council to appoint a Deputy Mayor for a term not exceeding four years. The Deputy Mayor may act in the absence of the Mayor, in the office of the Mayor.

The current appointed Deputy Mayor is Councillor Patton. This appointment expires on 1 December 2019.

Council has previously made the appointment for a Deputy Mayor for a term of one year. It is Council's prerogative to choose another term, if it chooses.

RECOMMENDATION

That Councillor _____ be appointed as Deputy Mayor for a period of one year, from 27 November 2019 to 1 December 2020.

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

Councillor Patton was appointed as the Deputy Mayor on 27 November 2018 at the start of the new Council term (Item number 10.2 Appointment of Deputy Mayor -Report No: 364/18):

Motion

C271118/1319

That Councillor Patton be appointed as Deputy Mayor for a period of one year, from 27 November 2018 to 1 December 2019.

Moved Councillor Bouchee, Seconded Councillor Lonie

Carried

REPORT

Under Section 51 of the *Local Government Act 1999*, if the Council has a Mayor, there may also be, if the Council so resolves, a Deputy Mayor. In the absence of the Mayor, the Deputy Mayor may act in the office of the Mayor. If there is to be a Deputy Mayor, he or she will be chosen by the Members of the Council from amongst their members and will hold office for a term determined by the Council, but not exceeding four years.

Council has previously chosen to appoint a Deputy Mayor for a period of one year. At the end of the term of the Deputy Mayor is eligible to be chosen for a new term. Councillor Patton can be appointed for a further term.

Role of Deputy Mayor

The role of the Deputy Mayor is to:

- Chair the meetings of Council in the absence of the Mayor; and
- Act in the position of Mayor when the Mayor is absent, and exercise the powers and perform the functions of the Mayor.

Remuneration of Deputy Mayor

The Remuneration Tribunal of South Australia in its Determination No.6 of 2018, stated that:

“The annual allowance for a councillor who is a deputy mayor ... will be equal to one and a quarter (1.25) times the annual allowance for councillors of that council.”

As the City of Holdfast Bay is a Group 1B Council, as determined by the Remuneration Tribunal, the annual allowance for a councillor is \$20,630, which equates to \$25,787.50 for the Deputy Mayor, plus the Consumer Price Index (CPI).

BUDGET

There are no budget implications associated with this report. The 2018/19 budget includes provision for payment of an allowance to a Deputy Mayor.

LIFE CYCLE COSTS

There are no full life cycle costs associated with this report.