

## 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 28 January 2020 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 Kaurna people as the traditional owners and custodians of this land.*

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

### 3. 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 be taken as read and 10 December 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** - Nil

10.2 **On Notice**

10.2.1 Waste Collection Calendars – Councillor Bouchee (Report No: 21/10)

**11. MEMBER'S ACTIVITY REPORTS** - Nil

**12. MOTIONS ON NOTICE**

12.1 Timed Car Parks Eastern Side of St Johns Row between Elizabeth and College Streets Glenelg - Councillor Bouchee (Report No: 14/20)

12.2 Seacliff Beach Access Ramp - Councillor Bradshaw (Report No: 17/20)

**13. ADJOURNED MATTERS**

13.1 Adjourned Report - Brighton Sports and Social Club - Loan Application (Reports 18/20 and 461/19)

**14. REPORTS OF MANAGEMENT COMMITTEES AND SUBSIDIARIES**

14.1 Draft Minutes – Alwyndor Management Committee –21 November 2019 and 19 December 2019 (Report No: 13/20)

**15. REPORTS BY OFFICERS**

15.1 Items in Brief (Report No: 04/20)

15.2 Appointment to Southern Region Waste Resource Authority Audit Committee (Report No: 15/20)

15.3 Appointment to Council Assessment Panel (Report No: 01/20)

15.4 Weekly Food Organics and Green Organics Pilot (Report No: 09/10)

15.5 Call for Nominations to Greater Adelaide Regional Organisation of Councils (GAROC) Committee for One Casual Vacancy (Report No: 11/20)

15.6 Jetty Road Mainstreet Committee member Resignations (Report No: 19/20)

**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 - Nil**

**ROBERTO BRIA  
CHIEF EXECUTIVE OFFICER**

Item No: **10.2.1**

Subject: **QUESTION ON NOTICE – WASTE COLLECTION CALENDARS**

Date: 28 January 2020

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## **QUESTION**

Councillor Bouchee asked the following question:

*“Could Administration please advise how and by what company the Waste Calendars are distributed?”*

### **Background**

In the last 2 years I have not received the waste collection calendar and advised Administration of same in 2019. Again this year I have not received the 2020 calendar. Two (2) residents have informed me in the last six (6) weeks that they too have not received their calendar.

### **ANSWER – Environmental Officer**

Council use Ovato to distribute the waste calendars by hand along with advertisement materials, all households should have received the A5 envelope on the week beginning 25 November 2019.

Item No: **12.1**

Subject: **MOTION ON NOTICE – TIMED CAR PARKS EASTERN SIDE OF ST JOHNS ROW BETWEEN ELIZABETH AND COLLEGE STREETS GLENELG – COUNCILLOR BOUCHEE**

Date: 28 January 2020

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### **PROPOSED MOTION**

Councillor Bouchee proposed the following motion:

#### **That Administration:**

- 1. investigate the possibility of implementing a three (3) or four (4) hour timed parking limit Monday to Sunday for currently untimed parking spaces on the eastern side of St Johns Row between Elizabeth and College Streets Glenelg; and**
  - 2. report back to Council by February 2020 for consideration.**
- 

### **BACKGROUND**

These spaces are adjacent to a very busy area, and due to the unlimited timed parking it has been noted that there are instances of cars parking there up to 3 months, e.g. residents residing in high rise apartments that only have one (1) car space. Currently cars can be parked there for days at a time.

Car parking is at a premium in this area and timed parking would assist in turn around to be more efficient.

Item No: **12.2**

Subject: **MOTION ON NOTICE – SEACLIFF BEACH ACCESS RAMP- COUNCILLOR BRADSHAW**

Date: 28 January 2020

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### **PROPOSED MOTION**

Councillor Bradshaw proposed the following motion:

#### **That Council Administration:**

1. **provide a report into the options available for the Seacliff beach access point to improve safety for all users;**
  2. **consult with Brighton and Seacliff Yacht Club; and**
  3. **consider the use of a permit system for boat users as a possible option.**
- 

### **BACKGROUND**

On 10 December 2019 the Member for Black, David Speirs MP, wrote to the Chief Executive Officer raising concerns by a constituent regarding the use of the public beach access point at Seacliff. In addition to this correspondence, local residents have spoken to me concerning the use of the beach access point as a boat ramp and the need for greater maintenance to occur for improved use of the access point for boat users. There are regular boat users that value this amenity, however given its proximity to other users such as walkers and swimmers, consideration must be given to the safety of all users.

*Refer Attachment 1*

# Attachment 1







# David Speirs MP

Member for Black



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

10 December 2019

Dear Mr Bria

## Seacliff boat ramp

I write in relation to concerns raised with me by a constituent regarding the use of the public boat ramp at Seacliff.

My constituent believes there is a danger to beach users including children, swimmers and dog walkers due to the large number of motorised boats using the Seacliff boat ramp. I am advised by my constituent that the area is overcrowded due to the number of vehicles and boat trailers parked on the sand and in the car park and surrounds.

My constituent states that there have been many 'near misses' on the beach due to vehicles driving on the sand trying to avoid sand bogging and the number of vehicles and trailers parking on the beach to access the ramp. I am aware that a variety of people use this area including swimmers, walkers, motorised boats, the surf club and yacht club. My constituent is also concerned with the environmental impact that so many users are having on a relatively small section of Seacliff beach.

Your assistance in investigating my constituent's concerns would be appreciated.

Yours sincerely,

**DAVID SPEIRS MP**  
Member for Black



7 Sturt Road, Brighton SA 5048



(08) 8296 9833



[black@parliament.sa.gov.au](mailto:black@parliament.sa.gov.au)



[www.davidspeirs.com.au](http://www.davidspeirs.com.au)



[facebook.com/DavidSpeirsMP](https://facebook.com/DavidSpeirsMP)



PO Box 121, Brighton SA 5048

Item No: **13.1**

Subject: **ADJOURNED REPORT – BRIGHTON SPORTS AND SOCIAL CLUB – LOAN APPLICATION (REPORT NO: 461/19)**

Date: 28 January 2020

Written By: General Manager

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

Council at its meeting on 10 December 2019 resolved to adjourn Report No: 461/19 until the next Council meeting to allow further consideration; and on the basis of fairness and equity for all sporting clubs in the precinct.

This report presents the original report (Report No: 461/19) for consideration by Council.

As the adjournment was moved prior to the consideration of the motion, any Councillor can move, second and/or speak to the motion.

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### **RECOMMENDATION:**

**From 10 December 2019 Council Meeting:**

1. That Council consent be granted for the proposed fit-out works subject to the following:
  - All costs to be borne by the Brighton Sports and Social Club;
  - All work to be undertaken by qualified trades persons;
  - The Brighton Sports and Social Club indemnify the City of Holdfast Bay against any claims, losses and suits that may arise from this project;
  - The Brighton Sports and Social Club be responsible for the on-going maintenance of the upgraded facilities in accordance with their upgraded lease;
  - The City of Holdfast Bay is permitted to inspect the works at any time; and
  - Works to comply with the Building Code of Australia and relevant legislation.
2. That Council provides a loan of \$80,000 to the Brighton Sports and Social Club amortised over a maximum of twelve years, on a 6 month repayment basis in accordance with Council's borrowing policy, for the purpose of improving the fit-out of the new kitchen, bar and cool room facilities.

- 3. That the Brighton Sports and Social Club sign a loan agreement prior to any monies being transferred.**
- 

## **BACKGROUND**

Council at its meeting on 10 December 2019, resolved to adjourn Report No: 461/19 until the next council meeting for 1 month to allow further consideration; and on the basis of fairness and equity for all sporting clubs in the precinct.

A workshop was held on 21 January 2020 to enable Council to discuss the proposed leases and other commercial arrangements for the three (3) main sporting clubs operating at the Brighton Oval, including the Brighton Sports and Social Club.

This report presents the original report and recommendations (Report No: 461/19) for consideration by council.

*Refer Attachment 1*

# Attachment 1



Item No: **15.3**

Subject: **BRIGHTON SPORTS AND SOCIAL CLUB – LOAN APPLICATION** (Report No: 461/19)

Date: 10 December 2019

Written By: Manager Finance

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

The Brighton Sports and Social Club has submitted an application for a loan of \$80,000 from Council to provide funds to enable completion of the fit-out of the kitchen, bar and cool rooms within the new upgraded sporting facility to the standard preferred by the Club.

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### **RECOMMENDATION**

1. That Council consent be granted for the proposed fit-out works subject to the following:
    - All costs to be borne by the Brighton Sports and Social Club;
    - All work to be undertaken by qualified trades persons;
    - The Brighton Sports and Social Club indemnify the City of Holdfast Bay against any claims, losses and suits that may arise from this project;
    - The Brighton Sports and Social Club be responsible for the on-going maintenance of the upgraded facilities in accordance with their upgraded lease;
    - The City of Holdfast Bay is permitted to inspect the works at any time; and
    - Works to comply with the Building Code of Australia and relevant legislation.
  2. That Council provides a loan of \$80,000 to the Brighton Sports and Social Club amortised over a maximum of twelve years, on a 6 month repayment basis in accordance with Council's borrowing policy, for the purpose of improving the fit-out of the new kitchen, bar and cool room facilities.
  3. That the Brighton Sports and Social Club sign a loan agreement prior to any monies being transferred.
-

**COMMUNITY PLAN**

Community: Building a healthy, active and resilient community

Community: Fostering an engaged and contributing community

Culture: Being financially accountable

**COUNCIL POLICY**

Treasury Management Policy

Borrowing Guidelines for Community Organisations

**STATUTORY PROVISIONS**

*Local Government Act 1999, Section 134*

**BACKGROUND**

The masterplan for the Brighton Oval development was approved by Council on 22 November 2016 and finalised in consultation with stakeholders. Stage 1 is progressing well and includes the construction of three new clubrooms including the Brighton Football and Cricket Clubrooms.

The Brighton Sports and Social Club (BSSC) holds the lease for the Brighton Football and Cricket clubrooms. The BSSC was incorporated in 1975 and its member clubs are the Brighton Cricket Club Inc., and the Brighton Districts and Old Scholars Football Club Inc.

The construction project included like-for-like fit-out costs for the building, and Council provided a grant to the BSSC for fitting out their facility. The club has written to Council requesting a loan to complete the fit-out of the kitchen, bar and cool-room clubrooms to a standard which will enable the club to cater for functions and in-turn improve its profitability.

**REPORT**

The new Brighton Football and Cricket clubrooms, Oval, sports facilities and change rooms are scheduled for completion in early to mid-June 2020. As part of the building project the Council has provided a grant of \$83,000 to assist the BSSC in funding the fit-out of the kitchen, bar and cool rooms. The actual cost of the preferred fit-out has been quoted between \$160,000 and \$175,000. This will provide the club with a kitchen and bar able to cater for up to 150 patrons. The club expects the premises to be licenced for a maximum of 200 patrons.

In order to fund the fit-out the president of the BSSC has written to Council requesting a Council loan of \$80,000. The application includes details of the club history and future business plans to increase the turn-over of the new facility and generate alternate income through functions and other initiatives.

*Refer Attachment 2*

This type of loan is termed a “sporting club self-servicing” loan where Council internally funds the loan. Due to the relatively small amount it is proposed to fund this from Council’s existing cash resources. Therefore there is no need to arrange a back-to-back loan with the Local Government Finance Authority (LGFA). The benefits of this arrangement is that it provides increased repayment flexibility by the club.

The club has requested a 12 year loan term to assist with cash flow. On this basis a loan of \$80,000 at the current LGFA Cash Advance Debenture interest rate 2.95% plus 0.5% administrative premium the six monthly repayment would be \$4,099.

It should also be noted that the BSSC has an existing loan with Council with a current principal outstanding of \$21,194 with 6 years remaining on the term. The six-monthly repayments for this loan are \$1,843. This loan was to enable the installation of oval lights on oval number 2. The club is up-to-date with the loan repayments.

The club has provided its financial statements for 2017/18 and 2018/19. The income and expenditure statements show a 30 June operating profit of \$40,062 for 2018 and \$34,309 for 2019. On this basis it is concluded that the club has the ability to service this new loan which is estimated to be \$8,198 per annum.

*Refer Attachment 3*

## **BUDGET**

The 2019/20 budget will support the establishment and the repayment of this loan based on a principal of \$80,000.

## **LIFE CYCLE COSTS**

There are no direct life cycle costs associated with this loan.

# Attachment 2





## Brighton Sports and Social Club Inc. (BSSC)

Application for a loan to complete the fit out of the kitchen/bar and cool rooms in the new facility.

Hi Rajiv,

The BSSC Committee wish to apply for a loan to enable the completion of the fit out of the kitchen and bar.

### Introduction

The Brighton Sports and Social Club was incorporated in 1975. It is a 'not for profit' club with all monies used to support the clubs and any capital works, fixtures and fittings that are required. As per the Rules of the Club (Constitution) it exists to:

- "manage the Brighton Oval facilities in accordance with the terms and conditions of the lease between the association and the City of Holdfast Bay;
- maintain good quality playing and social facilities for member clubs in partnership with the City of Holdfast Bay;
- provide financial support to member clubs;
- promote the use of the associations' facilities by the wider community, particularly the Holdfast Bay community."

The member clubs of the BSSC consist of the **Brighton Cricket Club Inc. and the Brighton Districts and Old Scholars Football Club Inc. (Brighton Bombers).**

(The BSSC is proceeding with negotiations to form a netball club either from within the club or externally).

The new club and changerooms are scheduled for completion in early to mid-June 2020. As part of the building project the Holdfast Bay Council has provided a grant of \$83,000 to assist the BSSC in funding the fit out of the kitchen/bar and cool rooms. The actual cost is quoted at between \$160K to \$175K. That will provide the club with a modest kitchen/bar able to cater for up to 150 patrons, which is the estimated capacity of the club room. We expect to be licenced for a maximum of 200 patrons. Our current club room (excluding licenced exterior areas) is licenced for 450 patrons in two areas.

We have received three quotes (from reputable companies) for the completion of the fit out. To finish the project, we need to find approximately \$80,000.

(One of the three quotes is attached). (Commercial – in- confidence)

### Background

Six or seven years ago the BSSC was financially stretched. This occurred mainly through loss of oversight by the committee and an attempt to re-invent the club as an entertainment venue. The committee instituted some very difficult but important reforms. To the credit

of the committee at that time (several whom are still on the committee) and from that watershed moment the club slowly recovered financially. Their focus was on re-establishing the Contingency Fund (\$30,000) required by BSSC Policy and putting cash reserves aside in anticipation that one day either the existing club rooms would be re-furnished, or a new building would be proposed. The committee members have worked many long hours (all voluntary) running functions and providing the normal services expected by the sporting clubs. The committee has also withheld dividends to the clubs (with their agreement) during this time as they understood that all funds would be used to provide some furniture, (we will utilise most of the existing furniture) fittings, audio-visual equipment etc. for the new or re-furnished building(s). If we were to fund the kitchen/bar fit out with this money, we would be left with very little to furnish and fit out the rest of the club.

## **Business Plan**

The committee is actively working on several plans to increase the financial turnover of the new facility to generate alternative income through entrepreneurial activities. The key to achieving these aims is to have a facility that can cater for up to 150 patrons. Hence the need for a kitchen that can produce that number of good quality meals.

Our plans are as follows:

### **Fundraising:**

- a closing down celebration and ceremony at the existing clubrooms (including raffles etc.)
- a professionally conducted auction of the club owned fixtures and fittings
- an opening celebration and ceremony at the newly completed club (including raffles etc)
- 'named' brick paving (to be placed near or adjacent to the club entrance) subject to council agreement
- Establishment of a Foundation Members board
- Providing our member clubs with a welcoming and inclusive club facility and the services that they expect
- One of committee people has experience with the application for grants. We and the member clubs are continually pursuing relevant grants.

### **Entrepreneurial:**

Five of our ten committee members have attended at least three workshops conducted by Club SA and we are attending another workshop tomorrow. The workshops have provided with guidance, support and the know how to better manage the club. Our Treasurer is a Chartered Accountant.

The new club's location, looking over the green ovals with hardly a house in sight, will be an ideal and attractive location for all types of functions. The fact that we will have a kitchen

and bar that can cater for up to 150 patrons will be an attractive proposition to many members of the public and the clubs.

We are actively seeking an appropriate caterer for the club. Our current caterer will be under consideration and he has submitted a comprehensive proposal. However, we have several other caterers that have responded to our Expression of Interest. We will be holding talks with them over the next few months. We are seeking a caterer who will not only provide meals on training and match days but will actively seek opportunities to cater for weddings, engagements, birthday parties and other celebrations. We will be working to attract corporate training to the club. These will be mainly Monday to Friday daytime hires.

We have also commenced planning (flyers are being prepared-see attached) to offer the club as a meeting place for services clubs such as Rotary, Lions, Probus etc. There is also a possibility of the Red Cross Blood Bank using the facility. (They have used our existing clubroom in the past).

This plan has the potential to increase our turnover thus increasing our profitability. We must work towards this aim.

### **Sporting clubs-Cricket and AFL Football**

The two sporting clubs' members are also run by volunteers. They are responsible for the running of their respective clubs and are financially independent. They are Incorporated clubs that are responsible for their own fundraising through player fees and social activities. As advised above, the BSSC normally provides a dividend to the clubs. Between them they field the following teams:

#### **Cricket:**

- The Brighton Cricket Club was established in 1867. It is one of a few cricket clubs in Australia that have operated continually since that year. They have won 64 Premierships- 51 senior and 13 junior. Of 19 A Grade premierships, there are 9 A1 Turf Premierships (An Association record).
- **Thirteen junior teams.** This includes one female team with an anticipation of fielding another team in 2020. The club plans to grow the female teams from the ground up. The plan being that eventually there will be a senior team. A shortage of cricket pitches has been a restrictive element to further expansion of the junior program.
- **Five senior teams.** The club has experienced a bit of a lull in on field success but have fortunately been able to promote a significant number of juniors into the seniors ranks and are beginning to see an upturn in results.

## AFL Football

- Brighton Football Club was first established in 1885 and operated until 1990. They won 24 A grade Premierships. Brighton High Old Scholars was formed in 1968 and continued until 1990. They won 4 A Grade Premierships. The two clubs amalgamated in 1991 to form the Brighton Districts and Old Scholars Football Club which is in existence today. They have been very successful in winning 50 Premierships (17 senior including 4 A Grade and 33 Junior Premierships).
- **Twenty seven junior teams** ranging from U8's to U18's. This includes four female teams. They commenced with two female teams in 2018, another two teams in 2019 and anticipating a fifth team in 2020. Again, like cricket, the club has plans to build the teams from the ground up. This has been the modus operandi for both the clubs' junior program. The aim is to have most of the senior teams comprised of their own juniors. Although, unfortunately, there is a significant amount of poaching from other clubs.
- **Three senior teams.** The seniors and the U18's play in the Adelaide Football League (AFL Amateurs), Division One. The club moved to the AFL Division Three in 2017 and has progressed to Div One in 2019.

The clubs have been very successful. The cricket club celebrated 150 years of activity two years ago and the football club has been in existence for almost as long.

They have provided a fantastic voluntary service to the community by providing an opportunity for children to play sport, develop their skills, leadership and team play. This should not be underestimated, particularly in this world of computer games. There is widespread concern, highlighted in an article in Saturdays Advertiser which expressed concern that children no longer know how to play.

The BSSC relies on the member clubs being successful. Without success, patronage drops off and thus turnover. Fortunately, the clubs successful record, over many years speaks for itself.

The provision of facilities, by the ratepayer via the City of Holdfast Bay Council, should also be applauded. Without their vital support these clubs would not be as successful in engaging children and adults in a team sport. This engagement is as important to the players as it is to the community. The junior programs run by both clubs (all voluntary) are recognised by their peers as some of the most successful programs in South Australia.

## Summary

The Brighton Sports and Social Club wish to apply to the Holdfast Bay Council for a loan of \$80,000 dollars to guarantee the completion of the kitchen/bar and cool rooms within new clubroom project.

Without this support we will significantly deplete our cash reserves at a time when we will need to outlay funds to refurbish the new clubrooms. The figure we will need for that is

difficult to determine, as I'm sure you will appreciate it. There will sure to be some unanticipated costs.

As outlined above, we have a practical and not overly ambitious plan to capitalise on the new facility with an expansion of our customer base. The facility is ideally positioned to take advantage of its location. We would also be keen to re-establish past links we have had with some of the service clubs.

Yours sincerely,

Steve Phillips  
President  
Brighton Sports and Social Club  
0412953158

ADJOURNED REPORT

# Attachment 3



**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED**  
**30 JUNE 2019**

**Liability limited by a scheme approved under**  
**Professional Standards Legislation**

**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**BALANCE SHEET**  
**AS AT 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	2	131,639.82	101,787.51
Trade and other receivables	3	5,964.15	-
Inventories	4	10,135.00	9,347.88
<b>TOTAL CURRENT ASSETS</b>		<u>147,738.97</u>	<u>111,135.39</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	5	176,072.75	179,884.75
<b>TOTAL NON-CURRENT ASSETS</b>		<u>176,072.75</u>	<u>179,884.75</u>
<b>TOTAL ASSETS</b>		<u>323,811.72</u>	<u>291,020.14</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	6	36,952.46	28,470.87
<b>TOTAL CURRENT LIABILITIES</b>		<u>36,952.46</u>	<u>28,470.87</u>
<b>TOTAL LIABILITIES</b>		<u>36,952.46</u>	<u>28,470.87</u>
<b>NET ASSETS</b>		<u>286,859.26</u>	<u>262,549.27</u>
<b>MEMBERS' FUNDS</b>			
Retained earnings		286,859.26	262,549.27
<b>TOTAL MEMBERS' FUNDS</b>		<u>286,859.26</u>	<u>262,549.27</u>

The accompanying notes form part of these financial statements.



**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

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**1 Statement of Significant Accounting Policies**

**Basis of Preparation**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the . The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

**Inventories**

Inventories are measured at the lower of cost and net realisable value. Cost of inventory is determined using the first-in-first-out basis and are net of any rebates and discounts received.

Net realisable value is estimated using the most reliable evidence available at the reporting date and inventory is written down through an obsolescence provision if necessary.

**Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

**Depreciation**

The depreciable amount of all plant and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

**Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

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**Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

**Sale of goods**

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

**Interest revenue**

Interest revenue is recognised upon receipt.

**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<b>2 Cash and Cash Equivalents</b>		
Cash on Hand	3,000.00	3,000.00
ANZ Business Account	37,794.96	13,145.39
ANZ Online Saver	90,844.86	85,642.12
	<u>131,639.82</u>	<u>101,787.51</u>
<b>3 Trade and Other Receivables</b>		
<b>Current</b>		
Cash Sales - To Be Banked	<u>5,964.15</u>	<u>-</u>
<b>4 Inventories</b>		
<b>Current</b>		
Stock on Hand	<u>10,135.00</u>	<u>9,347.88</u>
<b>5 Property, Plant and Equipment</b>		
<b>Land and Buildings</b>		
Buildings & Improvements	143,069.72	141,989.72
<b>Total Land and Buildings</b>	<u>143,069.72</u>	<u>141,989.72</u>
Furniture & Fixtures	6,403.41	6,403.41
Less: Accumulated Depreciation	(1,314.00)	(748.00)
	<u>5,089.41</u>	<u>5,655.41</u>
Sound and Light System	13,997.00	13,997.00
Less: Accumulated Depreciation	(5,599.40)	(4,199.40)
	<u>8,397.60</u>	<u>9,797.60</u>
Store Equipment	29,263.82	29,263.82
Less: Accumulated Depreciation	(9,747.80)	(6,821.80)
	<u>19,516.02</u>	<u>22,442.02</u>
<b>Total Plant and Equipment</b>	<u>33,003.03</u>	<u>37,895.03</u>
<b>Total Property, Plant and Equipment</b>	<u>176,072.75</u>	<u>179,884.75</u>

**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<hr/>		
<b>6      Accounts Payable and Other Payables</b>		
<b>Current</b>		
<b>Loans at Call</b>		
BDOSFC - HFBC Lights	22,846.63	25,433.87
ATO Liabilities	1,355.00	1,794.00
Sundry Creditors	2,873.85	-
Trade Creditors	9,876.98	-
Unearned Revenue	-	1,243.00
	<hr/> 36,952.46 <hr/>	<hr/> 28,470.87 <hr/>

**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**PROFIT AND LOSS STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<b>SALES</b>		
Bar Sales	172,227.31	163,283.81
<b>LESS: COST OF GOODS SOLD</b>		
Opening Stock	9,347.88	10,092.22
Purchases	72,808.66	66,717.73
Closing Stock	(10,135.00)	(9,347.88)
	72,021.54	67,462.07
<b>GROSS PROFIT FROM TRADING</b>	100,205.77	95,821.74
<b>OTHER INCOME</b>		
Interest Received	367.74	335.65
Sundry Income	4,845.47	7,313.84
	5,213.21	7,649.49
	105,418.98	103,471.23
<b>EXPENSES</b>		
Accounting & Audit Fees	1,731.00	1,950.00
Bank Merchant Fees	1,990.74	944.59
Cleaning	6,991.52	5,958.98
Depreciation	4,892.00	4,954.00
General Bar Expenses	6,214.02	3,470.97
IMPOS Fees	1,460.06	1,680.08
Insurance	7,807.08	4,934.01
Licences	1,156.84	1,658.05
Light & Power	20,557.45	19,356.66
Rent	7,007.04	7,007.04
Repairs & Maintenance	2,295.75	2,742.72
Subscriptions	641.42	590.85
Telephone & Internet	762.70	1,211.69
Water Rates	7,601.37	6,949.36
	71,108.99	63,409.00
<b>Profit before income tax</b>	34,309.99	40,062.23
Income tax expense	-	-
<b>Profit after income tax</b>	34,309.99	40,062.23

The accompanying notes form part of these financial statements.

**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**PROFIT AND LOSS STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>Profit before income tax</b>		34,309.99	40,062.23
Income tax expense		-	-
<b>Profit after income tax</b>		34,309.99	40,062.23
Retained earnings at the beginning of the financial year		262,549.27	222,487.04
<b>Total available for appropriation</b>		296,859.26	262,549.27
Dividend Paid		10,000.00	-
<b>Retained earnings at the end of the financial year</b>		286,859.26	262,549.27

The accompanying notes form part of these financial statements.

**BRIGHTON SPORTS AND SOCIAL CLUB INCORPORATED**  
**ABN 52 127 105 096**

**COMMITTEE'S DECLARATION**

The committee has determined that the club is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The committee declares that:

1. The financial statements and notes are in accordance with the Corporations Act 2001 and:
  - (a) comply with Accounting Standards as stated in Note 1; and
  - (b) give a true and fair view of the association's financial position as at 30 June 2019 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.
2. In the committee's opinion, there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

*PRESIDENT*  
**Chairman:**



**Mr Steve Phillips, on behalf of the Brighton Sports and Social Club Committee**

Dated this *TWELTH* day of *NOVEMBER*, *2019*.

Item No: **14.1**

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 21 NOVEMBER AND 19 DECEMBER 2019**

Date: 28 January 2019

Written By: Personal Assistant – Strategy and Business Services

General Manager: Alwyndor, Ms B Davidson

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### **SUMMARY**

The draft minutes of the Alwyndor Management Committee meetings held on 21 November 2019 and 19 December 2019 are provided for information.

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### **RECOMMENDATION**

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 21 November and 19 December 2019 be noted.**
  2. **That having considered Report No: 13/20 Draft Minutes – Alwyndor Management Committee –21 November and 19 December 2019 and 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 and Attachment 4 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 the 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 19 November 2019 at 6.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor Susan Lonie

#### **Independent Members**

Chairperson – Mr Kim Cheater

Ms Trish Aukett

Mr Todd Bamford

Mr Kevin Whitford

Ms Julie Bonnici

#### **Staff**

General Manager Alwyndor – Ms Beth Davidson-Park

Residential Services Manager – Mr Graham Harding

Home Support Services Manager – Ms Molly Salt

Finance Manager – Ms Leisa Humphrey

Personal Assistant – Ms Marisa Dinham

CEO, Holdfast Bay - Mr Roberto Bria

### **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 Philip Chabrel and Ms Julia Cudsi.

3.2 Leave of Absence - Nil

**4. DECLARATION OF INTEREST**

Members were reminded to declare any interest before each item.

**5. CONFIRMATION OF MINUTES****5.1 Minutes of Previous Meeting****Motion**

**That the minutes of the Alwyndor Management Committee held on 17 October 2019 be taken as read and confirmed.**

Discussion regarding the formatting of the Confidential minutes with it being agreed that the Confidential minutes would be confirmed and accepted and management would separate the 17 October 2019 Confidential and Non-confidential minutes.

**5.2 Confidential Minutes of Previous Meeting****Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 17 October 2019 be taken as read and confirmed; subject to Management separating the confidential and non-confidential minutes prior to ratification.**

Moved by T Aukett, Seconded by Councillor Lonie

**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.

Discussion around the formatting of both action items with wording being clarified; Members agreed that the action lists be updated and formatted for clarity of requirements and be presented at the next meeting.

**Leave of the Meeting**

The Chairperson sought leave of the meeting to discuss Confidential Item 7.2 followed by Confidential Items 7.6, 7.5, 7.3, 7.4 and 7.1.

Leave of the meeting was granted.

## **7.1 CONFIDENTIAL ITEMS**

### **7.2 Monthly Financial Report – October 2019 (Report No: 42/19)**

#### **Motion - 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: 42/19 Monthly Financial Report – October 2019 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: 42/19 Monthly Financial Report – October 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. 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 K Whitford, Seconded T Bamford

**Carried**

### **7.6 Annual Investment Report (Report No:46/19)**

#### **Motion - 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: 46/19 Annual Review of Investments 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: 46/19 Annual Review of Investments on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved T Aukett, Seconded K Whitford

Carried

Ms L Humphries left the meeting at 7.40pm

**7.5 Home Support Services Compliance & Risk Update – October 2019 (Report No: 45/19)**

**Motion - 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: 45/19 Home Support Services Compliance & Risk Update – October 2019 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: 45/19 Home Support Services Compliance & Risk Update – October 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. 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 T Bamford, Seconded Councillor Lonie

Carried

**7.3 Royal Commission into Aged Care and Quality Safety – October 2019 (Report No: 43/19)**

**Motion - 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: 43/19 Royal Commission into Aged Care and Quality Safety 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: 43/19 Royal Commission into Aged Care and Quality Safety on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved Cr Lonie, Seconded J Bonnici

Carried

#### 7.4 CCTV Cameras – October 2019 (Report No: 44/19)

##### Motion - 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: 43/19 CCTV Cameras Position Statement 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: 44/19 CCTV Cameras Position Statement on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved Cr Lonie, Seconded J Bonnici

Carried



**7.1 General Manager's Report (Report No: 41/19)****Motion - 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: 41/19 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 General Manager's Report on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Mr R Bria left the meeting 8.35pm

Mr R Bria returned to the meeting 8.38pm

**RETAIN IN CONFIDENCE – Section 90(3) Order**

That having considered Agenda Item 7.1 Confidential Items (Reports No: 42/19, 43/19, 44/19, 45/19 and 46/19) in confidence under section 90(2) and (3)(e) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved T Bamford, Seconded K Whitford

**Carried**

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

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 19 December 2019 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 9.10pm

**CONFIRMED 19 December 2019**

**CHAIRPERSON**

# Attachment 3



## **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 19 December 2019 at 5.30 pm.**

### **PRESENT**

#### **Elected Members**

Councillor Philip Chabrel  
Councillor Susan Lonie

#### **Independent Members**

Chairperson – Mr Kim Cheater  
Ms Trish Aukett  
Mr Todd Bamford  
Mr Kevin Whitford  
Ms Julie Bonnici

#### **Staff**

General Manager Alwyndor – Ms Beth Davidson-Park  
Residential Services Manager – Mr Graham Harding  
Acting Home Support Services Manager – Ms Molly Salt  
Finance Manager – Ms Leisa Humphrey  
Personal Assistant – Ms Marisa Dinham

#### **Special Guest**

People and Culture Manager – Mr Dan McCartney

### **1. OPENING**

The Chairperson declared the meeting open at 5.32pm.

### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chairperson stated:

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

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

### **3. APOLOGIES**

For Absence - Ms Julia Cudsi

The Chairperson introduced Mr Dan McCartney, People and Culture Manager to members and welcomed him to the meeting.

3.2 Leave of Absence - Nil

### **4. DECLARATION OF INTEREST**

Members were reminded to declare any interest before each item.

### **5. CONFIRMATION OF MINUTES**

5.1 Minutes of Previous Meeting

#### **Motion**

**That the minutes of the Alwyndor Management Committee held on 21 November 2019 be taken as read and confirmed.**

Moved by Councilor Lonie, Seconded by K Whitford

**Carried**

5.2 Confidential Minutes of Previous Meeting

#### **Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 21 November 2019 be taken as read and confirmed.**

Moved by Councilor Lonie, Seconded by K Whitford

**Carried**

### **6. REVIEW OF ACTION ITEMS**

Action 7.2 Acting General Manager's report – noted that the wording around the action to be altered to reflect the currency of the item. Deletion of 'This item and terminology was relevant to the previous management'. The General Manager explained the strategy behind the marketing plan and the future planning be undertaken once the Strategic Planning Day had occurred.

## 7.1 General Managers Report (Report No: 46/19)

### 1. Residential Accommodation

The Residential Services Manager informed members that Alwyndor had received its final accreditation report with an outstanding result of 42 out of 42. An excellent result and worthy reflection of the staff's hard work.

Noted that the February meeting would include an update on new management practices towards ensuring we meet quality standards on an ongoing and sustainable basis.

### 2. AMC proposed meeting dates

Approved with December 2020 being moved to 5.30pm.

Action: Personal Assistant to update Members diaries accordingly.

### 3. Aged Care Royal Commission

The General Manager informed members that response to the discussion paper released recently will be submitted by 24 January 2019, citing that there will be the need to circulate papers out of session due to the tight timeframes.

### Motion

1. That the successful outcomes of the Residential accreditation assessment process be noted.
2. That the proposed 2020 meeting dates for the Alwyndor Management Committee be approved.
3. That the AMC note that Alwyndor will prepare a response to the discussion paper recently prepared by the Aged Care Royal Commission: [\*Aged care program redesign: services for the future\*](#) and submit by the due date of 24 January 2020.

Moved T Bamford, Seconded Councilor Lonie

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: 47/19 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: 48/19 Monthly Financial Report – November 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. 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 T Bamford, Seconded Councillor Lonie

Carried

#### 8.1 General Manager's Report (Report No: 47/19)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Attachments to Report No: 47/19 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: 47/19 General Manager's Report – November 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. 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

## 8.2 Monthly Financial Report – November 2019 (Report No: 48/19)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Attachments to Report No: 47/19 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: 48/19 Monthly Financial Report – November 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. 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



**RETAIN IN CONFIDENCE – Section 90(3) Order**

That having considered Agenda Item 8.1 General Manager's Report - November 2019 (Report No: 47/19) and 8.2 Monthly Financial Report - November 2019 (Report No: 48/19) 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 Councillor Lonie, Seconded K Whitford

Carried

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

Nil

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 20 February 2020 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 6.32 pm.

**CONFIRMED 20 February 2020**

**CHAIRPERSON**

Item No: **15.1**

Subject: **ITEMS IN BRIEF**

Date: 28 January 2020

Written By: Executive Assistant

General Manager: Strategy and Business Services, Ms P Jackson

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## **SUMMARY**

These items are presented for the information of Members.

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

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## **RECOMMENDATION**

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

- 1. 'Down by the Sea' Nature and Wellbeing Booklet**
  - 2. Events Update**
  - 3. Coffee Grounds Recycling Program "Grounds 4 Good"**
  - 4. Gaming Reforms – Poker Machine Bank Note Acceptors**
  - 5. Calling Notices of Motions for National General Assembly 2020 (NGA)**
- 

## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

Not applicable

## **REPORT**

- 1. 'Down by the Sea' Nature and Wellbeing Booklet**

Council have partnered with Nature Play SA to develop the City of Holdfast Bay 'Down by the Sea' free community booklet. The booklet has been designed to encourage and inspire community members of all ages to spend more time in nature

whilst aiming to improve their wellbeing. Research has found that time in nature improves our mental, physical, social and emotional wellbeing.

Down by the Sea features six natural open spaces, 12 adventures, a range of local plants and wildlife, historical and cultural facts, tips and whole lot more to help our community discover nature throughout the City of Holdfast Bay.

Council will be launching Down by the Sea to the community during Parks Week 2020 (7-15 March 2020). The booklet will be available through our libraries, the Visitors Information Centre and at the Brighton Civic Centre. An electronic version of the booklet and additional information and links, will also be available and loaded onto the City of Holdfast website.

The cost for production of the Down by the Sea booklet is \$5,000 (+ GST). This provides council with 2000 printed A5 booklets, a print ready design file and assistance with a community seminar or launch event.

## **2. Events Update**

In the midst of the event season, three key large events were delivered in the City through the holiday period, commencing with:

### **Proclamation Day**

The 183<sup>rd</sup> anniversary of the reading of the Proclamation of South Australia was held at the Old Gum Tree reserve on Saturday 28 December.

Dignitaries in attendance:

- His Excellency the Honourable Hieu Van Le AO
- Matt Cowdrey OAM MP, representing the Premier of South Australia
- Dr Susan Close, representing the Leader of the Opposition
- Nicolle Flint MP, Member for Boothby
- Hon Emily Bourke MLC
- Cr Alexander Hyde, representing the Lord Mayor and Adelaide City Council
- Service Commanders – SAPol, Navy, Army, RAAF, SES, MFS
- Mayor and Elected Members of City of Holdfast Bay

Speeches by:

- His Excellency the Honourable Hieu Van Le AC, Governor of South Australia
- Mayor Amanda Wilson
- Matt Cowdrey OAM MP, representing the Premier of South Australia
- Kaurua representative, Tamaru
- Master of Ceremonies – Roberto Bria, Chief Executive Officer City of Holdfast Bay

The Governor spoke of a new initiative – the ‘Governor’s Civics Awards for Schools’, open to all South Australian schools. The 2019 awards were a trial for year 5 students only and the winners were invited to attend Proclamation Day. From 2020, the

program will be open to students from years 5 to 12 so we anticipate an increase in school age children attending the event in 2020 and beyond.

The awards connect with the Australian Curriculum with an emphasis on:

- The establishment of the South Australian colony in the 19th Century.
- The contribution of individuals and groups to the development of South Australia in the 20th Century.
- Values underpinning Australia's democracy.
- Formal rights and responsibilities of Australian citizens.

Musical performances were given by the City of Holdfast Bay Concert Band and the Fort Glanville Guards were in attendance and acknowledged by the CEO in his welcome address.

Tamaru performed a smoking ceremony, delivered an acknowledgment to Country, set up a Wodli traditional shelter and provided cultural educational activities after the ceremony.

Rotary Club of Glenelg prepared and served the BBQ morning tea following the ceremony.

Another hot day was forecast resulting in an attendance of approximately 300 people.

### **New Year's Eve**

New Year's Eve celebrations held 31 December in Glenelg and Brighton. The Brighton celebrations centred around the 9.30pm fireworks, with entertainment provided by a local DJ, attracting between 12,000 to 15,000 people. Glenelg's entertainment included local entertainment from 6pm as the prelude to the 9.30pm Glenelg fireworks. Main act Regurgitator provided entertainment until the midnight fireworks, followed with an encore performance which was well received. The immediate Glenelg precinct crowd estimates were 15,000 for the 9.30pm fireworks and approximately 35,000 for the midnight display. The RAA sponsored the Park and Ride, with free shuttles from Harbour Town to Adelphi Terrace. Due to the Adelaide Hills bushfires in the days prior to the event, the Vinnies Bushfire Appeal was promoted to attendees. Overall the event was a success due to the invaluable work by the many resources who provided a safe and enjoyable environment for attendees.

### **Beach Concerts**

The City of Holdfast Bay hosted two beach concerts with promoter Zaccaria Concerts. Castaway was held on Friday 3 January with headline acts The Presets and Rufus du Sol and By The C on Saturday 4 January with headline acts Paul Kelly and Cold Chisel. With approximately 10,000 in attendance at Castaway and approximately 15,000 in attendance for By The C, they are the biggest beach concerts to be hosted in Holdfast Bay. Overall, both concerts were a success, and

finalisation of planning is currently in progress, taking into account any learnings/enhancements in readiness for Fat Boy Slim on Saturday 1 February.

### **3. Coffee Grounds Recycling**

Glenelg and Brighton community gardens have been approached to determine their interest in accepting coffee grounds from local traders for composting. Both gardens have agreed to accept grounds from up to 3 cafes each. Traders along both Jetty Road Brighton and Glenelg have been provided with contact details for both gardens and a sticker for involved traders promoting the program has been developed and printed. The program is called "Grounds 4 Good".

### **4. Gambling Reforms**

On 22 October 2019, Council passed a motion (Resolution C221019/1644) to send a submission to the South Australian Government poker machine reform objecting to the introduction of bank note acceptors being fitted to gaming machines on the grounds of the negative social effect that it would cause our community.

This submission was sent on 14 November 2019 from Council's Chief Executive Officer to the Hon Vickie Chapman, Attorney General and Deputy Premier. In it, Council encouraged the State Government to urgently review its position on introducing note acceptors into Electronic Gaming Machines (pokies).

*Refer Attachment 1*

Ms Chapman responded on 20 December 2019 explaining the Government had undertaken an extensive review of the State's commercial gambling legislation after an Administrative Review of Gambling Regulation in 2016. Additional measures that were introduced to further strengthen protection for people at risk of gambling harm and the expanded scope of the Gamblers Rehabilitation Fund were also listed by the Deputy Premier.

*Refer Attachment 2*

### **5. Calling Notices of Motions for National General Assembly 2020 (NGA)**

The Australian Local Government Association (ALGA) has written to Council calling for Notices of Motions for the next National General Assembly 2020 (NGA).

*Refer Attachment 3*

The NGA provides a platform for Local Government to address national issues and advocate to the Federal Government on critical issues facing the sector. The theme for the NGA 2020 is 'Working Together for our Communities'. The theme acknowledges the need to come together with other partners, including Federal Government to deliver for communities.

ALGA has prepared a discussion paper for consideration. Council is invited to submit motions that meet the criteria in the discussion paper (page 3 and 4 of Attachment 4). The motions must have a clear national objective, a summary of the key arguments in support of the motion and be endorsed by Council. Motions need to be lodged online by Administration by no later than 11.59pm on Friday 27 March 2020.

*Refer Attachment 4*

Elected Members should raise the motions on notice for consideration by Council, in accordance with the criteria, by no later than 10 March 2020 meeting to allow for motions to be submitted by Administration.

# Attachment 1



14 November 2019

Hon Vickie Chapman  
Attorney-General  
Deputy Premier  
Government of SA  
GPO Box 464  
Adelaide SA 5001

VIA EMAIL: [AttorneyGeneral@sa.gov.au](mailto:AttorneyGeneral@sa.gov.au)  
[Attorney-General'sDepartment@agd.sa.gov.au](mailto:Attorney-General'sDepartment@agd.sa.gov.au)

Dear Ms Chapman,

**RE: Gambling Reforms**

Council resolved on 22 October 2019 to formally lodge our objection to the amendment to the proposed reform to South Australia's gambling laws and regulations, to allow note acceptors to be fitted to gaming machines. Even under strict regulations, it is a decision that has not considered the negative impact that these changes may have on our community.

Australia has one of the highest rates of gambling in the world, with over 80% of Australian adults engaging in gambling with 600,000 playing on poker machines at least weekly. In 2015/16 Australians lost approximately \$24 million to gambling – more per capita than any other nation – with Electronic Gaming Machines (pokies) making up more than half of that figure.

On 26 September 2019 it was reported that in Queensland, where note acceptors are already in operation, \$2.36million was lost on poker machines in the last twelve months alone and that figure continues to climb at an alarming rate.

Research into the link between family violence and harm from gambling shows that people who have significant gambling problems are more likely than people without gambling problems to be victims and perpetrators of family violence<sup>1</sup>.

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<sup>1</sup> N Dowling, The Impact of Gambling on Families: AGRC discussion paper no. 1 – November 2014 (webpage) 2014, <https://aifs.gov.au/agrc/publications/impact-gambling-problems-families/what-are-impacts-gambling-problems-families>





Family violence is three times more likely to occur in families where there is problem gambling<sup>2</sup>. This becomes even more alarming when one considers that the use of Electronic Gaming Machines accounts for about 75-80% of problem gambling. The reported impacts upon family members of people with gambling problems is significant, ranging from the loss of personal money to neglect and breakdown of relationships.

In a report conducted for Beyond Blue by Monash University and the University of Melbourne in 2008, it was reported that there is a strong link between problem gambling and mental health problems. Nearly three out of four people with a gambling problem are at risk of developing depression.<sup>3</sup> Gambling can also be a sign that a person already has a mental health problem and may need help.

With all this evidence overwhelmingly pointing toward the negative impacts of gambling upon society, Council think it imperative that the State Government urgently reviews its position on introducing note acceptors into Electronic Gaming Machines.

Yours sincerely



Roberto Bria  
**Chief Executive Officer**

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<sup>2</sup> <https://aifs.gov.au/agrc/publications/impact-gambling-problems-families/what-are-impacts-gambling-problems-families>

<sup>3</sup> Thomas, S., & Jackson, A. C. (2008). *Risk and Protective Factors, Depression and Comorbidities in Problem Gambling*. (1 ed.) [www.beyondblue.org.au/index.aspx?link\\_id=6.718](http://www.beyondblue.org.au/index.aspx?link_id=6.718): beyondblue the National Depression Initiative

# Attachment 2





December 2019

Mr Roberto Bria

By email: lgallacher@holdfast.sa.gov.au



**Government  
of South Australia**

**Deputy Premier**

**Attorney-General**

GPO Exchange  
10 Franklin Street  
Adelaide SA 5000

GPO Box 464  
Adelaide SA 5001  
DX 336

Tel 08 8207 1723  
Fax 08 8207 1736

Dear Mr Bria

I write in response to your letter of 14 November 2019 informing me of the City of Holdfast Bay's opposition to the Government's recent changes to South Australia's gambling laws that will see the introduction of gaming machine note acceptors.

As you are aware, the Government undertook an extensive review of South Australia's commercial gambling legislation, following the Administrative Review of Gambling Regulation conducted by Hon Tim Anderson QC in late 2016.

As part of its review, the Government sought views from the non-Government and social welfare sector, industry and affected Government stakeholders on the future of gambling regulation in South Australia, with a view to ensuring the regulatory landscape moving forward is contemporary and meets the expectations of industry and the broader community. The feedback received throughout this process informed the drafting of the legislation that recently passed South Australian Parliament.

In passing the legislation, the Government agreed to and introduced a number of additional measures to further strengthen protections for people at risk of gambling harm. These measures include—

- mandating facial recognition in gaming venues with more than 30 machines to better detect people barred from gaming rooms;
- mandating that banknotes with a denomination greater than \$50 are prohibited from being used to operate gaming machines fitted with banknote acceptors;
- retaining the gaming machine reduction target of 3000 machines and formulating a more efficient system for clubs and hotels to sell their gaming machine entitlements;
- prohibiting gaming rooms from operating on Good Friday and Christmas Day; and
- retaining the current limit on the maximum number of gaming machines able to be operated in club venues.

In addition to these measures, the scope of the Gamblers Rehabilitation Fund has been expanded and the Government has committed a further one million dollars a year into that Fund to enhance the mechanisms for supporting people at risk of gambling related harm. Greater deterrent measures have also been introduced in support of exclusion programs for people who may have difficulties resisting the urge to gamble.

The Government is confident that the new legislation strikes the right balance between supporting an important part of the economy, while meeting community expectations around responsible and safe gambling through the inclusion of new harm minimisation measures designed to better protect the community from gambling related harm.

Thank you for writing to me about this important matter.

Yours sincerely



**VICKIE CHAPMAN MP**  
DEPUTY PREMIER  
ATTORNEY-GENERAL

# Attachment 3





4 December 2019

City of Holdfast Bay  
PO Box 19  
BRIGHTON SA 5048

Dear Mayor, Councillors and CEO (please distribute accordingly)

The Australian Local Government Association (ALGA) is now calling for Notices of Motions for National General Assembly 2020 (NGA).

The NGA provides a platform for Local Government to address national issues and advocate to the federal government on critical issues facing our sector.

The theme for the 2020 NGA is *'Working Together for our Communities'*. This theme acknowledges the need to come together and with other partners, including the Federal Government, to deliver for our communities.

ALGA received significant feedback on the motions process and topics from the 2018 and 2019 NGA. In response to the feedback received, ALGA has prepared a discussion paper that explores data that identifies critical areas local government needs to consider now and into the future.

To inform the submission of motions, please read the discussion paper (included with this letter) and ensure motions meet the identified criteria.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally;
2. be consistent with the themes of the NGA;
3. complement or build on the policy objectives of your state and territory local government association;
4. be from a council which is a financial member of their state or territory local government association;
5. propose a clear action and outcome; and
6. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be lodged online at [alga.asn.au](http://alga.asn.au) no later than 11:59pm on Friday 27 March 2020.

Any administrative inquiries can be directed to ALGA by calling 02 6122 9400.



Adrian Beresford-Wylie  
ALGA CEO

# Attachment 4



**WORKING  
TOGETHER  
FOR  
OUR  
COMMUNITIES  
NGA20**

**Call for Motions**  
**Discussion Paper 2020**

**14-17 June 2020**  
**National Convention Centre Caberra**

**[nga20.com.au](https://nga20.com.au)**



**AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION**



## KEY DATES

**18 November 2019**

Opening of Call for Motions

**27 March 2020**

Acceptance of motions close

**14 - 17 June 2020**

National General Assembly

**To submit your motion go to:**

[alga.asn.au/nga20-motions/](https://alga.asn.au/nga20-motions/)

## SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

To assist you to identify motions that address the theme of the 2020 NGA – Working Together for Our Communities, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all the sections of the paper but are not expected to respond to every question. Your motion/s can address one or more of the issues identified in the discussion paper.

Remember that the focus of the NGA is on partnerships and working together so your questions could focus on how Local Governments can work in partnership with the Australian Government to address the challenges our communities face, or the opportunities that are arising as we approach the crossroads before us.

### Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

## OTHER THINGS TO CONSIDER

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows - This National General Assembly calls on the Australian Government to .....

*e.g. This National General Assembly calls on the Australian Government to restore funding for local government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.*

In order to ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only.

Motions should be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au). All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. **Motions should be received no later than 11:59pm AEST on Friday 27 March 2020.**

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government.

Please note that motions should not be prescriptive in directing how the matter should be pursued. With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

There is an expectation that any Council that submits a motion will be present at the National General Assembly to move and speak to the motion.

## INTRODUCTION

The purpose of this discussion paper is to provide guidance to councils developing Motions for Debate at the 2020 National General Assembly (NGA). This NGA will focus on working together for our communities and how local governments can achieve success through partnerships. It will consider how strategic partnerships can assist councils to address the challenges and opportunities we are facing today and tomorrow.

Some of the challenges and opportunities facing Australia were outlined in the CSIRO's Australian National Outlook 2019. Many of the challenges have direct implications for local governments and the communities they represent and provide services for. These challenges can also be opportunities that, if seized and managed appropriately, can ensure that our councils and communities thrive. This will require long-term planning, significant effort, and a cultural shift that will rebuild trust in institutions and all tiers of government, encourage healthy risk taking, and incorporate environmental and social outcomes in decision-making.

Collaboration and partnerships across sectors and with a diverse range of organisations will be vital to develop and implement solutions to the challenges ahead and to seizing the opportunities that emerge.

## The National Outlook

The Australia National Outlook 2019 released by the CSIRO<sup>1</sup> revealed that Australia is at a crossroads. The research highlighted that we need to think and act differently if we are to ensure a bright future where GDP per capita could be as much as 36% higher in 2060 and growth is environmentally sustainable and inclusive. Failure to adequately address the significant economic, environmental and social challenges identified would result in a slow decline.

The CSIRO identified six important challenges that are already taking hold or on the horizon:

- **The rise of Asia** – The development boom in China that fuelled strong demand for Australian commodities (particularly resource and energy exports) is tapering off as China transitions to a new phase of growth fuelled by domestic consumption and services. However, growth in Asia could also create significant opportunities for Australia. By 2030, the Asia-Pacific region is set to consume more than half of the world's food, 40% of its energy, and be home to an estimated 65% of the world's middle class, resulting in increased demand for Australia's quality produce and service exports including tourism, education, health and aged care services, entertainment and financial and professional services.

*How can local government position its communities to reap the benefits of the rise of the Asian middle class and manage any impacts? What partnerships are important?*

- **Technological change** – New disruptive technologies are transforming industries and the way people live, work, and interact with each other. They are also changing the skills that will be needed in the workforce of the future. In the face of declining academic results Australia faces difficulties in ensuring that the workforce is prepared for the jobs of the future. With adaptation strategies in place embracing technology can have a net positive outlook for jobs.

*What are the pre-requisites for commitments to take advantage of technological change?*

*What adaptation strategies are required at a local level to ensure councils and local communities are ready for the jobs of the future? What partnerships may be required?*

- **Climate change and environment** – a broad range of impacts will be experienced in Australia as a result of global climate change, the severity of which will depend on the effectiveness of global emission reductions and local adaptation. The impacts include more extremely high temperatures and few extremely low temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, and fewer but stronger cyclones, and sea level rise. These changes will increase stress on Australia's ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management. It is possible to strive towards zero emissions through a range of actions that target key sectors including energy, land use, urban infrastructure and industrial systems.

*How do we work together to ensure that there is local adaptation to climate change and climate extremes? What partnerships are available to achieve zero emissions?*

- **Demographics** – Australia's population is estimated to reach 41 million by 2060. This increase will be accompanied by an ageing of the population resulting in a reduction in the proportion of working age people from 66% in 2018 to an estimated 60% in 2060. This will impact economic output and infrastructure requirements and place pressure on government budgets. The impacts of population growth are likely to be felt most strongly in urban environments, with Sydney and Melbourne projected to be home to 8-9 million people and Brisbane and Perth increasing to 4-5 million people. If density does not increase, more and more people will be distanced from jobs, higher education, health services and transport.

*What partnerships and forward planning are required to manage the impact of population growth in urban areas? How do regional and rural areas work in partnership to realise the benefit of population growth?*

- **Trust** – Trust in institutions including governments, businesses, non-government organisations and the media has declined significantly since 1993 when 42% trusted government compared with just 26% in 2016. The loss of trust threatens the social licence to operate for Australia's institutions, restricting their ability to enact long term strategies.

*How can local governments utilise partnerships to strengthen our social licence to operate?*

- **Social cohesion** – like trust, social cohesion has declined falling from a baseline of 100 in 2007 to 88.5 in 2017, according to the Scanlon Foundation Index. This index considers survey respondents' sense of belonging and worth, social justice and equity, political participation and attitudes towards minorities and newcomers. The drivers of social cohesion are not fully understood but the following factors may all play a role: issues related to trust; financial stress, slow wage growth; poor housing affordability and its disproportionate affect on low income earners; and the rise of inequity.

### *How can local governments work in partnership with their communities and others to build and maintain social cohesion?*

If Australia tackles these six challenges head on using a collaborative approach, we can achieve a bright future as a nation. However, there are five major shifts or changes that must occur. Each of these shifts have several “levers” that support their attainment. Local government has a role in some of the levers.

- An industry shift to enable a productive, inclusive and resilient economy with new strengths in both the domestic and export sectors
  - Increase the adoption of technology to boost productivity in existing industries that have historically supported Australia’s growth, as well as new industries.
  - Invest in skills to ensure a globally competitive workforce that is prepared for technology-enabled jobs of the future.
  - Develop export-facing growth industries that draw on Australia’s strengths and build competitive advantage in global markets and value chains.

### *What can be achieved through partnerships that can address the gap between regions that are struggling and those that are well-off?*

- An urban shift to enable well-connected, affordable cities that offer more equal access to quality jobs, lifestyle amenities, education and other services.
  - Plan for higher-density, multicentre and well-connected capital cities to reduce urban sprawl and congestion.
  - Create mixed land use zones with diverse high-quality housing options to bring people closer to jobs, services and amenities.
  - Invest in transportation infrastructure, including mass-transit, autonomous vehicles and active transit, such as walking and cycling.

### *Rural communities are essential to Australia’s wellbeing. What is required to ensure equitable access to quality jobs, lifestyle amenities, education and other services? What role do partnerships have to play in this?*

### *Local governments are vital partners in achieving the urban shift? What needs to be brought to the partnerships by other parties? What policies need to be developed or changed?*

- An ENERGY shift to manage Australia’s transition to a reliable, affordable, low-emissions energy economy that builds on Australia’s existing sources of comparative advantage.
  - Manage the transition to renewable sources of electricity, which will be driven by declining technology costs for generation, storage and grid support.
  - Improve energy productivity using available technologies to reduce household and industrial energy use.
  - Develop new low-emissions energy exports, such as hydrogen and high-voltage direct current power.





## *What role do local governments play in the energy shift? How will local governments and communities benefit?*

- A LAND shift to create a profitable and sustainable mosaic of food, fibre and fuel production, carbon sequestration and biodiversity.
  - Invest in food and fibre productivity by harnessing digital and genomic technology, as well as using natural assets more efficiently.
  - Participate in new agricultural and environmental markets, such as carbon forestry, to capitalise on Australia's unique opportunities in global carbon markets.
  - Maintain, restore and invest in biodiversity and ecosystem health, which will be necessary to achieve increased productivity.

## *How can rural and regional communities' benefit from the land shift? What partnerships are required to achieve this shift?*

- A CULTURE shift to encourage more engagement, curiosity, collaboration and solutions, and should be supported by inclusive civic and political institutions.
  - Rebuild trust and respect in Australia's political, business and social institutions.
  - Encourage a healthy culture of risk taking, curiosity and an acceptance of fear of failure to support entrepreneurship and innovation.
  - Recognise and include social and environmental outcomes in decision-making processes.

## *How can local governments build partnerships with their local communities that also benefit the nation as a whole?*

### *How can local governments work in partnership with the Australian Government and other key stakeholders to achieve these shifts and other significant policy challenges?*

### *Can a partnership approach address the current infrastructure backlog and ensure that infrastructure (including transport infrastructure) is available and fit for the future?*

## **Trust**

To effectively implement the scale of change and reform that will be required for the growing Australian population, government needs to focus on rebuilding trust. According to the *Edelman Trust Barometer*<sup>2</sup>, trust in government around the world fell to record lows in 2018. While modest increases were reported in the 2019 study including in Australia, citizens around the world are struggling to trust that their governments are working in their best interest.

The 2018 report *Trust and Democracy in Australia: Democratic decline and renewal*<sup>3</sup> revealed that Members of the Australian Parliament (MPs) in general are distrusted by nearly half the population (48 per cent) with only one in five (21 per cent) are willing to express that they trust them "a little bit". For State MPs and local councillors, the figure is slightly better with 31 % and 29 % respectively indicating they "trust them a little bit". Table 1 details the level of trust in different generations.

	Generation Z (1995-present)	Millennials (1980-94)	Generation X (1965-79)	Baby Boomers (1946-64)	Builders (1925-45)
State/Territory Government	38.5%	40.0%	26.7%	35.7%	44.1%
Federal Government	39.5%	31.5%	21.5%	30.8%	39.2%
Political parties	26.9%	15.6%	12.2%	16.7%	15.7%
Local Government	66.5%	47.1%	33.6%	47.5%	54.9%
Government ministers	27.5%	24.5%	15.7%	24.3%	31.1%
MPs in general	26.9%	23.2%	16.1%	20.2%	22.3%
Local Councillors	33.8%	31.7%	24.7%	27.2%	33.3%
Public Servants	45.4%	40.4%	34.4%	39.4%	35.9%
Your local MP	29.2%	30.5%	27.5%	31.2%	39.8%

Table 1: Levels of political trust in different generations (source: Stoker et al 2018)

The report revealed that one thing that appears to unite most Australians is complaining about their politicians with the three biggest grievances being:

- politicians are not accountable for broken promises;
- that they don't deal with the issues that really matter; and
- that big business/trade unions have too much power.

Professor Ken Smith, the Dean and CEO of the Australia and New Zealand School of Government (ANZSOG), is intent on understanding the factors that drive distrust in government and developing innovative ways to counter some of these trends. He has highlighted<sup>4</sup> that people look at central government and see bureaucrats far removed from their own local circumstances. In Australia, where people live in very varied conditions, it is crucial for policymaking to be based in local realities. Yet locally-based solutions have not been the method of choice so far in Australian politics. The answer, according to Professor Smith, is devolved government, or subsidiarity where “policies are driven by and tailored to the needs of the local community – to avoid the problem of service provision that completely misses the mark”.

Some commentary suggests that declining trust and confidence is driven by a perceived failure of our institutions to uphold promises and deliver outcomes. Research undertaken for *Trust and Democracy in Australia: Democratic decline and renewal*<sup>5</sup> revealed a significant appetite for reform including the co-design of policies with ordinary Australians, citizen juries, to solve complex problems that parliament can't fix, and reforms aimed at creating a stronger community or local focus to decision-making.

The Review into the Australian Public Service (APS) had a focus on delivering local solutions<sup>6</sup> not only in terms of place-based policy making but also by paying attention to communities (often specific communities determined by interest or identity). The review found that there is currently no guiding set of administrative principles or coordinated holistic architecture either within the APS or across the APS and other levels of government to fully support and enable local delivery solutions.

The report<sup>7</sup> went on “evidence suggest the need for increasing localised solutions in genuine partnership with communities to achieve best social, economic and environmental outcomes. Top down policy making is no longer sufficient alone to deal with community expectations or the complexity of challenges faced in community settings. Communities themselves need to be part of the solutions, right from problem conception to design, implementation and evaluation”. “There are opportunities for the APS to get closer to the communities it services directly and indirectly (through effective partnerships with other levels of government and civil society”.



*How can local governments address the trust deficit with their local communities and assist the Australian Government to do the same?*

*How can the Australian Government and local governments maximise the strengths and abilities of the public service (including council staff) and deliver in partnership for our communities?*

*How can we draw on the strengths and resourcefulness of local governments and local communities to work in partnership with the Australian Government to tackle issues of national significance and lift key economic and social indicators?*

*What do local governments bring to the table to tackle issues of national significance?*

## REFERENCES

PAGE 4

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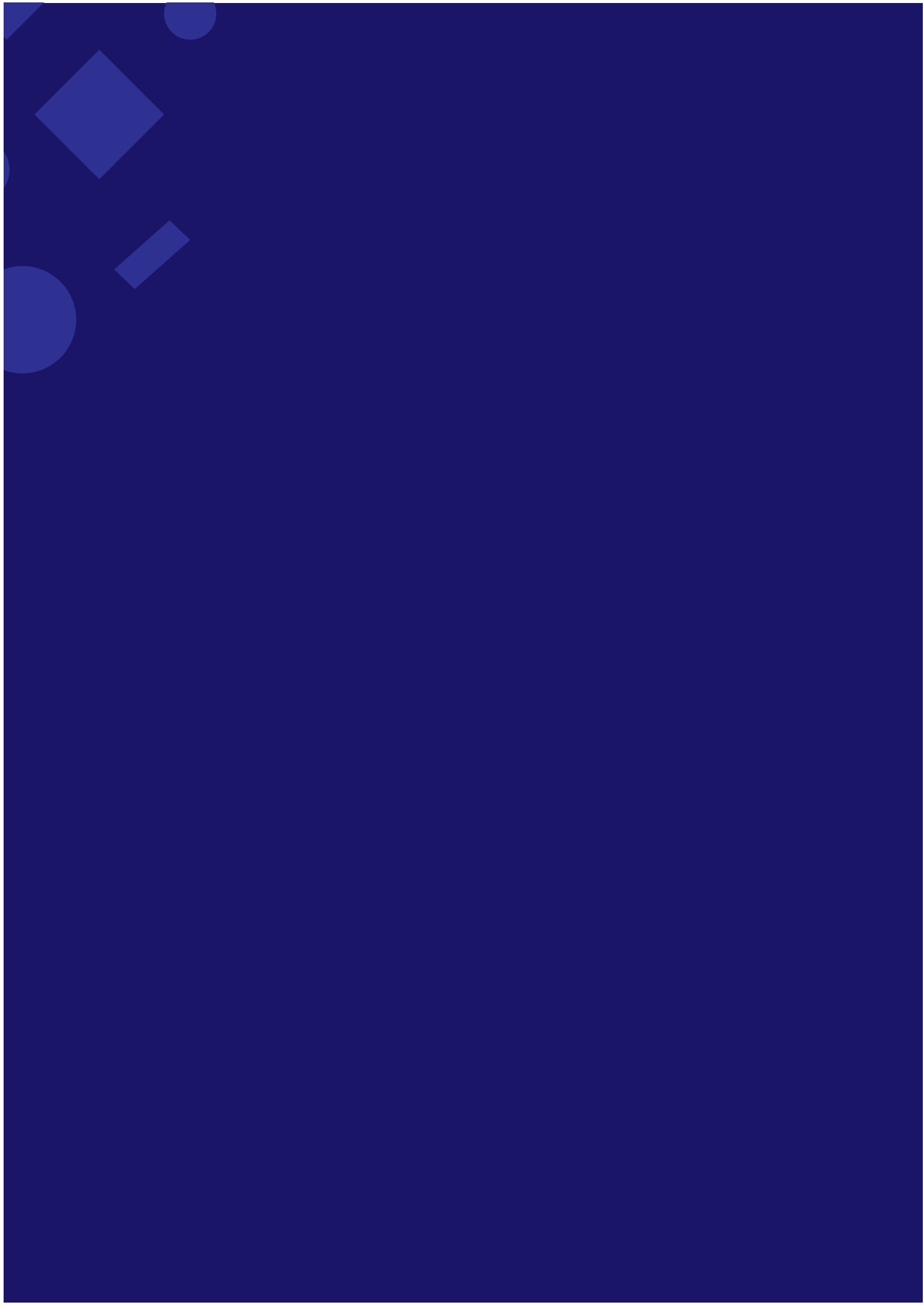
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AUSTRALIAN  
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Item No: **15.2**

Subject: **APPOINTMENT TO SOUTHERN REGION WASTE RESOURCE  
AUTHORITY AUDIT COMMITTEE**

Date: 28 January 2020

Written By: Personal Assistant to General Manager Strategy and Business Services

General Manager: Pamela Jackson, Strategy and Business Services

---

### **SUMMARY**

The Chief Executive Officer of Southern Region Waste Resource Authority (SRWRA) has written to Council seeking the re-appointment or new appointment of an Audit Committee member for a period of 12 months commencing March 2020.

SRWRA has an audit committee which includes independent members appointed by each of the three constituent councils. One of Council's independent Audit Committee members, being Mr Sam Spadavecchia has expressed an interest in being re-appointed to the role for a further 12 months.

Mr Spadavecchia's audit committee role with Council expires in January 2021 and given the certainty of his tenure it is considered appropriate to recommend Mr Sam Spadavecchia for SRWRA Audit Committee role.

---

### **RECOMMENDATION**

**That Council appoint Mr Sam Spaddavecchia to the Southern Region Waste Resource Authority Audit Committee for a term of 12 months.**

---

### **COMMUNITY PLAN**

Environment: Using resource efficiently  
Culture: Providing customer-centred services  
Culture: Being financially accountable  
Culture: Supporting excellent, efficient operations

**COUNCIL POLICY**

Not Applicable.

**STATUTORY PROVISIONS**

*Local Government Act 1999 (Schedule 2 Part 2)*

**BACKGROUND**

The Southern Region Waste Resource Authority (SRWRA) has established an audit committee comprising an independent member appointed by each of the three constituent councils being Marion, Onkaparinga and Holdfast Bay plus one Board Audit Committee member, being the Chair of SRWRA, Mr Mark Booth.

In 2019, the City of Holdfast Bay appointed Mr Sam Spadavecchia to the SRWRA Audit committee. Mr Spadavecchia's term on the SRWRA Audit Committee expires at the end of February 2020.

**REPORT**

SRWRA is seeking from Council either the re-appointment of Mr Spadavecchia or the new appointment of an Audit Committee member to serve on the SRWRA Audit Committee.

*Refer Attachment 1*

Currently, each of the other Constituent Councils (Marion and Onkaparinga) has a current independent member from their Audit Committee sitting on the SRWRA Audit Committee.

The SRWRA Audit Committee Terms of Reference state:

**2. Membership**

- 2.1 *The SRWRA Board will determine the members of the Audit Committee and after the Constituent Councils have approved the members appoint the members for an initial term of two years and thereafter on a rolling basis for a term of one year or two years.*
- 2.2 *The Audit Committee shall consist of 4 members, 1 member who is a Board Member of SRWRA and 3 members who are not Board Members or Deputy Members of SRWRA ('independent members') and an additional deputy member who is a Board Member and in the absence of the appointed Board Member will be deemed to be the appointed Board Member of the Audit Committee during the absence of the appointed Board member.*
- 2.3 *Independent member(s) of the Audit Committee must have recent and relevant financial, risk management or internal audit experience but must not be an*

- employee of SRWRA or its Constituent Councils and must not be the Constituent Council's Auditor or SRWRA's auditor.*
- 2.4 *SRWRA shall appoint the Presiding Member who must be a member of the Audit Committee.*

It is recommended that a current member of the Council's Audit Committee be appointed to the SRWRA Audit Committee.

Expressions of interest from Council's Audit Committee independent members were called for. Mr Sam Spadavecchia was the only independent member who indicated he would like to be (re) appointed to the role. Mr Spadavecchia's term on the Council Audit Committee expires in January 2021.

Given the certainty of Mr Spadavecchia's tenure and that the SRWRA role is for 12 months, it is considered appropriate to endorse Mr Spadavecchia's nomination. He is a resident of Holdfast Bay with significant and valuable expertise in risk management, internal audit and financial governance across a variety of business sectors. He is highly qualified and was lead director/partner for risk and internal audit services for Deloitte and Ernst & Young for 13 years where he was responsible for establishing and/or maintaining risk and internal audit functions across the private and public sectors including local government.

At the end of 12 months, interest will again be asked of the current members of the Audit Committee for this role at SRWRA which may provide another member an opportunity to be appointed to the role.

#### **BUDGET**

There are no budget costs associated with this report.

#### **LIFE CYCLE COSTS**

Not applicable.

# Attachment 1





Postal Address: P O Box 2414 McLaren Vale SA 5171  
Ph: (08) 8327 0304 Fax: (08) 8327 2861  
Email: [info@srwra.com.au](mailto:info@srwra.com.au) ABN 37 443 975 085

20/11/2019

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

**SRWRA Audit Committee**

Dear Roberto,

The Authority is seeking the re-appointment or new appointment of an Audit Committee member for a period of twelve months, noting the current term of Sam Spadavecchia will nominally expire at the end of March 2020. Each of the Constituent Councils has an independent member from their own Audit Committee sitting on the SRWRA Audit Committee.

Members of the Audit Committee are normally appointed by the Constituent Councils for a term of twelve months.

The current City of Holdfast Bay Audit Committee member is Sam Spadavecchia who was appointed to the SRWRA Audit Committee in March 2019. I am writing to request consideration that the City of Holdfast Bay either re-appoint Sam Spadavecchia or nominate a new Independent member to the SRWRA Audit Committee.

The next Audit Committee meeting is scheduled to be held on the 21 January 2020.

Kind regards,

*Chris Adams*

[Chris Adams \(Nov 20, 2019\)](#)

Chris Adams  
Chief Executive Officer



Item No: **15.3**

Subject: **APPOINTMENT TO COUNCIL ASSESSMENT PANEL**

Date: 28 January 2020

Written By: Manager Development Services

General Manager: City Assets & Services, Mr H Lacy

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### **SUMMARY**

Following the resignation of an independent member serving on the Council Assessment Panel, it is recommended that Council invite expressions of interest to fill the position, and appoint a selection panel to review submissions for Council's further consideration.

---

### **RECOMMENDATION**

**That:**

- 1. Council invite expressions of interest for the appointment of one independent member to the Council Assessment Panel; and**
  - 2. Councillor Bouchee, Councillor \_\_\_\_\_ and the Manager Development Services review expressions of interest received and make a recommendation to Council.**
- 

### **COMMUNITY PLAN**

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

### **COUNCIL POLICY**

Council Assessment Panel Operating Procedures.

### **STATUTORY PROVISIONS**

Planning, Development & Infrastructure Act 2016.

**REPORT**

The Planning, Development & Infrastructure Act 2016 provides that membership on Council Assessment Panels (CAP) comprise of not more than one Elected Member and up to four independent members. Following the resignation of Jennifer Newman as an independent member from the Council Assessment Panel, it is recommended that expressions of interest are sought to fill the vacancy.

In the interests of good governance, it is recommended that the position be open to wider expressions of interest, particularly as Jennifer Newman also served as Presiding Member of the Council Assessment Panel. It is recommended that a selection panel consisting of two (2) Elected Members, one of which is currently appointed to serve on the Council Assessment Panel, assisted by the Manager Development Services, review all expressions of interest received and make a recommendation to Council on the appointment of the new independent member and a replacement Presiding Member.

**BUDGET**

The cost of placing an advertisement calling for expressions of interest is estimated at \$500 and will be funded from existing CAP budget line.

**LIFE CYCLE COSTS**

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

Item No: **15.4**

Subject: **WEEKLY FOOD ORGANICS AND GREEN ORGANICS PILOT**

Date: 28 January 2020

Written By: Environment Officer

General Manager: City Assets and Services, Mr H Lacy

---

## SUMMARY

In mid-2019 Mayor Wilson asked administration to develop a weekly Food Organics and Green Organics (FOGO) project plan for potential implementation across 500 households in Somerton Park and Seacliff. As a result, a project proposal has been developed for a 12 month “opt-out” pilot which involves switching kerbside bin collection frequencies of the 240L FOGO (green lid) bin to weekly and the 140L residual (red lid) bin to fortnightly in order to increase the amount of food organics being recycled via FOGO bins. This model has been successful in many Local Governments across Australia in increasing landfill diversion rates which, in turn reduces Council waste levy spending, reduces associated landfill greenhouse gas emissions and assists in growing the circular economy through the processing and return of nutrient rich compost back into our South Australian soils.

Green Industries SA is currently seeking applications for *Council Modernisation Grants* which are available to Councils to partially fund initiatives such as this pilot.

This report details how the City of Holdfast Bay can continue to be a leader in sustainable waste management through implementing the proposed pilot of weekly FOGO collection which will enable Council and industry to gather a local evidence on how switching bin collection frequencies can increase landfill diversion rates.

The proposed trial would be rolled out to approximately 500 households on an “opt-out” basis – ie they can choose not to participate if they advise council accordingly and will continue to receive the standard weekly residual garbage collection and fortnightly FOGO bin collection.

---

## RECOMMENDATION

1. **That Council support an application to Green Industries SA for a Council Modernisation Grant for \$97,900 (42% of project cost) to support a pilot project to implement a trial of weekly FOGO bin collection for around 500 households on an “opt-out” basis; and**
  2. **That, if the application for funding is successful, Council commit to \$132,900 Council funding for the project (being \$55,000 for in-kind salaries and \$77,000 cash) as a new initiative in the 2020/21 budget.**
-

**COMMUNITY PLAN**

Environment: using resources efficiently

Environment: Fostering an environmentally connected community

**COUNCIL POLICY**

Not Applicable.

**STATUTORY PROVISIONS**

Not Applicable.

**BACKGROUND**

The City of Holdfast Bay (COHB) is a South Australian leader in waste and resource management. The council has achieved a landfill diversion rate of 59%, which has been achieved largely through the introduction of the kitchen organic basket FOGO system to all households with a council bin service in 2013. This landfill diversion rate is above the average performance of Metropolitan Adelaide councils (at 50%).

More recently COHB has received praise both locally and interstate for the implementation of the 'Compostable Bags in Supermarkets' pilot project, which through the introduction of compostable bags for fresh fruit and vegetable purchases successfully increased food recycling rates by 300% in FOGO bins in close proximity to both supermarkets involved.

There is further opportunity for the COHB to reduce landfill volumes through changes in waste and recycling management practices. In 2018, a kerbside audit of Holdfast Bay bins found that on average, the red (residual waste) bin contained around 30-40% food that could be recycled rather than sent to landfill. The audit also confirmed that only 26% of food waste volumes are currently being recycled via FOGO bins.

Councils with the highest diversion rates in Australia typically have a different kerbside model to that adopted by COHB. As detailed in the pilot project plan (refer Attachment 1), switching bin collection frequencies to a weekly FOGO collection and fortnightly residual waste collection has successfully increased landfill diversion rates in other Australian councils. This system, which provides households with more choice and flexibility, traditionally gives households an additional 200L of kerbside bin volume per 4 weeks to dispose of organic waste as the green bin (240L) has greater capacity than the smaller red bin (140L).

*Refer Attachment 1*

Separating waste through the 3 bin system provides waste contractors with cleaner co-mingled recycling and organic material to process. As opposed to removing organic waste from residual bins for landfill capping, organic matter placed in FOGO bins contributes to additional jobs in our growing circular economy and allows for the return of nutrient rich and moisture holding compost back into our nutrient poor South Australian soils which assists farmers and food producers.

Attachment 1 lists in detail the proposed opportunity for the COHB to develop and implement a 12 month weekly FOGO pilot across around 500 households in Seacliff and Somerton Park.

The project plan provides details of the benefits, timelines, budget, community engagement proposed and how data will be collected. These areas were chosen as many residents in both areas are very active in advocating for more environmental sustainability measures within the City. Both areas have a higher proportion of single unit dwellings, which all have current access to the three (3) bin collection system. The 5049 Community Group have also expressed their support to participate in a weekly FOGO trial.

Since commencing the “kitchen caddy” organic basket system in 2013, COHB has received many emails and social media comments recommending that council make the proposed bin collection frequency model change as households now have significantly less waste in their residual bin. Emails have also been received regarding households not using the kitchen organic basket system due to smells associated with the FOGO bin only being collected fortnightly. Examples of these emails can be seen in Attachment 2.

*Refer Attachment 2*

COHB does recognise that not all households may be enthusiastic about participating in a FOGO trial due to concerns around larger households and households with nappies. These concerns are addressed with the following options during the period of the pilot:

- All households within the pilot areas (incl larger households or households with nappies) will have the opportunity to “opt out” of the pilot if they wish. They can also request a larger or extra residual (red lid) bin to facilitate fortnightly collection.
- Generous Green Living Subsidies from COHB of up to \$100 per household are also offered to switch from disposable nappies to modern cloth nappies to encourage the uptake of a more sustainable nappy option.
- Households will also be provided with the opportunity to upsize their fortnightly 240L co-mingled recycling bin to a 360L bin.

A SWOT analysis has also been completed (refer Attachment 3).

*Refer Attachment 3*

Administration also understands that this pilot would receive media attention and if approved, will develop a comprehensive communications plan which will aim to win community support, promote the benefits of the proposal and provide clear explanation of how the trial will operate.

## **BUDGET**

The total cost for the 12 month pilot for around 500 properties is estimated at \$230,800 (including in-kind support by council staff, additional collection costs and technical support from Council’s specialist waste management consultants).

Subject to Council endorsement, Administration will submit an application to Green Industries SA for a Council Modernisation Grant for \$97,900 (representing 42% of the project cost), with Council providing in-kind staff time (valued at \$55,000) and cash funding of \$77,000 if successful.

Proposed funding for the project in the 2020/21 budget year is proposed as follows:

- \$55,000 in-kind project officer time
- \$97,900 Green Industries SA grant
- \$77,900 Council funds

#### **LIFE CYCLE COSTS**

Life cycle costs will depend on the direction taken after the results of the pilot project have been assessed.

# Attachment 1



# Weekly FOGO Pilot Project Plan

City of Holdfast Bay

Not for distribution





## Document verification

Date	Version	Title	Prepared by	Approved by
13 Jan 2020	Updated v6	Pilot Project Plan	K Heinrich & M Rawson	M Rawson

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## Rationale

The City of Holdfast Bay (COHB) is a South Australian leader in waste and resource management. The council has achieved a landfill diversion rate of 59%. This is above the average performance of Metropolitan Adelaide councils (at 50%). However, there is a significant opportunity for the COHB to further reduce landfill volumes.

The 2018 Holdfast Bay kerbside audit found that:

1. On average, the red (residual waste) bin contains 30-40% food that can be recycled is going to landfill.
2. Only 26% of food waste volumes is currently being recycled via Food and Garden Organics (FOGO) bins. The remaining 74% is being disposed by residents into residual bins.
3. On average, residual bins are only 64% full when collected.
4. Nearly two thirds of material placed into landfill bins is recyclable! In other words, if Holdfast Bay residents correctly sorted their recyclables into FOGO and comingled bins, then their need for the landfill bins would reduce significantly.

Councils with the highest diversion rates in Australia typically have a different kerbside model than COHB. For example:

- The City of Penrith (NSW) diverts 64%<sup>1</sup> of total kerbside material via comingled FOGO and comingled bins. The city offers their residents a menu of kerbside options. Most residents choose to stay with the default model (which is also the cheapest), which involves weekly FOGO, fortnightly comingled and fortnightly residual waste collections.
- The City of Melville (WA) ran a pilot with nearly 7,000 households to introduce weekly FOGO, together with fortnightly comingled recycling and fortnightly residual waste collections. Residents participating in the pilot were also given the option to upsize their comingled recycling bin, and if needed, were provided an extra general waste bin. Households participating in the pilot diverted 64.4%<sup>2</sup> of kerbside materials from landfill. The pilot received widespread support from the community. This kerbside model is being rolled out to all households in the City of Melville on July 1<sup>st</sup> 2019.

Key to the success of the examples listed above is providing a weekly FOGO collection and encouraging/ providing a fortnightly residual waste collection. The above cities have also recognised that one size does not fit all households. They have provided some flexibility to households wishing to upsize their bins (Cities of Melville and Penrith) or change the frequency of their collections (City of Penrith).

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<sup>1</sup> Estimate of materials diverted from landfill at kerbside via 3-bin service (based on data on p 14 of the Penrith Waste Strategy). We understand that Penrith measure and report landfill diversion differently, as they include clean up waste, which means they report a lower diversion rate.

<sup>2</sup> Southern Metropolitan Regional Council - Results of FOGO implementation trial

Alternative bin frequencies are common in other jurisdictions, including several NSW councils (see Box 1 overleaf). In SA the Fleurieu Regional Waste Authority offers residents a fortnightly collection for FOGO, comingled recycling and residual waste.

There is an opportunity for the City of Holdfast Bay to implement a pilot for an alternative kerbside service that both better suits the needs of residents and supports improved recycling levels. The COHB pilot could draw from best-practice experiences by:

- Providing a weekly FOGO, fortnightly comingled recycling and fortnightly residual collection. A weekly FOGO service would increase the convenience and reduce odours associated with residents placing their food waste into FOGO bins for recycling.
- Providing choice and flexibility to residents, by offering the option for residents to upsize their comingled bins and residual bins if needed. In addition, provide weekly collections of residual bins over peak waste generation periods (such as the Christmas/New Year period).
- Educating and supporting residents to reduce their waste generation volumes.

This service model is expected to lead to many benefits.

1. Delivering a service that is both **more cost-effective** and **environmentally sustainable** than the current offering.
2. Providing a **more convenient option for recycling food waste**, which provides weekly collection that will minimise odour.
3. Giving residents **more choice** on both bin sizes and collection frequency.
4. Offering a kerbside service that provides residents with **more bin capacity/volume** on a 4-week cycle (1720 litres vs 1520 litres).
5. **Lower landfill** volumes.
6. **Reduced payments** of the SA solid waste levy, and reduced exposure to future increases in the levy. The metro levy has increased from \$42/tonne in 2012 up to \$110/tonne on July 1st 2019. This is set to increase up to \$140/tonne on January 1st 2020 (see figure 1 overleaf).
7. **Reduced greenhouse gas emissions** associated with lower landfill volumes. Reducing food waste is the 3<sup>rd</sup> most substantive action for reversing global warming according to Project Drawdown.<sup>3</sup>
8. **Contributes to additional jobs in our growing circular economy**. The estimated direct FTE employment per 10,000 tonnes of waste is 9.2 for recycling and 2.8 for landfill.<sup>4</sup>

Furthermore, separating organics (food and garden waste) through the 3-bin system provides contractors with clean organic material to process. Placing organic waste in FOGO bins keeps it at its highest value, as opposed to removing organic waste from residual bins for landfill capping. Source separated organics is processed into compost that returns nutrients and holds moisture in dry South Australian soils to assist local food producers. This method is best-practice and is consistent with the directions that interstate and overseas jurisdictions:

---

<sup>3</sup> <https://www.drawdown.org/solutions/food/reduced-food-waste>

<sup>4</sup> <https://www.environment.gov.au/protection/waste-resource-recovery/publications/employment-waste-management-and-recycling>

- The EU has introduced a new requirement for separate collection of bio waste (including garden and food waste) by 2023.
- In 2018, NSW EPA announced it does not intend to allow Mixed Waste Organic Outputs to be used as a soil amendment on agricultural, mining rehabilitation or forestry land.

## Box 1: Weekly FOGO in NSW

Providing a weekly FOGO and fortnightly residual bin service is common in NSW. The following NSW councils offer this service:

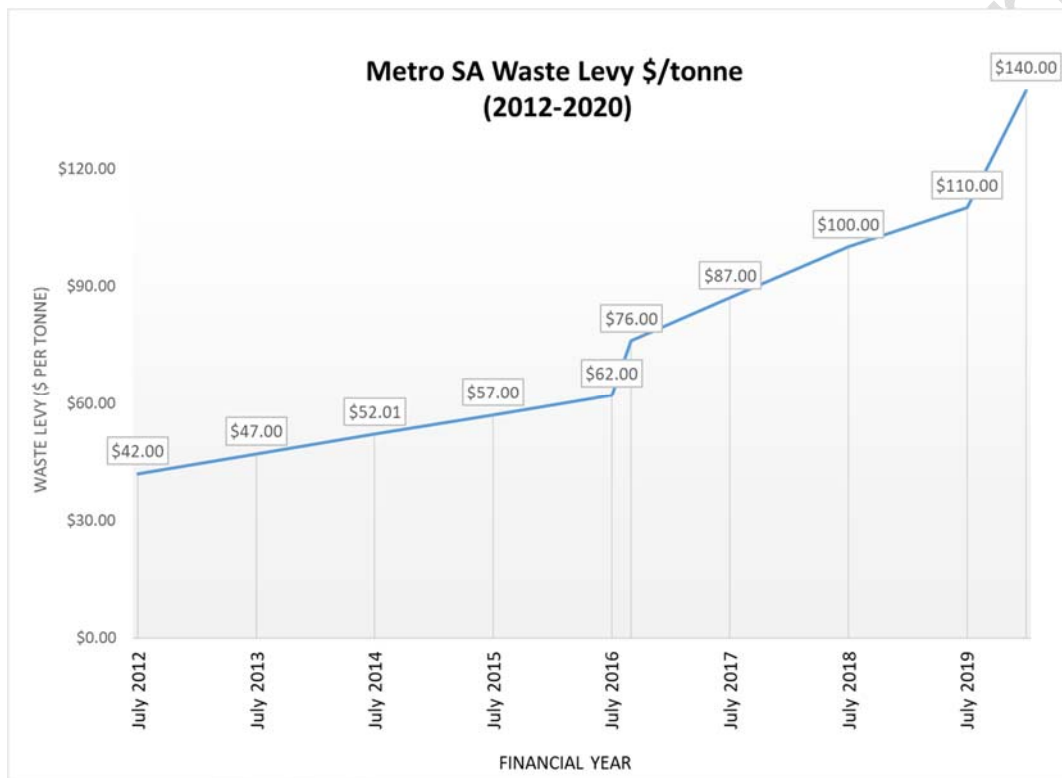
- Tweed \*
- Shellharbour \*
- Richmond Valley
- Port Macquarie Hastings
- Penrith\*
- Nambucca
- Lismore \*
- Kempsey
- Kiama\*
- Forbes
- Federation
- Coffs Harbour
- Clarence Valley
- Byron\*
- Bellingen
- Ballina
- Albury\*

In 2018, the NSW EPA commissioned a report to look at the performance of different bin configurations for diverting food from landfill. This review found in general, councils providing a fortnightly general waste collection achieved higher food waste diversion efficiencies compared to those on a weekly general waste service. In addition, councils providing smaller general waste bins (120/140 litre) achieved higher food waste diversion efficiencies compared to councils with larger general waste bins (240 litre).

\* councils where the predominant red bin fortnightly bin is 140L rather than 240L. Most of these councils offer a fortnightly 240L red bin for additional cost and or for certain households e.g. large families.

## Assumptions

The following sections provide an overview of pilot objective, design, timelines, resources, costs and community engagement. We have developed this based on our industry knowledge and review of best-practice examples from interstate jurisdictions. We have made some assumptions (e.g. pilot costs) that would need to be confirmed once the pilot design has been finalised. We have also assumed that the pilot would lead to several benefits. These benefits need to be measured and confirmed during the pilot via community surveys and audits. These steps have been considered and included in the recommended pilot steps.



## Pilot objectives

The objectives of the pilot are to:

- Help build support to move towards a kerbside model that:
  - Is more environmentally sustainable and cost-effective than current offering
  - Provides choice and flexibility to residents who would like extra services
- Determine how well the piloted kerbside model works for the community
- Measure changes in levels of food waste recycling, comingled recycling and reduction to landfill
- Quantify benefits and costs (savings, costs, greenhouse gas impacts)
- Enable a business case to be assessed for broader rollout
- Determine other choices and flexibility that may be required to support a broader roll out
- Summarise for Council with recommendations

## Pilot design

### Kerbside model

The table below provides a summary of the pilot kerbside model vs business as usual (BAU). This pilot model provides residents with:

- Weekly 240-litre FOGO, fortnightly 240-litre comingled (no change from BAU) and a fortnightly 140-litre residual bin, which allows residents to recycle their food scraps via FOGO bins for weekly collection (rather than fortnightly).
- A higher total bin volume: up to 1720 litres per four weeks, compared to 1520 under BAU
- Choice and flexibility, including options to upsize their comingled bin to 360 litres, and to get an extra residual bin or to upsize to a 240-litre residual bin.
- Additional weekly collection of residual bins during peak waste generation period over Christmas (2 extra collections over Christmas to have 5 consecutive weeks of general waste collections). Residents would also be provided with an option to stay with BAU bin frequencies (e.g. by opting to stick with the BAU model).

This kerbside model design could be further developed in consultation with the community to ensure it meets their needs.

	Pilot model	Business as usual
<b>Kerbside service</b>	<ul style="list-style-type: none"> <li>• Weekly 240-litre FOGO</li> <li>• Fortnightly 240-litre Comingled</li> <li>• Fortnightly 140-litre Residual</li> </ul>	<ul style="list-style-type: none"> <li>• Fortnightly 240-litre FOGO</li> <li>• Fortnightly 240-litre Comingled</li> <li>• Weekly 140-litre Residual</li> </ul>
<b>4-weekly volume of waste and recyclables per household.</b>	1720 litres	1520 litres
<b>Choice and flexibility</b>	<ul style="list-style-type: none"> <li>• Optional upsize to 360-litre comingled bin</li> <li>• Optional to request extra residual bin or upsize to 240-litre residual bin where needed (e.g. for larger households, households with nappies)</li> <li>• Weekly collection of residual bins over peak waste generation period (Christmas holidays)</li> <li>• Option to stay with BAU bin frequencies.</li> </ul>	No choice or flexibility
<b>Expected outcomes</b>	<ul style="list-style-type: none"> <li>• Increased food waste recycling levels via FOGO bins with weekly collection that minimises odours</li> <li>• More choice to residents on the size of their bins</li> <li>• Lower landfill volumes</li> </ul>	No changes

## **Participation model**

The pilot will provide an option for residents within the selected pilot area to 'opt out' of the pilot at any time. Those who 'opt out' would instead receive a BAU service. We expect that giving households the choice to 'opt out' from the pilot may increase support. We also anticipate that most households will stay in the pilot, so participation levels are expected to be high and reasonably representative of the community. Extra time in the lead up to the pilot will be needed to give residents the opportunity to opt out before the pilot commences. This process will need to be as easy for residents as possible. For example, by providing multiple ways for them to opt out including via phone, email, internet form or in person.

## **Pilot size and location**

The pilot will involve 1,000 households (about 6.4% of the City of Holdfast households). This will include 500 households from Monday collection run (Seacliff/Kingston Park) and 500 from the Wednesday collection run (Somerton Park). The pilot will be aimed at single-unit dwellings and will not include commercial properties.





## Key steps and timelines

The table below identifies milestones and timeframes.

Milestone	Target
<b>Pilot design</b>	Sept 2019 - Mar 2020
<b>Pre-launch communications</b>	Mar 2020 - Aug 2020
<b>Pilot implementation</b>	Sep 2020 - Aug 2021
<b>Post-pilot evaluation</b>	Sep 2021

We expect this timeline should allow COHB enough time to design and implement a well-considered pilot. We understand that the current kerbside collection contract with Solo will expire in 2021. We recommend that the COHB request pricing in the kerbside collection tender documentation for the pilot kerbside model in case the council wishes to provide these options to residents upon completion of a successful pilot.

The following table breaks down the milestones into key project steps.

Step	Timeline
<b>1. Confirm pilot scope (kerbside model, number of households included, potential streets)</b>	December 2019
<b>2. Submit proposal to senior leadership team and elected members</b>	December 2019
<b>3. Confirm with collection contractor that they can support the pilot</b>	January 2020
<b>4. Meeting with community group to confirm support for pilot</b>	January 2020
<b>5. Submit application for GISA funding by 7<sup>th</sup> February 2020</b>	February 2020
<b>6. Present to council on food waste and seek support for pilot</b>	February 2020
<b>7. Council endorsement for joint funding of pilot</b>	February 2020

Step	Timeline
<b>8. Grant funding approval</b>	March 2020
<b>9. Consult with community to receive input on pilot design</b>	March-April 2020
<b>10. Refine costs associated with pilot and procure services</b>	March-April 2020
<b>11. Draft communications plan for pilot and finalise pilot design</b>	April-May 2020
<b>12. Develop and roll out communications to support the pilot</b>	April - June 2020
<b>13. Run workshops and training sessions with councillors and staff to prepare them for the upcoming pilot</b>	May - June 2020
<b>14. Pre-pilot bin audit</b>	July 2020
<b>15. Notify participating households about the pilot, including opt out period and delivery of any supporting materials (e.g. compostable bags/caddies as required)</b>	August 2020
<b>16. Start pilot</b>	September 2020
<b>17. Intense resourcing to support roll out and manage any queries/ complaints</b>	September 2020
<b>18. Mid-pilot survey, bin audit and evaluation</b>	March 2021
<b>19. Report to council and project review (including outcomes and costs if continued to service the piloted households_</b>	April 2021
<b>20. End-pilot survey, bin audit &amp; evaluation</b>	August 2021
<b>21. Pilot end and final assessment of outcomes and recommendations to council</b>	September 2021

## Communications and community engagement

Communications and community engagement is central to the pilot's success. This may include:

- **Community forum:** to engage residents in the project, its aims, identifying any potential barriers and receiving input into the pilot design. This forum may help build ownership and support for the pilot. In addition, this may involve identifying pilot champions (e.g. a family with kids in nappies, a young couple, a retired single, etc) who are happy to actively promote the campaign and feature in communications materials. Members of the community forum could be invited to provide ongoing feedback throughout the pilot.
- **Councillor workshops:** it is important that councillors support and become champions of the pilot. We recommend holding workshops to inform councillors about the pilot, the benefits, any potential challenges/risks, etc.
- **Staff training:** this includes training of phone staff, education officer(s), to ensure they can respond to resident queries about the pilot.
- **Waste & recycling collection contractors:** this includes liaising with waste and recycling contractors to ensure smooth delivery of the pilot.
- **Schools:** there is an opportunity to engage school kids in the pilot. This may involve running a competition with school kids.
- **Promotion of pilot:** including developing materials/letter drops to let residents know about the pilot. This may include advertising the upcoming pilot via social media and print.
- **Ongoing support:** it will be important that residents to be able to easily contact council to ask questions about the pilot and receive support as needed. Important channels for delivery of this information include council phone line, emails, website and Facebook page.
- **Community feedback:** including surveys mid-pilot and at the end of the pilot to gauge their experiences with the pilot and whether they would like to see it continue.

## Resources and costs

The table below provides a breakdown of estimated costs for running the pilot. This includes costs for:

- Communications materials
- Community engagement (e.g. workshops)
- Community surveys (during and post pilot) to receive feedback
- Physical bin audits
- Consultancy support
- An allowance for the supply of compostable bags and caddy's
- An allowance for supply of bigger bins for those residents wishing to upsize their comingled (360 litre) or general waste bin
- Council project officer/project management of pilot (0.75 FTE)

We estimate that the pilot will cost \$195,800 ex GST. This includes costs for communications materials, community engagement (including workshops and doorknocking), community surveys mid and at the end of the pilot, physical bin audits, consultancy support, compostable bag supply, kitchen caddies (to any households that don't have one), upsizing bins, project management/ support and waste contractor costs. In addition, an extra \$35,000 of in-kind support (based on 0.35FTE) is needed over 12-months for a project officer.

Please note these costs are high-level estimates and would need to be confirmed via quotes with the relevant providers.

Item	Costs (\$ ex GST)
Communications materials	\$ 20,000
Community engagement (e.g. workshops, door knocking)	\$ 10,000
Community survey (x2) - mid and end pilot	\$ 10,000
Physical Bin Audits (x3) - pre, mid and end pilot	\$ 45,000
Consultancy Support (planning, review of comms materials, analysis, report writing etc)	\$ 50,000
Compostable bag supply	\$ 5,000
Kitchen Baskets (Caddy)	\$ 3,000
Bins (upsizing)	\$ 12,000
Project management and support	\$ 20,000
Waste contractor costs	\$ 20,800
<b>Total funding needed</b>	<b>\$ 195,800</b>
Grant funding (50%)	\$ 97,900
Funding from Holdfast (50%)	\$ 97,900
COHB In kind Project Officer/ Project Management (0.35 FTE)	\$ 35,000
<b>Total cost</b>	<b>\$ 230,800</b>

## Other considerations

We expect this pilot, if well-designed and implemented, will receive widespread support from the community. However, it will be important to prepare for and manage a range of challenges, including:

- **Managing nappy waste.** Residents with nappy waste face additional challenges due to higher residual waste volumes and managing odour. It will be important to help any residents with nappies participating in the pilot by providing education and support. See example communication from City of Melville overleaf. We recommend that the COHB provides residents with nappies, with the flexibility to increase the capacity of their residual bins if required. This could be done either by providing them a larger/extra residual waste bin or providing them more frequent residual bin collections. There is an opportunity for the COHB to offer subsidies for cloth nappies under their "Green Living Subsidies" program to assist residents to reduce nappy waste. We understand KESAB runs a nappy workshop "Eco Bums", which may be rolled out as part of COHB Green Living workshops to also assist residents to reduce their nappy waste.
- **Leadership.** The COHB Mayor and Councillors can play an active role in supporting the pilot. When the Bega Valley Shire Council changed their kerbside model, the Mayor, Cr Kristy McBain, starred in the media as a relatable resident who forgot to put her bins out (see overleaf). There is an opportunity for COHB Councillors and the Mayor to put their faces to the campaign as relatable residents, so it doesn't come across as a decision made by "faceless" council.
- **Visual bin inspections.** In addition to the steps above, the COHB may focus their existing program of visual bin inspections to the pilot area. This would provide further insights on whether households are correctly sorting their waste and identify where additional support and education is needed.



Image: flyer about managing nappy waste from the City of Melville.



Image: flyer from Bega Valley Shire Council about the mayor forgetting to put out her bin, promoting the council's app to remind people about collection days.

## Longer-term considerations

We expect this pilot will deliver a kerbside model that is both more environmentally sustainable and cost-effective than the current offering. This kerbside model also provides for more regular collections and convenient options for residents to recycle their food waste. This model would be better suited to the waste profile of most households and reduce odours.

However, as noted, it is important to recognise that 'one size does not fit all' households. Therefore, we recommend that any broader roll includes options for choice and flexibility for households that would like extra services:

- To ensure equity of servicing, this could potentially be provided at cost. For example, households who do not want to recycle their food waste (e.g. via FOGO bins or home compost system/other) could request extra servicing of their residual bin for a fee.
- However, some households cannot reduce their residual waste (e.g. families with nappies). In cases where there is a genuine need, we recommend that the COHB offers them additional servicing at no extra cost. This could be managed via an annual renewal process.





[info@rawtec.com.au](mailto:info@rawtec.com.au)

+(618) 8294 5571

11 Paringa Ave, Somerton Park, South  
Australia 5044



# Attachment 2



Attachment 2 – Examples of emails from City of Holdfast Bay residents recommending a bin collection frequency change.

**Shani Wood**

---

**From:**  
**Sent:** Thursday, 9 January 2020 3:33 PM  
**To:** Holdfast Mail  
**Subject:** Green waste collection

We are fortunate to have a fortnightly green waste/organic collection in Holdfast Bay and I applaud the attempt at waste reduction. However to take this seriously we need to go one step further. By continuing a weekly red bin and fortnightly green bin there is little real encouragement for people to put food scraps in the green bin. In the summer there is less incentive as food scraps 2 weeks in the bin can be putrid. PLEASE can we have a weekly organic collection and a fortnightly general waste. Only by doing this will we achieve real change in this area.

I know there are people with nappies etc who need a weekly red bin but this is only for a limited time and a limited number of households. And perhaps the use of cloth nappies might be encouraged!

Please please consider doing this as a matter of urgency.

Thank you

Sent from my iPad

**Shani Wood**

---

**From:**  
**Sent:** Wednesday, 8 January 2014 5:20 PM  
**To:** Holdfast Mail  
**Subject:** Waste Collection

Congratulations on the new waste management of organic matter. Perhaps the next change to waste collection should be that the green organic waste be collected weekly and the red non organic bin should revert to fortnightly collection. After sitting for two weeks, the green organic waste bins become extremely smelly whereas the red bin hardly ever needs to be put out. I would appreciate your thoughts on this matter.

Regards

Sent from my iPad

**Shani Wood**

---

**From:**  
**Sent:** Tuesday, 7 January 2014 2:03 PM  
**To:** Holdfast Mail  
**Subject:** food recycle bins

Good Afternoon

I have received my food recycle bin and think it's a great idea.

I was wondering if you are considering changing the pick up of the green recycle bin? I do not have enough room in my freezer to put my bags from the food recycle bin and think it would be better to pick up the green bin every week especially in summer and the red bin once a fortnight as I use the yellow recycle bin as well I find I don't have much for the red bin and even once a month would do for that one.

Regards

**Shani Wood**

---

**From:**  
**Sent:** Wednesday, 20 November 2013 8:02 PM  
**To:** Holdfast Mail  
**Subject:** Green bin collection

Thank you for supplying our fantastic new kitchen scraps bin and biodegradable bags.

The idea is fantastic.

As a result, those who are using it will be finding like me that the weekly emptied red bin has hardly anything left in it.

However, the green bin is now consistently receiving bags of degrading food stuffs and used tissues which by the end of the two weekly collection time are absolutely rancid. In the summer this is going to worsen and in my case living in a group of units, the bin storage area is close to my neighbour's front door.

I am concerned that the contents will become hazardous and attract myriads of flies, maybe other vermin, as well as creating an unacceptable and unpleasant atmosphere for my neighbour.

I'm sure I would not be alone in this concern.

I request that the council urgently review the bin collection schedule and consider weekly emptying of the green bins.

If this is not able to be done, my intent would be to return to placing kitchen waste in the red bin until such time as a change occurs ensuring that others are not exposed to possible hazards and odours.

Kind regards

**Shani Wood**

---

**From:** unity@holdfast.sa.gov.au  
**Sent:** Wednesday, 5 February 2014 8:22 PM  
**To:** Holdfast Mail  
**Subject:** Website Form Submission: Compliment or Complaint Form

Automatic email sent by the City of Holdfast Bay website  
Time sent: 08:22:14 2014-02-05

Reference Number (token): UF29182

Data:

Q1. Are you submitting a compliment or complaint?  
A1. Compliment

Q2. Your Name  
A2. Peter Dunlop

Q3. Your Email  
A3. dunl1956@yahoo.com.au

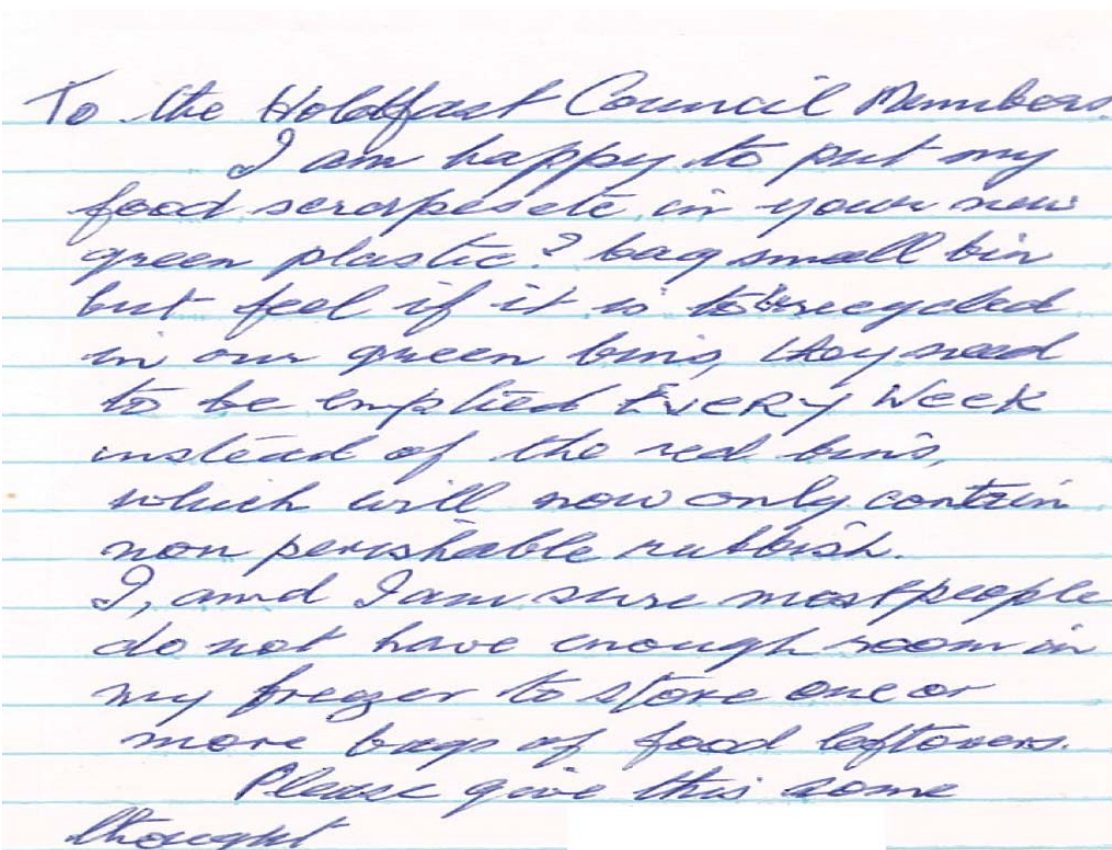
Q4. Your Address  
A4. 1 Allen Tce, Glenelg East 5045

Q5. Your Phone Number  
A5. 82953787

Q6. Comments  
A6. Very happy with the recent provision of the small organic waste bin. It has made a big difference to our household waste management. I would be very happy for our "normal" rubbish bin to be collected on a fortnightly basis due to the associated reduction in volume. Thanks.

---

This is an automated message, please do not reply.



To the Holdfast Council Members  
I am happy to put my food scraps etc in your new green plastic? bag small bin but feel if it is to be recycled in our green bins they need to be emptied EVERY Week instead of the red bins, which will now only contain non perishable rubbish. I, and I am sure most people do not have enough room in my freezer to store one or more bags of food leftovers. Please give this some thought

# Attachment 3



# SWOT of pilot

## Strengths

Undertaking a pilot offers many advantages, including:

- Receiving feedback from residents on whether they are satisfied with the piloted service
- Providing the opportunity for the piloted service to be modified/tweaked to better suit the community's needs prior to any broader roll out
- Gathering data to better understand the long-term outcomes from a change in service including likely financial savings, reduced landfill volumes and environmental benefits.

## Weaknesses

The disadvantages of a pilot include:

- Costs and resources needed to run a pilot
- Additional time required to undertake the pilot before a broader roll out of change in service

## Opportunities

Undertaking a pilot provides an opportunity:

- To build community support for a change in kerbside servicing that will deliver long term environmental benefits and cost savings to residents
- For the City of Holdfast Bay to lead South Australia in the delivery of best-practice kerbside services
- To reduce Council's reliance on landfill and exposure to future increases in the solid waste levy

## Threats

The following factors may threaten the success of the pilot:

- Community kick back
- The media taking the opportunity to sensationalise any negative commentary related to the pilot
- Memory of past pilots in Adelaide that were poorly designed and executed that may influence impressions affecting the success of this pilot

We have considered these potential threats and designed the pilot in a way to mitigate them by:

- Consulting with the community in the pilot design
- Ensuring that the service model has enough flexibility to accommodate the needs of different households
- Gathering support from councillors and the community champions
- Developing and implementing a communications plan
- Facilitating a stakeholder reference group (which includes community representatives)
- Providing adequate resourcing to support the community to undertake the pilot, and
- Giving residents the opportunity to 'opt out' from the pilot if they wish

Item No: **15.5**

Subject: **CALL FOR NOMINATIONS TO GREATER ADELAIDE REGIONAL ORGANISATION OF COUNCILS (GAROC) COMMITTEE FOR ONE CASUAL VACANCY**

Date: 28 January 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

---

## **SUMMARY**

The Greater Adelaide Regional Organisation of Councils (GAROC) is a committee of the Local Government Association (LGA) and its role is regional advocacy, policy initiation and review, leadership, engagement and capacity building.

The LGASA is calling for nominations to fill one (1) casual vacancy on GAROC committee to commence from the declaration of the GAROC election and to remain in office until the conclusion of the 2020 GAROC AGM.

A nomination may only be made by resolution of the Council and must be received by the LGA by 5pm on Wednesday 26 February 2020.

---

## **RECOMMENDATION**

That Council nominate \_\_\_\_\_ to fill one (1) casual vacancy on the Greater Adelaide Regional Organisation of Councils (GAROC) Committee to commence office from the date of the GAROC election and to remain in office until the conclusion of the 2020 GAROC AGM.

---

## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations.

## **COUNCIL POLICY**

Not applicable.

## **STATUTORY PROVISIONS**

Not applicable.

**BACKGROUND**

On 13 January 2020, Council's Chief Executive Officer received correspondence from the Acting Chief Executive Officer of the LGA, calling for nominations from the Council to fill one (1) casual vacancy on the GAROC Committee. The City of Holdfast does not currently have a member on the board. In 2019, the Council nominated Mayor Amanda Wilson.

The GAROC Terms of Reference (Clause 4.2.1) requires that all Council Members elected to GAROC must be from a different member council. Therefore, Council can only have one member on GAROC.

*Refer Attachment 1*

**REPORT**

Clause 4.7.3 of GAROCs Terms of Reference details the process to fill casual vacancies. Accordingly the City of Holdfast Bay, as an Ordinary Member Council of the Greater Adelaide region, is invited to provide a nomination for a position on the GAROC Committee.

If Council resolves to nominate an Elected Member for the position, the form provided by the LGA will be forwarded to the nominee to sign, together with the Candidate Information Sheet for completion (see Attachment 1). Governance will provide these to the LGA Returning Officer by 5pm on 26 February 2020.

If the number of nominations for GAROC exceeds the one vacancy available, a ballot will be conducted in accordance with Clause 4.4.5 of GAROC's Terms of Reference. The table of key timings in Attachment 1 provides the LGAs indicative dates. If a ballot is required the LGA indicates it will provide ballot papers to the Council on 4 March 2020, voting closing by 15 April 2020 with a final declaration of result by 16 April 2020.

**BUDGET**

There are no budget implications.

**LIFE CYCLE COSTS**

There are no life cycle costs associated with this report.



# Attachment 1



ECM 693096 LT/AL

13 January 2020

Mr Roberto Bria  
Chief Executive Officer  
City of Holdfast Bay  
PO Box 19  
Brighton SA 5048  
**Emailed:** rbria@holdfast.sa.gov.au

Dear Mr Bria

**Call for Nominations for Member of GAROC – Casual Vacancy**

The LGA hereby calls for nominations to fill one (1) casual vacancy on the Local Government Association's (LGA) Greater Adelaide Region Organisation of Councils (GAROC) Committee to commence office from the declaration of this election and to remain in office until the conclusion of the 2020 AGM. A nomination form for the position of member of GAROC is attached and must be received by the LGA CEO, no later than **5pm Wednesday 26 February 2020**.

**Casual Vacancy**

The resignation of Cr Tim Pfeiffer from the City of Marion has caused a casual vacancy on the GAROC committee. The processes to fill this casual vacancy is outlined in Clause 4.7.3 of the GAROC Terms of Reference (TOR):

*4.7.3.If there is a casual vacancy in the membership of GAROC then the GAROC Regional Grouping relevant to the GAROC member the subject of the casual vacancy will appoint by resolution of the majority of Members comprising the GAROC Regional Grouping another Council Member to serve as a member of GAROC for the balance of the membership term.*

While a regional GAROC structure was approved by members at the 2019 LGA Annual General Meeting these changes to the GAROC TOR will not take effect until the changes receive Ministerial approval, which is pending. Also, the amendments to the GAROC TOR provide for the new regional structure commence from the 2020 LGA elections. Thus, the process to fill the casual vacancy will be same as that used to fill two (2) casual vacancies in 2019.

Accordingly, I write to you in your capacity as the Chief Executive Officer of an Ordinary Member Council of the Greater Adelaide region to invite nominations from your council for a position on GAROC.

A nomination may only be made by resolution of the council and using the **enclosed** form. The form must be signed by both the candidate nominated by the council to indicate his/her willingness to stand for election, and by you as the Chief Executive Officer of the nominating council.

**Voting**

As the Returning Officer, the Chief Executive Officer of the LGA is required to conduct a ballot if the number of nominations for GAROC exceeds the required number of candidates. If a ballot is required, the distribution of ballot papers to councils will include any information provided by the candidates to the

Returning Officer in accordance with the requirements specified in clause 4.4.5 of the GAROC TOR (copy attached).

### Timetable

Key timings and GAROC Terms of Reference provisions are outlined in the following table:

Indicative Timing	Headline	GAROC TOR Provision
n/a	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
13 January 2020	Nominations Called	A/CEO to write to members of GAROC calling for nomination for position of members of GAROC (Clause 4.3.2).
26 February 2020	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination (Clause 4.3.4). Council's will have 6 weeks to lodge their nominations.
n/a	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions each candidate is elected (Clause 4.4.3).
4 March 2020	Ballot papers prepared and posted	CEO shall provide ballot papers to each GAROC member council (Clause 4.4.5(b)).
15 April 2020	Voting closes	The returning officer will determine the closing date for voting with reference to Clause 4.4.5(f) for counting of votes. Council's will have 6 weeks to lodge their votes.
16 April 2020	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5(f))
16 April 2019	Final declaration of result	CEO shall declare the candidate with the most votes elected at the conclusion of the counting of the votes. The candidates elected will commence their term immediately and will remain in office until the conclusion of the 2020 AGM.

**All nominations (and any accompanying candidate information) must be addressed to the Returning Officer and must be received by 5:00pm Wednesday 26 February 2020.**

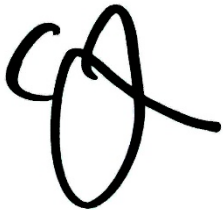
Extracts from the relevant section of the GAROC TOR relating to nominating and electing members to GAROC is attached for your information.

## **GAROC Membership**

Information about the current membership of GAROC is attached for your information. The GAROC TOR (Clause 4.2.1) requires that all council members elected to GAROC must be from a different Member council. Therefore, if your council already has a council member currently serving as a member of GAROC; no further members of your council are eligible for this election. However, a council may nominate a council member from another council within the Greater Adelaide region for a position on GAROC.

Please contact Lisa Teburea on 8224 2022 or [lisa.teburea@lga.sa.gov.au](mailto:lisa.teburea@lga.sa.gov.au) if you have any questions in relation to the election process.

Yours sincerely



Dr Andrew Johnson

**Acting Chief Executive Officer**

Telephone: (08) 8224 2030

Email: [andrew.johnson@lga.sa.gov.au](mailto:andrew.johnson@lga.sa.gov.au)

Attach: GAROC Casual Vacancy Nomination Form  
GAROC Casual Vacancy Candidate Information Sheet  
Current GAROC membership

## Nomination Form

### GAROC – Casual Vacancy

<b>Nominee's Council</b>	<i>(insert name of council)</i>
<b>Nominee's Name</b> (full name)	<i>(insert title, first name and surname)</i>
<b>Declaration and signature of nominee</b>	<p>I hereby accept such nomination and consent to act as a member of GAROC if so elected.</p> <p>Signature:</p> <p>.....</p>
<b>Signature and name of Nominating Council's CEO</b>	<p>Signature:</p> <p>.....</p> <p><i>(insert name)</i></p>
<b>Dated</b>	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer**  
**Close of nominations 5:00pm Wednesday 26 February 2020**

# Candidate Information Sheet

## GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"><li><i>(insert)</i></li></ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"><li><i>(insert)</i></li></ul>
Other information	<ul style="list-style-type: none"><li><i>(insert details of leadership, board, corporate governance experience etc)</i></li></ul>

**This form must accompany the Nomination Form**

**This information will be supplied to GAROC member councils in the event that an election is required**

## Extract – GAROC Terms of Reference

### Clause 4 – GAROC

#### 4. GAROC

##### 4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region(s).

##### 4.2. Membership

4.2.1. The GAROC Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the GAROC Regional Grouping eight (8) Council Members of Members in the GAROC Regional Grouping to GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

##### 4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of GAROC as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (**Close of Nominations**). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

##### 4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of the GAROC Regional Grouping of the candidates for membership of GAROC nominated in the Regional Grouping of Members.

4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1 then the Chief Executive will declare those persons duly elected to those membership positions.

4.4.4. If the number of persons nominated by the Close of Nominations by the Regional Grouping of Members exceeds the number of membership positions described 4.2.1 then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.

- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
  - (b) the ballot papers shall:
    - (i) list the candidate or candidates for election;
    - (ii) specify the day of closure of the election; and
    - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
  - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
  - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
  - (e) on receipt of the envelopes the Chief Executive must:
    - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
    - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
  - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
  - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
  - (h) in respect of an election for the purposes of clause 4.2.1, the 8 candidates with the most votes shall be deemed elected and the Chief Executive shall declare the candidates elected at the Annual General Meeting.
  - (i) in the case of candidates for membership positions described in clause 4.2.1 receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes to determine which candidate is elected.
- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.



Item No: **15.6**

Subject: **JETTY ROAD MAINSTREET COMMITTEE MEMBER RESIGNATIONS**

Date: 28 January 2020

Written By: Jetty Road Development Coordinator

General Manager: Community Services, Ms M Lock

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### **SUMMARY**

The Jetty Road Mainstreet Committee (JRMCC) comprises of 11 members who are a mix of the Glenelg Tourism Precinct (Jetty Road, Glenelg) business owners who contribute to the separate rate levy, commercial property owners and Elected Members of Council. Two resignations were received from existing Committee Members in January 2020. The Jetty Road Mainstreet Committee Chairperson and Jetty Road Mainstreet Development Coordination are now seeking endorsement from Council the appointment of the two recommended nominations to backfill the two open vacancies.

---

### **RECOMMENDATION**

1. **That Council endorses the appointment of the two recommended nominations of Ms Elise Fassina, Fassina Liquor Group and Mr Omer Sonner, The Ottoman Grill to backfill the two open vacancies due to resignations of two committee members.**
- 

### **COMMUNITY PLAN**

Economy: Supporting and growing local business  
Economy: Boosting our visitor economy

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

## BACKGROUND

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

The Jetty Road Mainstreet Committee is established to advise Council on:

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

The JRMCC Chairperson and JRMCC Development Coordinator received resignations from two JRMCC members in January 2020 which created two open vacancies in which the JRMCC are seeking endorsement from Council to fulfil.

## REPORT

In mid-February 2019 the selection panel made recommendations to Council as to the appointment of the committee members for consideration and appointment by the Council at their 12 March 2019 meeting, who were endorsed (C120319/1401) and are currently in mid-term.

In January 2020, the JRMCC Chairperson and JRMCC Development Coordinator received the resignations of the two following Committee Members: Ms Eve Leenaerts, Goodfeet via email on 7 January 2020, who also holds the role of Vice-Chairperson, and Mr Nathan Hughes, Short Order Diner, via email on 16 January 2020. Mr Hughes' resignation is effective immediately and Ms Leenaerts' resignation is effective post the 12 February 2020 JRMCC meeting.

The term of appointment of all members of the JRMCC is subject to Section 41 of the Local Government Act 1999, coincide with the term of the Council, and

- (a) be for a period not exceeding two years.

Therefore, as a result of these two resignations, this has created two vacancies within the JRMCC mid-way through the term till 11 March 2021. The JRMCC Chairperson and JRMCC Development Coordinator is now seeking endorsement from Council to fulfil the two vacancies with the recommended applicants: Ms Elise Fassina, Fassina Liquor Group and Mr Omer Sonner, The Ottoman Grill. The two recommended applicants were nominees from the Jetty Road Mainstreet Committee Nominations process which took place in March 2019.

These applicants have been through the selection panel in February 2019, comprising of one elected member appointed to the committee, the Mayor and the Chief Executive Officer of Council, who were 2 of the 21 nominations which were assessed and rated highly against a skills matrix in terms of the following criteria as per the Jetty Road Mainstreet Committee Terms of Reference:

- Retail Business Experience
- Marketing and/or advertising experience
- Retail property management experience
- Experience as a member of board/s of management or mainstreet committee
- Availability to attend committee meetings

**BUDGET**

Not Applicable

**LIFE CYCLE COSTS**

Not Applicable