

## NOTICE OF MEETING

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

### **Electronic means in a virtual waiting room**

The meeting will be live streamed via a link on our website:

<https://www.holdfast.sa.gov.au/council/council-meetings>

**Tuesday 26 May 2020 at 6.00pm**

Roberto Bria  
CHIEF EXECUTIVE OFFICER



## Ordinary Council Meeting Agenda

### 1. OPENING

*The Mayor will declare the meeting open at 6:00pm.*

### 2. KAURNA ACKNOWLEDGEMENT

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

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

### 3. SERVICE TO COUNTRY ACKNOWLEDGEMENT

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

### 4. PRAYER

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

### 5. APOLOGIES

5.1 Apologies Received

5.2 Absent

### 6. ITEMS PRESENTED TO COUNCIL

### 7. DECLARATION OF INTEREST

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

### 8. CONFIRMATION OF MINUTES

#### Motion

**That the minutes of the Ordinary Meeting of Council held on 12 May 2020 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** - Nil

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

**12. MOTIONS ON NOTICE - Nil**

**13. ADJOURNED MATTERS - Nil**

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

14.1 Minutes – Jetty Road Mainstreet Committee Meetings – 6 May 2020 (Report No: 129/20)

14.2 Minutes – Audit Committee Meeting – 6 May 2020 (Report No: 123/20)

14.3 Information Report – Southern Region Waste Resource Authority Board Meeting – 4 May 2020 (Report No: 136/20)

**15. REPORTS BY OFFICERS**

15.1 Items in Brief (Report No: 130/20)

15.2 Monthly Financial Report – 30 April 2020 (Report No: 133/20)

15.3 Community Centre Leasing Policy – Consultation (Report No: 131/20)

15.4 Draft 2020-21 Annual Business Plan (Report No: 125/20)

15.5 Local Government Act Emergency Variations – Update to Informal Gatherings Policy (Report No: 124/20)

15.6 Appointment to the Executive Committee Vacancy for the Brighton Ward (Report No: 134/20)

15.7 Holdfast Quays Marina – Application for Landowner Consent – Management and Amenities Building (Report No: 128/20)

15.8 Naming of Public Places Policy Review (Report No: 126/20)

15.9 Draft Financial Hardship Policy and Procedures (Report No: 142/20)

15.10 COVID – 19 Update (Report No: 143/20)

**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**

18.1 The Future of Community Wellbeing (Report No: 135/20)

18.2 Appointment of Members to Alwyndor Management Committee (Report No: 141/20)

**ROBERTO BRIA**  
**CHIEF EXECUTIVE OFFICER**



Item No: **14.1**

Subject: **MINUTES – JETTY ROAD MAINSTREET COMMITTEE MEETINGS – 6 MAY 2020**

Date: 26 May 2020

Written By: General Manager Community Services

General Manager: Community Services, Ms M Lock

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### **SUMMARY**

The Minutes of the Jetty Road Mainstreet Committee meeting held on 6 May 2020 are attached and presented for Council's information.

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

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### **RECOMMENDATION**

**That Council notes the minutes of the Jetty Road Mainstreet Committee of 6 May 2020.**

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### **COMMUNITY PLAN**

Placemaking: Creating lively and safe places  
Community: Providing welcoming and accessible facilities  
Economy: Supporting and growing local business  
Economy: Making it easier to do business  
Economy: Boosting our visitor economy  
Culture: Being financially accountable  
Culture: Supporting excellent, efficient operations  
Culture: Being financially accountable

### **COUNCIL POLICY**

Not applicable.

### **STATUTORY PROVISIONS**

Not applicable.

## **BACKGROUND**

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

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

## **REPORT**

Minutes of the meetings of JPMC held on 6 May 2020 are attached for member's information.

## **BUDGET**

Not applicable.

## **LIFE CYCLE COSTS**

Not applicable.

# Attachment 1



## **CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Jetty Road Mainstreet Committee of the City of Holdfast Bay held via Virtual Meeting on Wednesday 6 May 2020 at 6:00pm.**

### **PRESENT**

#### **Elected Members:**

Mayor A Wilson  
Councillor R Abley  
Councillor W Miller

#### **Community Representatives:**

Maios Group, Mr C Maios  
Attitudes Boutique, Ms G Martin  
Cibo Espresso, Mr T Beatrice  
GU Filmhouse, Mr S Robinson  
Fassina Family Liquor Store, Ms E Fassina  
Ottoman Grill, Mr O Soner  
Beach Burrito, Mr A Warren  
Skin Things, Ms L Boys

#### **Staff:**

General Manager, Community Services, Ms M Lock  
Manager City Activation, Ms S Heading

### **1. OPENING**

The Chairman, Mr C Maios, declared the meeting open at 6.00pm

### **2. APOLOGIES**

2.1 Apologies Received: Mr A Fotopoulos

2.2 Absent:

### **3. DECLARATION OF INTEREST**

Members were reminded to declare any interest before each item.

**4. CONFIRMATION OF MINUTES****Motion**

**That the minutes of the Jetty Road Mainstreet Committee held on 4 March 2020 be taken as read and confirmed.**

Moved Councillor Abley Seconded S Robinson

**Carried**

**5. QUESTIONS BY MEMBERS**

5.1 **Without Notice:** Nil

5.2 **With Notice:** Nil

**6. MOTIONS ON NOTICE:** Nil**7. PRESENTATION****Introduction to Project Manager, City of Holdfast Bay**

Introduction to Ania Karzek, Manager, Strategy and Governance and Sky Allan, Project Manager who are leading Stage 1, Chapel St and Hindmarsh Lane redevelopment project.

**8. REPORTS/ITEMS OF BUSINESS**

8.1 Monthly Finance Report (Report no: 106/20)

The Jetty Road Mainstreet Committee March 2020 variance report is prepared by the Manager, City Activation and is presented for information of the members of the Jetty Road Mainstreet Committee.

**Motion**

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

Moved Councillor Miller Seconded G Martin

**Carried**

8.2 COVID-19 Update (Report No: 107/20)

This report presents an update to the JRMCM on the impacts of COVID-19 and the measures of support that Council are providing to ratepayer's, as well as community and business support, that have been announced to date.

**Motion****That the Jetty Road Mainstreet Committee note this briefing**

Moved Councillor Abley Seconded E Fassina

**Carried****8.3 Marketing Update**

(Report No: 108/20)

The report provides an update on the marketing initiatives undertaken by the Jetty Road Mainstreet Committee 2019/20 Marketing Plan and initiatives aligned to the delivery of the Jetty Road Glenelg Retail Strategy 2018-2022. It also takes into consideration the effect of the unprecedented pandemic outbreak of the Corona Virus (COVID-19), in tailoring the messaging to the health and safety of the broader community as per the Government guidelines while supporting the businesses.

**Motion****That the Jetty Road Mainstreet Committee note this briefing**

Moved Councillor Miller Seconded T Beatrice

**Carried****9. URGENT BUSINESS****10. DATE AND TIME OF NEXT MEETING**

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 3 June 2020 location to be confirmed.

**11. CLOSURE**

The meeting closed at 8.00pm.

**CONFIRMED:** Wednesday 3 June 2020**CHAIRMAN**

Item No: **14.2**

Subject: **MINUTES - AUDIT COMMITTEE MEETING – 6 MAY 2020**

Date: 26 May 2020

Written By: Personal Assistant – Strategy and Business Services

General Manager: Strategy and Business Services, Ms P Jackson

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## **SUMMARY**

The minutes of the meeting of the Audit Committee held 6 May 2020 are presented to Council for information and endorsement.

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## **RECOMMENDATION**

1. **That Council notes the minutes of the meeting Audit Committee of 6 May 2020 namely:**
    - (a) **That the Audit Committee advises Council it has received and considered a Standing Items Report addressing:**
      - **Monthly Financial Statements**
      - **Risk Management and Internal Control**
      - **Audit – External/Internal**
      - **Public Interest Disclosures – previously Whistle Blowing**
      - **Economy and efficiency audits**
      - **Audit Committee Meeting Schedule for 2020**
    - (b) **That the Audit Committee noted the presentation on the updated Annual Business Plan and Budget Update 2019-2020.**
    - (c) **That the Audit Committee noted the COVID – 19 Update Report.**
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## **COMMUNITY PLAN**

A Place that Provides Value for Money

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

*Local Government Act 1999, Sections 41 and 126*

**BACKGROUND**

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

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

**REPORT**

Minutes of the meeting of the Audit Committee held on 6 May 2020 are attached for Members' information.

**BUDGET**

Not Applicable

**LIFE CYCLE COSTS**

Not Applicable



# Attachment 1



**Minutes of the meeting of the Audit Committee of the City of Holdfast Bay via Electronic Means in a Virtual Meeting Room on Wednesday 6 May 2020 at 6:00pm.**

**PRESENT**

**Members**

Visual and Audio presence:

Presiding Member – Councillor J Smedley  
Councillor R Snewin  
Mr S Spadavecchia  
Mr S Tu  
Ms P Davies

**Staff**

Visual and Audio presence:

Chief Executive Officer – Mr R Bria  
General Manager Strategy and Business Services – Ms P Jackson  
General Manager Community Services – Ms M Lock  
General Manager Alwyndor – Ms B Davidson-Park  
Manager Finance – Mr J Newton  
Financial Manager Alwyndor – Ms L Humphrey

**Guests**

Visual and Audio presence:

Mr Tim Muhlhauser – Galpins – Partner

**1. OPENING**

The Presiding Member declared the meeting open at 6.00pm.

**2. APOLOGIES**

- 2.1 Apologies Received - Nil
- 2.2 Absent - Nil

**3. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

#### 4. CONFIRMATION OF MINUTES

##### Motion

**That the minutes of the Audit Committee held on 5 February 2020 be taken as read and confirmed.**

Moved by Councillor Snewin, Seconded by Ms Davies

**Carried**

##### Leave of the Meeting

The Presiding Member sought leave of the meeting to propose that Item 5.1 Draft Annual Business Plan Presentation be considered in confidence at Item 9, Items in Confidence.

Leave of the Meeting was granted.

#### 5. PRESENTATION

5.1 Draft Annual Business Plan

#### 6. ACTION ITEMS - Nil

#### 7. REPORTS BY OFFICERS

7.1 **Standing Items** (Report No: 109/20)

The Audit Committee was provided with a report on Standing Items.

##### Motion

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

- **Monthly financial statements**
- **Risk Management and Internal control**
- **Audit – External/Internal**
- **Public Interest Disclosures – previously Whistle-Blowing**
- **Economy and efficiency audits**
- **Audit Committee Meeting Schedule**

Moved Councillor Snewin, Seconded Mr Tu

**Carried**

7.2 **COVID-19 Update** (Report No: 111/20)

This report presents an update to the Audit Committee on the impacts of COVID-19 and the measures of support that Council are providing to ratepayer's, as well as community and business support, that have been announced to date.

**Motion**

**That the Audit Committee note this report.**

Moved Ms Davies, Seconded Mr Spadavecchia

**Carried**

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

**9. CONFIDENTIAL ITEMS**

The Presiding Member sought leave of the meeting to propose that Item 5.1 Draft Annual Business Plan Presentation be considered in confidence at Item 9, Items in Confidence.

Leave of the Meeting was granted.

**5.1 Draft Annual Business Plan**

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

- 1. That pursuant to Section 90(2) of the *Local Government Act 1999* Council hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider the Draft Annual Business Plan in confidence.**
- 2. That in accordance with Section 90(3) of the *Local Government Act 1999* Council is satisfied that it is necessary that the public be excluded to consider the information contained in the Draft Annual Business Plan Presentation 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 would, on balance, be contrary to the public interest.**

**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 Council 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 Snewin, Seconded Ms Davies

**Carried**

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

**That the Audit Committee having considered Agenda Item 5.1 Draft Annual Business Plan Presentation in confidence under Section 90(2) and (3)(d) of the *Local Government Act 1999*, the Council, pursuant to Section 91(7) of that Act orders that the presentation be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.**

Moved Ms Davies, Seconded Mr Spadavecchia

**Carried**

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

The next meeting of the Audit Committee will be held on Monday 25 May 2020 at 6.30pm

**11. CLOSURE**

The Meeting closed at 8.11pm.

**CONFIRMED      Monday 25 May 2020**

**PRESIDING MEMBER**

Item No: **14.3**

Subject: **INFORMATION REPORT – SOUTHERN REGION WASTE RESOURCE  
AUTHORITY BOARD MEETING– 4 May 2020**

Date: 26 May 2020

Written By: Chief Executive Officer, Mr R Bria

CEO: Mr R Bria

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### **SUMMARY**

The information reports of the Southern Region Waste Resource Authority (SRWRA) Board meeting held on 4 May 2020 are attached and provided for information.

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### **RECOMMENDATION**

1. **That the Information Reports of the Southern Region Waste Resource Authority Board meeting held on 4 May 2020 be noted.**
  2. **That having considered Attachment 2 to Report No: 136/20 Information Report – Southern Region Waste Resource Authority Board Meeting – 4 May 2020 in confidence under section 90(2) and 3(b) and 3(d) of the Local Government Act 1999, the Council, pursuant to Section 91(7) of the Act orders that Attachment 2 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
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### **COMMUNITY PLAN**

Economy: Supporting and growing local business  
Economy: Harnessing emerging technology  
Environment: Building an environmentally resilient city  
Environment: Using resource efficiently  
Environment: Fostering an environmentally connected community  
Culture: Being financially accountable

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

**BACKGROUND**

Southern Region Waste Resource Authority (SRWRA) is a regional subsidiary established by the Cities of Onkaparinga, Marion and Holdfast Bay (the "constituent councils"), pursuant to Section 43 of the Local Government Act, 1999. The functions of SRWRA include providing and operating waste management services on behalf of the constituent Councils

In accordance with Section 2.5.2 of the SRWRA Charter - 2015, there shall be at least six ordinary meetings of the Board held in each financial year. Furthermore, section 2.5.22 states that prior to the conclusion of each meeting of the Board, the Board must identify which agenda items considered by the Board at that meeting will be the subject of an information report to the Constituent Councils.

In accordance with the above, identified agenda items from the Board Meeting held on 4 May 2020 are attached for Members information as Attachments 1 and 2 (Constituent Council Information Report –Public and Confidential).

*Refer Attachments 1 & 2*

**BUDGET**

Not Applicable

**LIFE CYCLE COSTS**

Not Applicable

# Attachment 1





# Constituent Council Information Report

**- PUBLIC -**

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**Board Meeting Date:** 4 May 2020

**Report By:** Chief Executive Officer

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## Report

In accordance with Section 2.5.22 of the *Southern Region Waste Resource Authority Regional Subsidiary Charter - 2015*, the SRWRA Board identified the following Agenda Items to be the subject of a Public Information Report to the Constituent Councils:

Agenda Item	Report
<b>1.6.4</b>	<b>Resolutions Outside of Board Meeting</b> <b>Audit Committee - Appointment of Independent Member</b> Summary - The Board resolved by electronic voting on 24 February 2020 to: endorse the nomination from the City of Holdfast Bay of Sam Spadavecchia as the Independent Member for the SRWRA Audit Committee.
<b>3.2</b>	<b>Solar Generation Facility</b> Summary - SRWRA is currently negotiating a Lease to install a trial Solar Generation Facility on the capped Northern Area of the Landfill site.
<b>3.5</b>	<b>In Confidence Resolutions – Annual Review</b> Summary – SRWRA resolves in June 2008 that 5 In-Confidence Resolutions made prior to the gazette of the previous Charter (Aug 2006) should remain in confidence on the basis that they be reviewed annually. The resolutions were regarding the settlement agreement between Cleanaway and SRWRA. The Board resolved to take the resolutions out of In-Confidence and be available for public inspection.
<b>3.6</b>	<b>Policy Review – Public Interest Disclosure Policy</b> Summary - Due to The Public Interest Disclosure Act 2018 (PID Act) commencing on 1 July 2019, a draft of the Public Interest Disclosure Policy was re-presented incorporating minor amendments as requested at the February Board meeting. This Policy replaces the Whistle Blower Protection Policy.
<b>4.2</b>	<b>Chief Executive Officer's Information Report</b> Summary – <ol style="list-style-type: none"><li><u>Strategic Matters</u><ul style="list-style-type: none"><li>The SRWRA Strategic Plan 2019-2026 has been finalised and is available in soft copy. An updated site plan is being prepared to compliment the new Strategic Plan.</li></ul></li></ol>

- Lot 10 Bakewell Drive – An updated valuation has been sought for the property and discussions will commence with the owner's representative on the potential to purchase the property in the coming weeks.

## 2. EPA

- **600kW Solar farm** – The EPA approved the S54C application for the Solar farm as part of SRWRA's landfill licence
- **Landfill Environmental Management Plan (LEMP)** – is in advanced draft form and is to be finalised by the end of June 2020 for submission to the EPA.

## 3. Projects

**SRC Shed Extension** Shed works on track for handover end of April. Civil works completed on West side to allow for access. Civil works on north and



west sides will continue into early June.

**Western Sideliner - Stages 1 & 2 – 23 April 2020** Coletanche installed, leachate pipe and cushion layer remaining. COVID-19 has impacted the project in terms of Coletanche supply and installation resulting in additional project expense (approx. \$25k).





**Gas Utilisation Plant** Construction completed in December 2019 and power generation has commenced. To date, more than 7,350 MWh have been exported to the grid.



**600ML Dam on SRWRA Land** Construction complete, landscaping underway. Filling to commence. Non-potable water to be available in July 2020.



**Plant Purchases** The new Compactor is undergoing final assembly in Adelaide and is expected to be delivered to site May 2020. The Water Cart conversion has commenced and is expected to be delivered to site June 2020.



#### **4. SRWRA Administration**

**Organisation** – The Operations Manager role has been advertised and shortlisting is expected within the next few weeks.

**COVID-19 Response** – SRWRA has implemented the following:

- Social distancing
- Enhanced hygiene for staff and equipment
- Changing lunchroom arrangements – limit 1 person per time in the lunchroom
- Limiting human contact with the Weighbridge, including closure of the publicly accessible toilet at the rear of the building (this will not be re-opened to the public following COVID-19)
- Ceased accepting cash at the weighbridge. Card only payments will continue into the future
- Closing the SRWRA office to public and requiring public to stay in their vehicles whilst at the weighbridge
- Implementing work from home arrangements for office staff
- Fast tracking capital works to minimise disruption from any potential lockdown
- IT upgrades to allow for video conferencing and working from home

#### **5. Public Interest Disclosure**

- No disclosures or issues to report.

Item No: **15.1**

Subject: **ITEMS IN BRIEF**

Date: 26 May 2020

Written By: Personal Assistant- Strategy and Business Services

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. Congratulations letter from Nicolle Flint MP, Member for Boothby**
  - 2. Letter from the Hon Steven Marshall MP, Premier of South Australia**
  - 3. Partridge Street Carpark, Rooftop Parking Trial – Update**
  - 4. Brighton Oval Redevelopment - Update**
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## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

Not applicable

## **REPORT**

- 1. Congratulations letter from Nicolle Flint MP, Member for Boothby**

Letter of congratulations received from Nicolle Flint MP to Council Administration acknowledging the activity pack initiative which was distributed to approximately 1000 vulnerable residents within the City of Holdfast Bay. This initiative was in

response to ensure that Council Administration remain connected with community during COVID-19 restrictions.

*Refer Attachment 1*

2. **Letter from the Hon Steven Marshall MP, Premier of South Australia**

A letter to Mayor Amanda Wilson from the Hon Steven Marshall MP, Premier of South Australia, has been received thanking council for their support and cooperation over the last few months during the challenging COVID-19 emergency.

*Refer Attachment 2*

3. **Partridge Street Carpark, Rooftop Parking Trial - Update**

At the Council meeting of 12 November 2019 a motion was raised (Item No: 12.2, Report No: 426/129, Resolution C121119/1662) for Administration to report back to Council on a trial of parking vouchers for the Glenelg Bowling Club at the Partridge St carpark. The report was due by the end of May 2020.

The voucher system was introduced and is functioning. The Bowling Club has found the system valuable, however due to the COVID-19 crisis, it is unlikely that the parking figures for the rooftop carpark will be representative of 'normal' conditions. The Regulatory Services Department therefore propose to continue to collect data and to report back in 6 months time when conditions may be more representative.

4. **Brighton Oval Redevelopment Update**

This update Stage 1 and 2 of Brighton Oval Redevelopment covers progress to mid May 2020.

Stage 1 (Building Construction) Summary

- Practical completion of the three (3) new clubroom buildings is on track to be completed by 30 June 2020.

Rugby Clubroom

- Construction of the Rugby building has reached practical completion with fit-out of the bar, cool rooms and kitchen by the club also virtually complete. The club is delaying installation of the main grill and deep fryer until full trading can be resumed to avoid unnecessary costs. The Rugby clubroom will be ready for hand over to the club on or around 25 May 2020, subject to signing of the lease.
- Identification and rectification of defects in the Rugby building continues under the 12 month defect liability period (from date of practical completion).

### Lacrosse Building

- The Lacrosse building is expected to achieve practical completion by the end of May 2020. Cook Builders have taken delivery of the lift (delayed due to Covid-19) and installation is underway. The Lacrosse Club have engaged Cook Building to undertake installation of their kitchen and bar fit-out. This work is expected to be complete by the end of June 2020. Cool-rooms have already been installed.
- The underground power supply is being laid with completion of power connections forecast by end of May 2020.
- The Certificate of Occupancy for the whole of building is expected to be issued in late June 2020 which will enable the building to be handed to the Club subject to the lease being signed.

### Football/Cricket Building

- Cook Builders has taken delivery of the lift for Football/Cricket clubroom and installation is in progress. Practical completion of the Football/Cricket building is expected to be achieved by mid-June.
- The kitchen, bar and cool room fitout by the Club is expected to be completed by mid-July. The Certificate of Occupancy should be issued around that time.
- Council as a priority are working closely with the Sports and Social Club to finalise the lease to ensure a smooth transition to the new facilities once complete. Importantly so as not to delay completion of football/cricket precinct including the proposed new practice cricket pitches. Additional costs may arise, so we are examining mitigation options.

### Stage 2 (Civil Works) Upgrade

- Civil works around the Rugby club precinct (Stage 2A) will be completed by 25 May 2020.
- A contractor has commenced work on civil works around the Lacrosse Building. Forecast completion is mid-late June to coincide with Certificate of Occupancy.
- The detailed design for the whole of Stage 2 except the Hight Avenue improvements has been completed and public tenders have been called. Work is expected to commence at the end of June 2020 and be completed by the end of 2020.
- The installation of new field lightings for the Lacrosse pitches is progressing.
- Score boards for all three fields have been purchased and are being installed.

#### Budget Position

- Budget for Stage 1 (buildings) and Stage 2 (civil works) are currently on track.
- Stage 2 budget is very tight as the detailed design identified additional requirements and extra scope within this stage. Cost for the transformer and extra electrical distribution have been higher than budgeted, but at this point the overall forecast cost remains within budget.
- Requests for minor changes or variations by the clubs and other stakeholders are being considered wherever possible.

#### Lease Negotiations and Communications

- Draft final leases have been provided to each of the Clubs. The Clubs have so far indicated changes are needed to their proposed leases. The clubs have requested a meeting with the Mayor and CEO to consider their requests.
- Clubs have commenced training in accordance with the COVID 19 guidelines issued by the State and the respective codes. Clubs will not be authorised to utilise their new clubrooms or change room facilities unless they sign their lease. Access to the external public toilets on the Rugby and Lacrosse Clubs are available for training sessions. The Football/Cricket Club has access to temporary change rooms/toilets provided by the project.
- The website [www.brightonoval.com.au](http://www.brightonoval.com.au) provides project progress for the community.



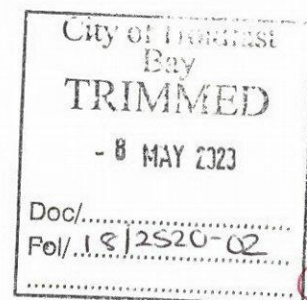
# Attachment 1





**NICOLLE FLINT MP**

Federal Member for Boothby



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

Ref: 20167EC

*Dear Mayor Wilson*

*I am writing to congratulate you on the City of Holdfast Bay 'activity pack' initiative.*

*I was delighted to read about the success of this wonderful outreach project in the Messenger Newspaper of 21 April 2020.*

*I understand that Council contacted 1000 elderly residents within the community to offer them an 'activity pack' containing a puzzle and quiz, and that over half of those were overjoyed to receive their package.*

*This is a fantastic initiative to support our most vulnerable at this challenging time. It has been incredibly heart-warming to see our community come together as we face this unprecedented crisis. Congratulations and thank you to all involved.*

*Thank you for your continued efforts within our community. Please do not hesitate to contact me should I be able to offer you any assistance in the future.*

*Yours sincerely*

**Nicolle Flint MP**  
Member for Boothby

1 / 5 / 2020

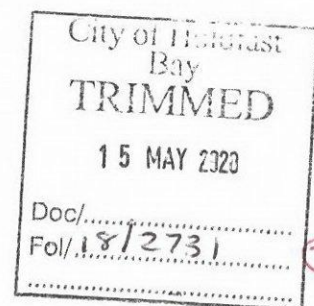
# Attachment 2





THE HON STEVEN MARSHALL MP  
PREMIER OF SOUTH AUSTRALIA

B562047



Mayor Amanda Wilson  
City of Holdfast Bay  
PO Box 19  
BRIGHTON SA 5048  
Email: [awilson@holdfast.sa.gov.au](mailto:awilson@holdfast.sa.gov.au)

Dear Mayor Wilson,

We write to thank you for your support over recent months, in what has no doubt been one of the most challenging periods for all South Australians.

We also acknowledge the enormous amount of cooperation and understanding we have received from our regions as we have worked together through the COVID-19 pandemic impacts. In particular, the restrictions we have had to impose on travel and community activities – to protect our entire population – were significant but absolutely required.

We understand the restrictions on travel and hospitality have substantially impacted your region, both economically and culturally, and that there will be long-term effects in many areas.

However, it pleases us enormously to say your fellow South Australians have had your back. They have been with us all the way through this journey and have responded exceptionally well to our advice on limiting social outings and cancelling weekends away.

This means we can start to ease these restrictions, and you can welcome visitors back to your regions.

With sustained low case numbers across the State, it is now safe to start a managed return to normal, and we have each and every South Australian to thank for that.

We have also listened to your local tourism officials and operators, and to your community leaders, and the clear advice is that you are ready to put up the “open for business” sign.

Tourism and regional communities are an incredibly important part of our lifestyle in South Australia, and it is great news that – due to our collective diligence – we can start to get back to normal again soon.



Please continue to encourage your communities to do the right thing – practice good hygiene and social distancing and to seek testing if they have any cold or flu symptoms.

Over the coming days, there will be further details on what the easing of restrictions will look like. We recommend you monitor <https://www.covid-19.sa.gov.au/> for more information.

Once again, thank you for your continued cooperation and we look forward to getting out and about across our great State soon.

Yours sincerely,



Hon Steven Marshall MP  
**PREMIER OF SOUTH AUSTRALIA**

8 May 2020



Professor Nicola Spurrier  
**CHIEF PUBLIC HEALTH OFFICER**

8 May 2020

Item No: **15.2**

Subject: **MONTHLY FINANCIAL REPORT – 30 APRIL 2020**

Date: 26 May 2020

Written By: Management Accountant

General Manager: Strategy and Business Services, Ms P Jackson

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## **SUMMARY**

Attached are financial reports as at 30 April 2020. They comprise a Funds Statement and a Capital Expenditure Report for Council's municipal activities and Alwyndor Aged Care, month by month variance report for Council's municipal activities. The adjusted forecast budget includes the carried forward amount as approved by Council on 13 August 2019 and the three quarterly budget updates approved by Council 22 October 2019, 11 February 2020 and 28 April 2020.

The report includes Council's resolution (C280420/1884) to decrease the capital expenditure budget by \$71,810, originally intended for the installation of a bike jump line. No other changes to the Alwyndor and Municipal budgets are recommended at this time, but the report highlights items that show a material variance from the YTD budget.

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## **RECOMMENDATION**

**That Council receives the financial reports and budget update for the 10 months to 30 April 2020 and notes:**

- **no change to the Municipal activities 2019/20 revised operating budget forecast;**
  - **a decrease in forecast Municipal capital expenditure of \$71,780 from \$34.618 million to \$34.547 million; and**
  - **no change to the Alwyndor Aged Care 2019/20 revised budget forecast.**
- 

## **COMMUNITY PLAN**

Culture: Being financially accountable

## **COUNCIL POLICY**

Not applicable.

## **STATUTORY PROVISIONS**

Not applicable.

**BACKGROUND**

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

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

*Refer Attachment 1*

**REPORT**

A comprehensive budget update was conducted for the period ending 31 March 2020 and approved by Council 28 April 2020. The majority of the variances to date are due to budget and actuals timing differences over the first ten months of the financial year. Details of the major variances, along with amounts and notes, for both Council Municipal and Alwyndor operations have been prepared and are attached to this report.

*Refer Attachment 1*

**Reduction in Capital Expenditure**

The removal of a capital project for the installation of a bike jump line and associated costs was approved by Council 28 April 2020 (Resolution C280420/1884). This has resulted in a decrease in forecast capital expenditure of \$71,810.

**Major capital variances**

A number of major projects are forecast to be incomplete as at 30 June 2020 and include the following:

- Brighton Oval Masterplan – Stage 2
- Glenelg Town Hall renovations
- Stormwater Management Plan implementation
- Jetty Road, Glenelg Masterplan construction
- Holdfast Tennis Club redevelopment
- Kingston Park and Brighton Caravan Park design and construction
- Buffalo Site improvement works
- Major plant and equipment on order, but not yet delivered

The amounts will be detailed in future finance reports when committed costs are known.

**Financial Assistance Grant - timing**

In June 2019 the Federal Government announced that it would bring forward the payment of 50 percent of the 2019-20 Financial Assistance Grants. Council received \$602,411 advance payment

in June 2019. The timing of this payment required it to be recorded as income in the 2018/19 financial year. The effect of this is a corresponding reduction in the operating result for 2019/20. Advice has not been received on whether the 2020/21 Financial Assistance Grant will be brought forward and paid in June 2020 and as such no budget adjustment has been included for this item.

**Alwyndor Aged Care**

There are no changes to the Alwyndor revised budget forecast as approved by Council, however as with the Municipal budget, a comprehensive budget update was carried out for the period ending 31 March 2020.



# Attachment 1



## City of Holdfast Bay Municipal Funds Statement as at April 2020

2019 - 2020 Original Budget \$'000	Year to Date				2019 - 2020 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000			
(758)	(633)	(654)	21	Administrative Services	(761)	
1,443	783	796	(13)	FAG/R2R Grants	1,516	
(994)	(805)	(808)	3	Financial Services	(988)	
(9,288)	(6,846)	(6,843)	(3)	Financial Services-Depreciation	(9,288)	
(252)	-	-	-	Financial Services-Employee Leave Provisions	(252)	
(655)	(271)	(232)	(39)	Financial Services-Interest on Borrowings	(637)	
230	-	-	-	Financial Services-SRWRA	230	
35,317	35,543	35,548	(5)	General Rates	35,247	
(1,509)	(1,155)	(1,225)	70	Governance & Risk	(1,215)	1
(675)	(637)	(615)	(22)	Human Resources	(751)	
(2,965)	(3,013)	(3,034)	22	Strategy & Innovation	(3,479)	
(546)	(483)	(451)	(32)	Business Development	(575)	
(955)	(721)	(748)	26	Community Development	(908)	
(352)	(290)	(258)	(32)	Community Engagement Admin	(352)	
(864)	(623)	(665)	42	Community Events	(791)	
(296)	(307)	(292)	(15)	Community Services Administration	(403)	
(186)	(148)	(143)	(5)	Community Transport	(194)	
(6)	62	108	(47)	Community Wellbeing	(150)	
(620)	(437)	(435)	(2)	Customer Service	(539)	
-	49	87	(38)	Jetty Road Mainstreet	(55)	
(1,503)	(1,171)	(1,139)	(31)	Library Services	(1,446)	
-	126	164	(38)	SA HACC	(69)	
(339)	(275)	(272)	(3)	Tourism & Marketing Admin	(331)	
(1,862)	(1,416)	(1,365)	(50)	Asset Management	(1,838)	2
(1,412)	(1,155)	(1,107)	(48)	Assets and City Services	(1,402)	
49	98	104	(6)	Cemeteries	113	
715	785	823	(38)	City Regulation	478	
1,018	975	936	40	Commercial - Brighton Caravan Park	785	
(2)	36	17	19	Commercial - Partridge House	8	
456	319	317	3	Commercial - Recreational Clubs Leases	300	
(902)	(643)	(602)	(41)	Development Services	(795)	
(826)	(595)	(573)	(22)	Environmental Services	(836)	
(583)	(489)	(534)	45	Infrastructure Maintenance	(634)	
(18)	(16)	(13)	(3)	Property Maintenance	(31)	
(7,519)	(5,953)	(5,923)	(31)	Public Spaces	(7,227)	
-	-	(4)	4	Roads to Recovery	-	
(3,921)	(3,012)	(2,978)	(34)	Waste Management	(3,988)	
832	-	-	-	Less full cost attribution - % admin costs capitalised	832	
<b>252</b>	<b>7,682</b>	<b>7,986</b>	<b>(303)</b>	<b>=Operating Surplus/(Deficit)</b>	<b>(428)</b>	
9,288	6,846	6,847	(1)	Depreciation	9,288	
22	-	-	-	Other Non Cash Items	22	
<b>9,310</b>	<b>6,846</b>	<b>6,847</b>	<b>(1)</b>	<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>	<b>9,310</b>	
<b>9,563</b>	<b>14,528</b>	<b>14,832</b>	<b>(304)</b>	<b>=Funds Generated from Operating Activities</b>	<b>8,882</b>	
3,524	5,978	5,978	-	Amounts Received for New/Upgraded Assets	10,050	
357	89	106	(17)	Proceeds from Disposal of Assets	1,400	
<b>3,881</b>	<b>6,067</b>	<b>6,084</b>	<b>(17)</b>	<b>Plus Funds Sourced from Capital Activities</b>	<b>11,450</b>	
(7,916)	(5,131)	(4,793)	(337)	Capital Expenditure on Renewal and Replacement	(9,327)	
(14,975)	(11,034)	(10,970)	(63)	Capital Expenditure on New and Upgraded Assets	(25,291)	
<b>(22,891)</b>	<b>(16,164)</b>	<b>(15,764)</b>	<b>(401)</b>	<b>Less Total Capital Expenditure</b>	<b>(34,618)</b>	3
203	201	192	9	Plus:Repayments of loan principal by sporting groups	203	
<b>203</b>	<b>201</b>	<b>192</b>	<b>9</b>	<b>Plus/(less) funds provided (used) by Investing Activities</b>	<b>203</b>	
<b>(9,244)</b>	<b>4,632</b>	<b>5,344</b>	<b>(712)</b>	<b>= FUNDING SURPLUS/(REQUIREMENT)</b>	<b>(14,083)</b>	
-	(5,058)	(5,058)	-	Increase/(Decrease) in Cash & Cash Equivalents	(4,848)	
-	9,156	12,416	(3,260)	Non Cash Changes in Net Current Assets	2,886	
(10,190)	-	-	-	Less: Proceeds from new borrowings	(13,068)	
-	-	(2,600)	2,600	Less: Net Movements from Cash Advance Debentures	-	
947	534	587	(53)	Plus: Principal repayments of borrowings	947	
<b>(9,244)</b>	<b>4,632</b>	<b>5,344</b>	<b>(712)</b>	<b>=Funding Application/(Source)</b>	<b>(14,083)</b>	

Note 1 – Governance & Risk - \$70,000 unfavourable

Final property insurance invoice and special distribution from LGA Asset Mutual Fund now received.

Note 2 – Asset Management - \$50,000 favourable

A number of year to date favourable variances in repairs and maintenance, salaries and wages, electricity and cleaning costs.

Note 3 – Capital Expenditure - \$401,000 favourable

There are positive variances on a number of capital projects mainly due to the timing of projects. A review of the capital program was undertaken as part of the March 2020 budget update and a number of major projects are forecast to be incomplete as at 30 June 2020 including the following:

- Brighton Oval Masterplan – stage 2
- Glenelg Town Hall renovations
- Stormwater Management Plan implementation
- Jetty Road, Glenelg Masterplan construction
- Holdfast Tennis Club redevelopment
- Kingston Park and Brighton Caravan Park design and construction
- Buffalo Site improvement works
- Major plant and equipment on order, but not yet delivered

**City of Holdfast Bay**  
**Capital Expenditure Summary by Budget Item to April 2020**

2019-20 Original Budget \$'000	Year to Date				2019-20 Adopted Forecast \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000		
(832)	-	-	-	- Full Cost Attribution	(832)
(660)	(506)	(481)	(25)	(25) Information Technology	(660)
-	(8)	(8)	-	- Commercial and Economic Enterprises	(27)
(95)	(81)	(86)	6	6 Brighton Library	(95)
(120)	-	-	-	- Community Bus	(123)
-	-	(37)	37	37 Sport and Recreation	(629)
(3)	-	-	-	- Community Loop Bus	-
(10)	(1)	(1)	-	- Depot and Stores	(10)
(780)	(488)	(452)	(36)	(36) Machinery Operating	(1,008)
(1,334)	(1,138)	(1,111)	(27)	(27) Road Construction and Re-seal Program	(1,155)
-	(43)	(43)	-	- Car Park Construction	(43)
(393)	(380)	(331)	(49)	(49) Footpath Program	(424)
(2,667)	(385)	(319)	(66)	(66) Stormwater Drainage Program	(1,390)
(295)	(295)	(224)	(71)	(71) Traffic Control Construction Program	(437)
-	(5)	(6)	1	1 Signage Program	(5)
(1,152)	(1,234)	(1,218)	(16)	(16) Kerb and Water Table Construction Program	(1,259)
(40)	(60)	(50)	(10)	(10) Other Transport - Bus Shelters etc.	(60)
(9,908)	(7,804)	(7,714)	(89)	(89) Reserve Improvements Program	(16,863)
(1,883)	(1,387)	(1,376)	(12)	(12) Land, Buildings and Infrastructure Program	(3,113)
(2,615)	(223)	(194)	(29)	(29) Streetscape Program	(3,873)
(102)	(2,122)	(2,112)	(10)	(10) Foreshore Improvements Program	(2,507)
-	(3)	-	(3)	(3) Caravan Park - General	(104)
(22,891)	(16,164)	(15,764)	(401)	<b>Total</b>	(34,618)



## Alwyndor Aged Care Funds Statement as at 30 April 2020

2019-20 Original Budget \$'000	Year to Date				2019-20 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual YTD \$'000	Variance \$'000			
3,970	3,193	3,232	(39)	User Charges	3,791	
10,339	8,794	8,790	4	Operating Grants and Subsidies	10,597	
491	287	285	2	Investment Income	330	
3,074	2,303	2,374	(71)	Reimbursements	2,666	
1,753	2,388	2,368	19	Other Income	2,877	
<b>19,627</b>	<b>16,964</b>	<b>17,050</b>	<b>(85)</b>	<b>Operating Revenue</b>	<b>20,262</b>	<b>1</b>
(13,915)	(11,343)	(11,404)	61	Employee Costs - Salaries & Wages	(13,760)	2
(4,591)	(5,199)	(5,255)	56	Materials, contracts and other expenses	(6,155)	3
(125)	(79)	(79)	-	Finance Charges	(98)	
(1,177)	(1,009)	(1,004)	(5)	Depreciation	(1,220)	
<b>(19,808)</b>	<b>(17,630)</b>	<b>(17,742)</b>	<b>112</b>	<b>Less Operating Expenditure</b>	<b>(21,233)</b>	
<b>(181)</b>	<b>(665)</b>	<b>(692)</b>	<b>27</b>	<b>=Operating Surplus/(Deficit)</b>	<b>(971)</b>	
1,177	1,009	1,004	5	Depreciation	1,220	
128	62	49	13	Provisions	160	
<b>1,305</b>	<b>1,071</b>	<b>1,053</b>	<b>17</b>	<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>	<b>1,380</b>	
<b>1,124</b>	<b>406</b>	<b>361</b>	<b>45</b>	<b>=Funds Generated from Operating Activities</b>	<b>409</b>	
(844)	(206)	(222)	16	Capital Expenditure on New and Upgraded Assets	(701)	
<b>(844)</b>	<b>(207)</b>	<b>(222)</b>	<b>15</b>	<b>Less Total Capital Expenditure</b>	<b>(701)</b>	
<b>280</b>	<b>197</b>	<b>139</b>	<b>58</b>	<b>= Funding SURPLUS/(REQUIREMENT)</b>	<b>(292)</b>	
<b>Funded by</b>						
280	197	139	58	Increase/(Decrease) in Cash & Cash Equivalents	(292)	
<b>280</b>	<b>197</b>	<b>139</b>	<b>58</b>	<b>=Funding Application/(Source)</b>	<b>(292)</b>	

**Alwyndor Aged Care – Notes  
April 2020**

**1      Operating Revenue**

Revenue is showing a favourable variance of \$85K to forecast. Although the forecast was reduced due to the estimated impact of COVID-19, we have not experienced the full impact expected for the month of April. It is estimated that there has been a loss in revenue of \$37K YTD due to COVID-19 coming from reduced services in Homecare and the cancellation of groups run by Healthy Living.

A favourable variance of \$40K relates to Home Care reimbursements which is offset against the expense under point 3 below.

**2      Employee Costs - Salaries & Wages**

Employee costs are \$61K higher than forecast in April. This is mainly due to a reduction in Agency use. Although this is partially offset with savings in Agency costs (refer point 3) there have been additional overtime costs incurred. The savings in Agency costs are also impacted by the timing of prior month charges. Further savings from April will flow into the month of May, estimated at \$25K.

Extra weekend shifts for visitors during COVID-19 has also impacted the cost of wages and an increase to the cleaning roster which was not included in the forecast.

**3      Materials, contracts and other expenses**

The overspend of \$56K to Forecast is due to the following:

- Agency costs (\$32K)
- Medical Supplies \$25K
- Corporate Wardrobe \$11K
- Accommodation, maintenance and utilities \$12K
- Home Care client reimbursements \$40K

Home Care client reimbursements are cost neutral as the costs are covered by funds from Home Care packages.

Item No: **15.3**

Subject: **COMMUNITY CENTRE LEASING POLICY – CONSULTATION**

Date: 26 May 2020

Written By: Community Development Coordinator

General Manager: Community Services, Ms M Lock

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### **SUMMARY**

This report seeks Council endorsement of the draft Community Centre Leasing Policy, enabling formal community consultation to be undertaken with the Community Centres and then subsequent finalisation of the policy. Informal consultation has been undertaken with representatives from the community centres in preparation of the draft policy, with feedback helping to form the draft policy.

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### **RECOMMENDATION**

**That Council endorse the draft Community Centre Leasing Policy for community consultation.**

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### **COMMUNITY PLAN**

Community: Building a healthy, active and resilient community  
Community: Providing welcoming, accessible facilities  
Placemaking: Creating lively and safe places

### **COUNCIL POLICY**

Community Consultation and Engagement Policy  
Community Centres Policy  
Asset Management Policy  
Access & Equity Policy  
Sporting and Community Clubs Leasing Policy  
Social Development Policy  
Property Policy

### **STATUTORY PROVISIONS**

Local Government Act 1999  
Associations Incorporations Act 1985  
Retail and Commercial Lease Act 1995

## **BACKGROUND**

In April 2018, Council adopted the Sporting and Community Clubs Leasing Policy as a framework to establish new leases with Sporting Clubs and Community Centres (Clubs) within the city. It was envisaged that new leases aligned with the Sporting and Community Clubs Leasing Policy would take effect on expiry of existing leases. In the case of Glenelg North Community Centre, Holdfast Bay Community Centre and Brighton Community Centre, their respective leases expired in 2019. In the lead in to the expiry, Administration met with the Centre Managers and commenced discussion with them regarding new leases aligned to the Sporting and Community Clubs Leasing Policy.

During these discussions, it was clear to Administration that the three centres that have a lease with Council (the fourth centre, Glenelg Community Centre is under a hire agreement) felt the Sporting and Community Clubs Leasing Policy was not the best mechanism by which to formulate a new lease agreement for the Community Centres. This was due to differences in operating and membership models and revenue generating opportunities between Sporting Clubs and Community Centres. Sports clubs typically operate canteens, bars and functions, are recipients of sponsorship monies to off-set operating costs and in some cases provide remuneration to players and coaches.

After considering the views of the Community Centres, Administration agreed to formulate a new draft Community Centres Leasing Policy to better reflect the operating models of Community Centres, and extend their existing leases for a further 18 months until a draft policy could be formed. Holdfast Bay and Glenelg North Community Centres have signed their lease extension through to June 2021, with Brighton Community Centre yet to sign theirs. The draft Community Centres Leasing Policy is attached for reference and reflects the initial feedback received from Community Centres.

*Refer to Attachment 1*

Administration acknowledge how Community Centres are unique in the service they provide to the community, and while other community facilities such as sports clubs have similar objectives and principles, the operation of a community centre differs from other Council owned facilities that the Sporting and Community Clubs Leasing Policy applies to.

## **REPORT**

The purpose of the Community Centres Leasing Policy is to provide a consistent and transparent process for the granting and renewal of leases to suitably qualified and experienced associations and / or incorporated bodies. The policy provides guiding principles for the negotiation of leases, while taking into account both the financial and community objectives of Council, as outlined in "Our Place 2030 Strategic Plan", as well as achieving the principles of the Social Development Policy. The Policy is also in accordance with the Memorandum of Understanding signed between the City of Holdfast Bay and each Community Centre.

The key principles of the draft Community Centres Leasing Policy are derived from the Sporting and Community Clubs Leasing Policy and are central to the benefits received by the community. The principles are focused on the long term viability of the lessee organisations, maximising public



access and facility use. In addition, the need for the community centres to be inclusive in all their activities and programs is emphasised too.

As with the Sporting and Community Clubs Leasing Policy, the draft Community Centres Leasing Policy includes the lease incentive discount, whereby lessee organisations are encouraged to incorporate into their operations a number of initiatives or programs that will ensure wide reaching and long term benefits to the community and their organisation. These incentives (on page 5 of the draft policy) are modelled on similar incentives contained in the Sporting and Community Clubs Leasing Policy, but tailored to better suit the types of programs and activities that will have a broad benefit to the community.

In accordance with the Local Government Act (1999), the draft Community Centre Leasing Policy reflects Councils' role to provide services and facilities that benefit rate payers, residents and visitors. Principles of the Act include management of its operations and affairs in a manner that:

- Emphasises the importance of service to the community.
- Seek to ensure that council resources are used fairly, effectively and efficiently.
- Seek to provide services, facilities and programs that are adequate and appropriate.
- Seek to ensure equitable access to services, facilities and programs.

Administration have met with the four community centres to establish a methodical, transparent and consistent approach to the development of a draft leasing policy aligned with community centre service delivery objectives. The representative Community Centre Coordinating Committee, comprising each centre management, put forward a range of comments for inclusion in a draft policy framework of which the product of these meetings is now presented as the draft Community Centre Leasing Policy.

On adoption of the draft policy, Administration will undertake a formal 28 day consultation process in line with Local Government Act 1999 Section 259, to gain additional feedback from the community centres and broader community pertaining to the draft policy, with a subsequent report back to Council to finalise and endorse the policy. The consultation will include hard copies of the draft policy at each Community Centre and Brighton Civic Centre with hard copy feedback forms, along with an online form to complete and submit.

Council's Community Development Coordinator will also meet with the management of each Community Centre to discuss the draft policy and provide additional opportunity for feedback to help inform the final policy. This will enable new leases to be formed in accordance with the new policy.

## **BUDGET**

Nil

## **LIFE CYCLE COSTS**

Nil

# Attachment 1



Trim Container	TRIM Container Number
First Issued / Approved:	Date of first issue/approval
Last Reviewed:	Date of last review
	Resolution Number
Next Review:	Review Date

## **1. PREAMBLE**

This policy provides a framework for the leasing of Council owned community centres within the City of Holdfast Bay.

### **1.1 Background**

The City of Holdfast Bay owns four community centres and as the owner of these centres, Council plays an important role in the provision of a diverse range of community services, in collaboration with the lessee associations, to meet the changing needs of our community.

Council also has a responsibility to ensure that it balances the costs of maintaining and improving its facilities, in collaboration with lessees, to sustain and grow participation, the provision of affordable space for community groups and the provision of services as identified in Councils' Social Development Policy 2017.

### **1.2 Purpose**

The purpose of this policy is to provide a consistent and transparent process for the granting and renewal of leases to suitably qualified and experienced associations and / or incorporated bodies. The policy provides guiding principles for the negotiation of leases while further taking into account both the financial and community objectives of Council as outlined in "Our Place 2030 Strategic Plan" as well as achieving the principles of The Social Development Policy. The Policy is also in accordance with the Memorandum of Understanding signed between the City of Holdfast Bay and each Community Centre.

### **1.3 Scope**

This policy extends to the leasing of community centres within the City of Holdfast Bay.

### **1.4 Definitions**

**1.4.1 Community Land:** means all local government land (excluding roads) owned or managed by Council as classified under Chapter 11 of the Local Government Act 1999;

**1.4.2 Council:** means The City of Holdfast Bay, a council within the meaning of the Local Government Act 1999;

**1.4.3 Lessor:** means lessor within the meaning of Retail and Commercial Lease Act 1995, but in the context of this policy additionally means Council;

**1.4.4 Lessee:** means lessee within the meaning of Retail and Commercial Lease Act 1995;

**1.4.5 Lease:** refers to a contract by which Council (as landlord) grants exclusive rights to occupy land and/or premises to a tenant for a specified time and under certain terms and conditions;

**1.4.6 Outgoings:** means all reimbursable tax charges, insurance premiums, utility, maintenance and repair costs that are associated with the operation of the premises.

**1.4.7 Memorandum of Understanding: (MOU)** means the agreement signed by Council and the Community Centres within the City of Holdfast Bay

**1.4.8 Tenant:** means Lessee within the meaning of Retail and Commercial Lease Act 1995

## **1.5 Strategic Reference**

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Community: Building a healthy, active and resilient community

Community: Celebrating culture and diversity

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

## **2. PRINCIPLES**

### **2.1. Viability of Lessee Organisations**

**2.1.1** Council requires Community Centres to be run on a 'not for profit' basis with programmes, fees and room hire to community groups kept affordable, but generate sufficient funds to cover daily operating costs and ensure the sustainability of the services.

**2.1.2** Council recognises that a number of factors impact the viability of Community programs and services. Some factors include, but are not restricted to: participation numbers/membership; population changes; a shift to participation in unstructured recreation; and leisure.

**2.1.3** As residential density increases and the demographic mix changes, Council recognises that community centres will continue to play a vital role in the health,

connectedness, resilience and well-being of our community. Changes in population, residential density and demographics will influence community programs and service needs. Council recognises that community facilities continue to play a valuable role in the health, well-being and connectedness of our community and will need to be adaptable in their provision of services to meet the needs of current and future users.

## **2.2 Public Use**

**2.2.1** Council will encourage community access to Council owned facilities through appropriate programming and 'after hours' hire for corporate, family, religious or other community events.

## **2.3 Maximising Facility Usage**

**2.3.1** The monetary value of Council's community assets is considerable. Council supports the view that best community value of these assets is achieved where the facility or building use is maximised through appropriate and diverse programme offerings.

**2.3.2** As joint use will be encouraged wherever practicable, to further support this principle, Council will continue to review its assets with an aim to ensure they are strategically located and provide for maximum community access and usage.

**2.3.3** Council may at times, and by negotiation with the lessee, identify a programme need and subsequently provide sufficient funding and support to facilitate that programme's successful delivery. This may be delivered through a third party provider.

## **2.4 Inclusion**

**2.4.1** Council encourages and supports all people in our community to participate in the wide range of programs and activities on offer at the Community Centres. Council actively promotes such activities and programs and identifies new programming opportunities for the community centres to host.

**2.4.2** For the purpose of section 2.4.1 of the policy, each centre will have an inclusion policy, which aligns with those contained in Council's Social Development Policy and State Government principles of inclusion.

## **3. LEASE TERM, RENTAL, MAINTENANCE, ACCOUNTABILITY**

**3.1** Pursuant to section 202 of the *Local Government Act 1999* a maximum term of five (5) years will be applied to all future lease and licence agreements;

**3.2** Except when doing so is deemed to be inconsistent with a Council decision, all five (5) year leases will include a subsequent five (5) year option to renew;

**3.3** Rental will be based on the equity that Council and/or the Community Club /association or incorporated body has in the facility. Where an association or incorporated body is deemed to have 100% equity in a building, maintains the building in line with relevant legislation and successfully complies with building audits, no building rent will be applied. Where Community Clubs/ association or incorporated body have no equity in the building, all lease and licence agreements will incur annual rental fees based on a market appraisal of the property by an independent valuer minus the relevant rent discount incentives listed in 3.10.1. In addition and in recognition of the service delivery nature of community centres, lessees can apply for a discretionary rate rebate under section 166 of the Local Government Act.

**3.4** The lessee will pay for or provide utilities, cleaning and minor maintenance for the buildings and grounds, in line with an agreed maintenance schedule prepared by Council in consultation with lessee.

**3.5** When negotiating the terms and conditions of each respective community lease agreement, Council, at their discretion, **may** incrementally reduce any applicable annual rental fee when a Lessee provides evidence of such services and/or initiatives outlined in section 2 of this policy;

**3.6** Council will provide an annual maintenance schedule for community centres in consultation with the lessee and be responsible for major maintenance of the structure and associated fixed equipment and services.

**3.7** Leased premises shall be inspected by Council staff annually, or at such other times as considered appropriate. Any works identified in these inspections that is agreed to be the responsibility of the lessee must be completed within an agreed timeframe by an appropriately accredited trades or service person.

**3.8** At the conclusion of a lease, and immediately prior to vacating the premises, the tenant must restore the property to the reasonable satisfaction of Council in line with the agreed maintenance schedule.

**3.9** Community Centres will be accountable to Council as per the terms of the Memorandum of Understanding.

**3.10.** In order to support community centres to further achieve growth and remain sustainable for community benefit, Council will offer a community organisation discount of up to and including 90% of the recommended 'Market Rent'. To be eligible for some or all of this discount, the centre management must provide evidence that their occupancy and any activities conducted onsite during their tenancy will not be deemed as being commercial in nature, for instance a commercial sub-tenancy.

**3.10.1** Lease Incentive Discounts. In addition to the Community Organisation Discount, Council offers lease rental reductions to the community centres who can demonstrate the following initiatives and/or programs are incorporated into their operations:

INCENTIVE	REDUCTION	CRITERIA
Public Access up to 10%	10%	Facilities that are made available to the public via hire agreements (after hours hire)
Inclusion up to 25%	25%	5% Diversity of age membership initiatives 5% Inter/Multicultural initiatives 5% Diversity of gender (in participation, membership and Committee / Board representation) initiatives 5% Accessibility (physical, mental, psychological) 5% Alignment with State and Federal inclusion initiatives
Good Governance up to 15%	15%	5% Demonstrated evidence/accreditation of sustainable strategic planning and ongoing volunteer training and management (e.g Peak bodes such as Community Centres SA membership etc); like-minded community organisation representation, use of committee skills matrix & position development 5% Regular attendance at development initiatives, conferences and workshops 5% Annual Submission of relevant governance, strategic planning. KPI's and financial reporting and evidencing financial sustainability
Youth/Age Focused Programs up to 10%	10%	5% Permanent Programs and Facilities 5% Occasional Programs (e.g. events, short term programming)
Multi-Community Organisation or Groups up to 10%	10%	5% Evidence of continual multi-facility user 5% Evidence of inter-community relationships (centre connects to the community beyond the facility by way of board/association representation,

		attendance to community issues, externally located programs)
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#### 4 ASSETS FOR THE FUTURE

**4.1** Priority for any major facility upgrades will be given to centres that have a clear strategic alignment to an endorsed master plans and or strategic plan of Council.

**4.2** Where a building facility upgrade is requested by the lessee or required due to non-compliance with the current legislation, the centre management may jointly fund or apply for third party grant funding, upgrades or Council may consider fully funding building upgrades that result in:

- consolidation of assets;
- current legislation compliance;
- higher usage levels of fewer assets;
- multiple-use of facilities;
- increase range of activities, services and programs being offered; and
- increased participation particularly by target groups e.g. children and teenagers, aged, disabled, women, people from culturally diverse backgrounds

**4.3** Where a substantial upgrade or new facility is to be developed, the lessee must demonstrate participation, membership (if applicable), good Governance and financial sustainability. Factors for consideration regarding potential facility upgrades include:

- 4.3.1** a statement of community benefit;
- 4.3.2** analysis of relevant trends in population and demographics;
- 4.3.3** assessment of the financial capacity of the lessee involved (including audited financial statements for the preceding three years of operation);
- 4.3.4** Project alignment to Council's strategic property review outcomes
- 4.3.5** a five year forward Business Plan, including financial projections and projected growth in participation, membership to be achieved with the proposed redevelopment;

**4.4** Capital works undertaken and funded by Council on a building will be reflected in an increase in the percentage of equity Council holds in the building. All capital works undertaken on Council buildings will be approved and project managed by Council.

#### 5 NAMING RIGHTS

**5.1** It is acknowledged that Council holds the naming rights to all community facilities on Council-owned land;

**5.2** When the lessee wishes to encourage sponsorship through fixed signage, building approval and council consent must first be obtained.



## 6 SUB-LEASE

It is not anticipated or desirable that lessee will enter into a sub-lease arrangements with a third party. If a sub-lease arrangement is sought by the lessee, full details of the proposed agreement must be provided to Council prior to formal Council endorsement.

## 7. REFERENCES

### 7.1 Legislation

- *Associations Incorporations Act 1985*
- *Local Government Act 1999.*
- *Retail and Commercial Leases Act 1995*
- *Liquor Licensing Act 1997*
- *Work Health and Safety Act 2012*
- *Child Safety (Prohibited Persons) Act 2016*
- *Fair Work (Commonwealth Powers) Act 2009*
- *The Building Code of Australia*

### 7.2 Other References

- *Associated procedures, guidelines and policies*
- *LGA Guide for Leasing and Licensing Sporting and Community Facilities 2020*

Item No: **15.4**

Subject: **DRAFT 2020-21 ANNUAL BUSINESS PLAN**

Date: 26 May 2020

Written By: Corporate Planning Officer

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

The Draft 2020-21 Annual Business Plan is presented for endorsement and release for community engagement. It has been developed having regard to the "Our Place" 2030 Strategic Plan (Our Place) Asset Management Plans, Long Term Financial Plan and directions provided by Council.

Provisions have been made to support our community and businesses through COVID-19 and the ensuing recovery phase. This includes \$179,000 in measures and \$250,000 in a COVID-19 Fund to support the community and businesses through recovery. The budget also includes forecast loss of non-rate revenue associated with the pandemic of \$766,500.

The draft budget has been developed with a general rate increase of 2.4% which includes a 0.8% provision for the Waste Levy.

The Draft 2020-21 Annual Business Plan will be reviewed by Council's Audit Committee on 25 May 2020.

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### **RECOMMENDATION**

1. **That, subject to minor alterations and design, the Draft 2020-21 Annual Business Plan contained in Attachment 1 be released for community consultation.**
  2. **That the process for community consultation on the Draft 2020-21 Annual Business Plan, as described in this report, be endorsed.**
- 

### **COMMUNITY PLAN**

Culture: Being Financially Accountable

### **COUNCIL POLICY**

Not Applicable.

## **STATUTORY PROVISIONS**

Section 123 of the *Local Government Act, 1999* (the Act).

## **BACKGROUND**

The Draft 2020-21 Annual Business Plan has not been previously considered by Council although its development has been the subject of workshops with Elected Members.

## **REPORT**

### **Development of the Draft 2020-21 Annual Business Plan and Budget**

The Draft 2020-21 Annual Business Plan is provided to members as Attachment 1.

*Refer Attachment 1 (The Draft Annual Business Plan will be provided under separate cover)*

The Draft 2020-21 Annual Business Plan is Council's statement of its intended program of activities and outcomes for the coming financial year. It is developed concurrently with the budget, which outlines proposed revenue sources and allocations of funds required to implement the Annual Business Plan.

The Draft 2020-21 Annual Business Plan will be reviewed by Council's Audit Committee on 25 May 2020. Any recommendations by the Audit Committee will be forwarded to Elected Members prior to the Council Meeting.

### **Key Parameters and Assumptions**

- 2.4% general rate revenue increase (1.62% rate increase plus 0.8% increase to pay for increased rate levy).
- 0.5% rate revenue increase for new development growth.
- No change to existing services.
- The 19/20 Annual LGPI of 1.6% with an additional 0.8% to cover the increase to the State Government's waste levy.
- Alwyndor draft budget is self-funding with a forecast operating deficit of \$467,000 and a positive cash result of \$443,000.
- Jetty Road Mainstreet budget – cost neutral with 1.6% rate increase.
- Regional Landscape Levy \$1,286,635 plus provision for rebates which is an increase of 0.3% (\$9,000). The Levy, previously known as the NRM Levy is collected by Council on behalf of the State Government.
- Fees and charges have been reviewed and assessed in accordance with a user pays principle, taking LGPI into account with the exception of outdoor dining, encroachment and reserve hire fees which have been amended to provide support for business during the COVID-19 restrictions.
- Roads-to-Recovery grant of \$298,000 with the Capital Works program developed

- to meet the requirements of the grant.
- Patawalonga Marina separate rate increased by 2.4% to raise \$73,000 in order to maintain the upkeep of boat lock and walkway.
- Employment costs reflect enterprise agreements.
- Depreciation increased by \$149,000 reflecting revalued assets and providing for new assets.
- EPA landfill levy has increased to \$140 per tonne with an estimated budgeted increase of \$270,000.
- Capital renewal program based on Asset Management Plans totaling \$5.7 million.
- Proposed capital new initiatives based on business cases totaling \$7 million to continue to support the local construction industry.
- Asset sales of plant and equipment totaling \$294,400.
- Interest rates are expected to remain at current low levels.
- Proposed new borrowings of \$5.4 million to fund new capital initiatives including the major projects listed below.

#### **Measures and Impacts due to COVID-19**

- Forecast reduction in non-rate revenue on previous years totaling \$766,500.
- Forecast costs associated with hardship provisions, and support for the community and local businesses during and following the COVID-19 pandemic totaling \$179,000.
- Provision for a COVID-19 Fund of \$250,000 to support and recovery of businesses and the community.
- Proposed operational new initiatives based on business cases \$127,500. This is a reduction of \$372,500 in the amount forecast in the Long Term Financial Plan.

#### **Major Projects**

##### **Glenelg Town Hall Restoration Stage Three – \$1.3 million**

In 2017–18 we engaged specialised heritage architects to undertake an assessment of the Glenelg Town Hall which identified a range of restoration works needed to maintain this important, historic State Heritage listed building. In 2020-21, Council has allocated \$1.3 million to commence the first stage of a multi-year program of repair works to ensure the building can be enjoyed for many years to come.

##### **Stormwater Management Plan Implementation – \$1.2 million**

In 2014, the City of Holdfast Bay partnered with the City of Marion to develop a stormwater management plan. The plan identified high-risk flooding areas together with strategies to improve water quality and reduce runoff to the marine environment. In 2020-21, council will investigate, design and build infrastructure identified as high priority to reduce major property flooding and minor nuisance flooding, thereby reducing risk to the community.

##### **Completion of the Wigley Reserve Playspace and Fitness Hub – \$500,000**

Council will complete the upgrade of Wigley Reserve playspace and fitness hub which commenced in 2019-20. The upgrade will turn a simple worn out playground and fitness area into a destination

playspace with opportunities for all ages and abilities. The upgrade will activate a largely underutilised space, creating a valuable community asset.

Council has been successful in securing a \$500,000 grant towards this project as part of the State Government economic stimulus package and grant funds will be applied to the project when received. If received prior to July 2020, the grant will need to be applied in the 2019/20 financial year. The draft Annual Business Plan assumes this to be the case. However if the grant is received post July 2020 then the 2020/21 budget will be reviewed in the September 2020 budget review.

#### **Brighton Caravan Park – Stage Two – \$750,000**

As a key, income-generating council business, the Brighton Caravan Park helps to alleviate the rate burden on residents and private businesses. However, its infrastructure is rapidly aging, compromising the future commercial success of the park. Over two financial years, Council will replace timeworn facilities with new sites, cabins and administration buildings. This will create stronger visitor appeal, grow the commercial revenue of the caravan park and enhance the city's tourism activities. Approval for construction of Stage 2 is subject to a Business case, being considered and approved by Council.

#### **Kingston Park Kiosk – Stage One – \$300,000**

The Kingston Park kiosk is used by residents, caravan park customers and coastal pathway users. Proposed over two financial years, this project includes the design and construction of a new kiosk at Kingston Park near the Brighton Caravan Park to replace the existing kiosk which is past its end of life. The design of the new facility will be sensitive to its location and use construction materials suitable for coastal locations. Approval for construction of the kiosk is subject to a Business Case, being considered and approved by Council.

#### **Brighton Oval - Stage Two (Fully funded through Federal and State Government Funding)**

Grant funding from the Federal and State Governments is enabling Council to undertake stage 2 of the Brighton Oval Masterplan with completion scheduled for June 2021. This project will include enhanced community facilities such as fitness equipment, a new playspace, basketball half court, picnic shelters and additional onsite parking.

#### **Financial Management**

The formulation of the Draft 2020–21 Annual Business Plan is aimed to progress the objectives and directions of the Our Place Strategic Plan, Long Term Financial Plan (LTFP) and Asset Management Plans.

The COVID-19 global pandemic and associated government restrictions has significantly impacted the development of the annual budget. Financial rate and hardship relief measures have been introduced to support the local community. Non-rate revenue forecasts for areas such as parking and commercial activities including the Brighton Caravan Park and Partridge House have been re-assessed and reduced. The LTFP has been reviewed to allow for these unforeseen variations.

The updated LTFP and other plans articulate the parameters that form the underlying assumptions upon which the Annual Business Plan and Budget have been developed, including:

- Council delivering a budget which meets its financial measures not-withstanding an operating deficit due to the impact of COVID-19.
- There will be a reasonable degree of stability and predictability in the overall rate burden.
- There will be a fair distribution of the cost of assets and services between current and future generations.

#### Financial Performance and Position

The Draft 2020-21 Annual Business Plan contains a more detailed analysis of the projected financial performance for the coming year.

The draft budget features:

- Consolidated operating deficit of \$1,039,000 in 2020-21, comprising an operating deficit of \$660,000 for Council municipal activities and an operating deficit of \$379,000 for Alwyndor activities.
- Capital expenditure of \$14.4m comprising \$6.6m on renewal and replacement of existing assets; \$7m for new and upgraded assets and \$844,000 for renewing assets for the Alwyndor Aged Care Facility.
- Council's key financial measures for Municipal operations are within the targets set in our Long Term Financial Plan as identified below:

2020/21 Measure	Target	2.4% Increase	Comments
<b>Operating Result</b> – after proposed new initiatives <i>Operating revenue less operating expenditure</i>	≥ 0 – Over a 5 year average.	\$660,000 deficit	Target best measured over a five year average. The 5 year-average from 15/16 to 19/20 is \$1.3m surplus
<b>Net Financial Liabilities Ratio</b> – after allowing for proposed new initiatives Forecast to 30 June 2021 <i>Total liabilities less financial assets as a percentage of operating revenue</i>	≤ 75%	68%	<input checked="" type="checkbox"/> Current (19/20 forecast) ratio is 57%. Increase due to proposed new borrowings (\$5.4m) to fund major capital projects including; Glenelg Town Hall (\$1.3m); Stormwater Mgmnt (\$1.2m); Caravan Pk Stg 2 (\$750k); Wigley Res (\$500k); Kingston Pk Kiosk (\$300)
<b>Interest Cover Ratio</b> Forecast for 2020/21	≤ 5%	1.6%	<input checked="" type="checkbox"/> Low interest-bearing debt and historically low interest rates.

<i>Net interest expense as a percentage of operating revenue</i>			
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### **Fees and Charges**

In accordance with Section 188 of the Act, Council's fees and charges have been reviewed and included in the Draft 2020-21 Budget. The fees have been assessed in accordance with a user pays principle, taking the Local Government Price Index and the impact of COVID-19 restrictions into account.

### **Impact on Rates**

The major variable determining the ability to meet the above program of works and financial targets is rate revenue which is budgeted to increase by 2.4% excluding separate rates, development growth (estimated at 0.5%) and the Regional landscape levy.

The Patawalonga Marina Separate Rate of \$73,000 has been determined based on the expected annual maintenance cost of the boat lock and walkway, providing a 50% discount to account for the general public's use of the facilities.

The apportionment of rate revenue derived from industrial, commercial properties and vacant land will remain at 13.8%. The Differential Rate premium applied to these properties will be determined once land valuations are received by the Valuer-General. The premium applied to industrial, commercial properties and vacant land in the 2019-20 financial year is 55%.

### **Community Engagement**

The Act sets out the minimum requirements for community engagement. Copies of the Draft 2020-21 Annual Business Plan will be made available for a 21 day community engagement period, commencing Tuesday 2 June 2020 and concluding on Wednesday 24 June 2020. In accordance with *Public Access and Public Consultation Notice* (No 2) 2020 (Notice No. 2) issued on 8 April 2020, the consultation will not include a scheduled meeting of the Council where public submissions and comments may be heard.

Also in accordance with *Public Access and Public Consultation Notice* (No 2) 2020 (Notice No. 2) issued on 8 April 2020, copies of the Draft 2020-2021 Annual Business Plan will be not be available from Council premises. Due to these extraordinary circumstances, we have provided additional ways for our community to access the Draft plan. Copies will be available:

- On Council's main website, [holdfast.sa.gov.au](http://holdfast.sa.gov.au)
- On Council's engagement website, [yourholdfast.com/DABP20-21](http://yourholdfast.com/DABP20-21)
- In person at:
  - Brighton Civic Centre, 24 Jetty Road, Brighton

- Brighton Public Library, 20 Jetty Road, Brighton
  - Glenelg Public Library, 2 Colley Terrace, Glenelg
- Customers can call Council to request a copy be posted to them.



Our community will be able to provide comments by:

- writing to the Council, addressed to the Corporate Planning Officer, REPLY PAID 85436 City of Holdfast Bay Brighton SA 5048 , or by email address [mail@holdfast.sa.gov.au](mailto:mail@holdfast.sa.gov.au) until Wednesday 24 June 2020;
- a designated consultation interactive web page that will be accessed through [yourviewholdfast.com/DABP20-21](http://yourviewholdfast.com/DABP20-21) between Tuesday 2 June and Wednesday 24 June 2020. This website will allow our community to comment on, ask questions or seek clarification on the information in the Draft 2020-21 Annual Business Plan;
- telephoning the Council's Customer Service Centre on 8229 9999 during office hours between Tuesday 2 June and Wednesday 24 June 2020. All calls will be directed to the Corporate Planning Officer. Comments will be recorded and presented to Council at the end of the consultation period;
- providing feedback and comments to their local Elected Member.

Details of how the community may participate in the consultation process or gain copies of the Draft 2020-21 Annual Business Plan will be advertised on Council's website and social media pages, at the Foodland stores listed above and through 3 corflutes placed around the Council area.

Associated supporting documents including the Our Place Strategic Plan, Long Term Financial Plan, and Asset Management Plan will be contained or linked in the document library on the "Your Holdfast" website. This allows interested community members the opportunity to assess the Draft 2020-21 Annual Business Plan in context with the underlining objectives, principles and directions articulated in these Strategic Management Plans.

## **BUDGET**

The cost of production of the 2020-21 Annual Business Plan and associated community engagement will be met within the current budget.

## **LIFE CYCLE COSTS**

This report does not have any direct full lifecycle cost implications.

Item No: **15.5**

Subject: **LOCAL GOVERNMENT ACT EMERGENCY VARIATIONS- UPDATE TO INFORMAL GATHERINGS POLICY**

Date: 26 May 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

At the Special Council Meeting on 7 April 2020, Council resolved for Council meetings to be held electronically (Report No. 88/20). In light of the recent public health emergency (COVID-19), it is now recommended Council's Informal Gatherings of Council Policy be varied to enable informal gatherings to be held electronically and live streaming/recording provided for public participation (except where matters are discussed confidentially).

The *Local Government Act 1999* (the Act), states Council must adopt a policy on the holding of 'informal gatherings or discussion' (Section 90(8)). Section 90(8b) of the Act requires a council policy to comply with any requirements set out in the *Local Government (General) Regulations 2013*.

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### **RECOMMENDATION**

#### **That Council:**

1. **endorse the variations to the Informal Gatherings of Council Policy (Attachment 1) to facilitate participation by Council and Council Committee members in informal gatherings by electronic means; and**
  2. **permits informal gatherings of the Council and Council Committees to take place by electronic means in a virtual meeting room with access to live streaming and/ or visual/audio recording made available on Council's website.**
- 

### **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

### **COUNCIL POLICY**

Informal Gatherings of Council Policy

**STATUTORY PROVISIONS**

*Local Government Act 1999*

*Local Government (General) Regulations 2013*

*Electronic Participation in Council Meetings Notice (No 1) 2020*

**BACKGROUND**

On 30 March 2020, the Minister for Transport, Infrastructure and Local Government issued a notice pursuant to Section 302B of the Act- *Electronic Participation in Council Meetings Notice (No 1) 2020* (Notice No 1). This Notice varies or suspends the operation of the specified provisions of the Act as set out in Schedule 1 to Notice No 1. Notice No 1 commenced on 31 March 2020.

Notice No 1 is silent in relation to informal gatherings and discussions and there is no prohibition on facilitating the attendance of council and committee members at informal gatherings and discussions by electronic means. However, legal advice has suggested amendments be made to make the position clear, to specifically allow for informal gatherings by electronic means and to allow public participation i.e. via live streaming or visual/audio recording provided after the meeting (except for confidential discussions).

**REPORT**

Changes are proposed to the Council's Informal Gatherings of Council Policy to clearly permit for electronic meetings for Council's and Committees informal gatherings (including designated informal gatherings and discussions). The changes inserted into the Policy apply during the declaration of a public emergency and are shown in blue in Attachment 1. These variations are temporary and will cease to apply 28 days after all relevant State major emergency declarations end.

*Refer Attachment 1*

**BUDGET**

Not applicable

**LIFE CYCLE COSTS**

Not applicable

# Attachment 1



## INFORMAL GATHERINGS OF COUNCIL POLICY

Trim Container	FOL/16/1478
Trim Document Number:	DOC/.....
First Issued / Approved:	22/03/2016
Last Reviewed:	12/05/2020
	C120520/.....
Next Review:	01/12/2022
Responsible Officer:	Team Leader Governance
Date Placed on Web:	.....

### 1. PREAMBLE

Under the *Local Government Act 1999 (the Act)*, council must adopt a policy on the holding of ‘informal gatherings or discussion’ under section 90(8).

Under section 90(8b) of the Act, a council policy must comply with any requirements set out in the *Local Government (General) Regulations 2013*.

#### 1.1 Background

- 1.1.1 Open and transparent council meetings underpin representative democracy and ensure public confidence in council’s decision-making processes.
- 1.1.2 Informal gatherings, where appropriate, provide a valuable opportunity to enhance the decision-making processes by providing opportunities for council members to become better informed on issues and seek further clarification.
- 1.1.3 Informal gatherings, should not be used, or seen to be used as a replacement for full debate and decision-making at council or committee meetings.
- 1.1.4 The Act sets out the following examples of informal gatherings:
  - planning sessions associated with the development of policies or strategies;
  - briefing or training sessions; and
  - workshops.

#### 1.2 Purpose

- 1.2.1 To ensure council members have sufficient opportunity to conduct planning sessions, to receive informal briefings, educational sessions and convene other informal gatherings without prejudicing the requirements for openness and transparency as required by the Act.
- 1.2.2 This policy is aimed at avoiding any perception that informal gatherings will be used to build consensus for council agenda items.

## INFORMAL GATHERINGS OF COUNCIL

1.3.2 This policy applies to Council and Council Committees.

1.3.3 This Policy has been supplemented to include provisions made on 30 March 2020 by the Minister for Transport, Infrastructure and Local Government who issued a notice pursuant to section 302B of the *Act-Electronic Participation in Council Meetings Notice (No 1) 2020* (Notice No 1). This Notice varies or suspends the operation of the specified provisions of the *Act* as set out in Schedule 1 to Notice No 1. Notice No 1 commenced on 31 March 2020.

For the period Notice No 1 has effect (as provided for in Notice No 1), this Informal Gatherings Of Council Policy is altered as set out below in blue and those alterations have effect notwithstanding any other provision in this Policy to the contrary.

The alterations to this Informal Gatherings of Council Policy are made consistent with Notice No 1 and the Council's Code of Practice - Access to Meetings and Documents and Code of Practice - Meeting Procedures.

The provisions in blue will remain in operation during the declaration of the public health emergency (COVID-19) and whilst the Minister's Notice No 1 remains in operation.

### 1.3 Scope

Section 90(8) of the Act provides a non-exclusive list of examples of informal gatherings.

### 1.4 Definitions

1.4.1 *Informal gathering* are gatherings to provide information, facilitate informal discussions, training as defined by Section 90(8) of Act.

1.4.2 *Designated informal gathering or discussion* means an event organised and conducted by or on behalf of the council or chief executive officer to which members of the council or council committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the council or council committee.

1.4.3 *Electronic means* includes a telephone, computer or other electronic device used for communication e.g. video conferencing, teleconferencing etc.

### 1.5 Strategic Reference

A place that provides value for money.

## INFORMAL GATHERINGS OF COUNCIL

### 2. PRINCIPLES

- 2.1 The City of Holdfast Bay will use informal gatherings (including designated informal gatherings or discussions) solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging council's deliberative and decision-making functions.
- 2.2 Council recognises that attendance at informal gatherings or discussions are not-compulsory and Elected Members are encouraged to attend as these sessions, particularly those designed to provide history, context or additional information to assist council members.
- 2.3 Informal gatherings (including designated informal gatherings or discussions) will be conducted in accordance with the Act and the *Local Government (General) Regulations 2013*.
- 2.4 Informal gatherings (including designated informal gatherings or discussions) will not be used for the purpose of conducting the general business of the council or to stifle debate on issues that may subsequently be dealt with by the council at a formal meeting.
- 2.5 Informal gatherings (including designated informal gatherings or discussions) must be held at a place open to the public, unless the designated informal gathering or discussion is one that the council or chief executive officer has determined will be in confidence.
- 2.5a Informal gatherings (including designated informal gatherings or discussions) may be held by electronic means. It will be at the discretion of the CEO or Mayor to determine whether the informal gathering is face to face, electronic or a combination.
- 2.5b A member of the Council participating by electronic means is taken to be present provided the member can hear all other members present and can be heard by all other members present at the informal gathering.
- 2.5c Meetings held by electronic means will be live streamed where it is a meeting open to the public (which will mean the meeting is conducted in a place open to the public), unless the designated informal gathering is required to be held in confidence.
- 2.6 A designated informal gathering or discussion may be in confidence when considered on a case by case basis and if the designated informal gathering or discussion is a planning session of a general or strategic nature or is a briefing relating to information or a matter of a confidential nature within section 90(3) of the Act.
- 2.7 Council will advise the schedule and the details of the designated informal gatherings or discussions including in all cases the place, date and time, the matter which will be discussed and whether or not the designated informal gathering will be open to the public and the reason for closing the informal

## INFORMAL GATHERINGS OF COUNCIL

gathering and discussion to the public. Details are available on [www.holdfast.sa.gov.au](http://www.holdfast.sa.gov.au).

- 2.8 The council is aware of the need to balance openness and transparency with opportunities for private discussions between council members and council members and staff.
- 2.9 The Chief Executive Officer and the Council are responsible for ensuring that the informal gatherings or discussions are conducted in accordance with the *Act* and are not subject to the procedural requirements of the *Act* and *Local Government (Proceedings at Meetings) Regulations 2013*.
- 2.10 Designated informal gatherings or discussions will be facilitated by either the Chief Executive Officer or another senior staff member.
- 2.11 An informal gathering which is not a designated informal gathering or discussion will not be open to the public, unless otherwise determined by the Council or Chief Executive Officer.
- 2.12 Informal gatherings will not involve a formal agenda or minute taking process.
- 2.13 Social Gatherings of Elected Members are not informal gatherings.

### 3. REFERENCES

#### 3.1 Legislation

- *Local Government Act 1999*
- *Local Government (General) Regulations 2013*
- *Electronic Participation in Council Meetings Notice (No 1) 2020*

#### 3.2 Other References

Nil



Item No: **15.6**

Subject: **APPOINTMENT TO THE EXECUTIVE COMMITTEE VACANCY FOR THE BRIGHTON WARD**

Date: 26 May 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

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## SUMMARY

The Executive Committee is a Council Committee established under Section 41 of the *Local Government Act 1999* (The Act) to undertake the annual performance appraisal of the Chief Executive Officer (CEO). Council adopted the Committees Terms of Reference on 29 January 2019 and made the following appointments to the Executive Committee:

### *"Motion*

***C290119/1355***

***2. That Council appoint the following elected members to the Executive Committee for the remainder term of the Council (or as otherwise determined by council):***

- ***The Mayor***
- ***Deputy Mayor***
- ***Councillor Lonie - Seacliff Ward***
- ***Councillor Snewin - Brighton Ward***
- ***Councillor Smedley - Somerton Ward***
- ***Councillor Abley - Glenelg Ward"***

As Councillor Snewin is currently the Deputy Mayor there is a vacancy on the Executive Committee for the Brighton Ward. Councillor Clancy or Councillor Fleming may be appointed to the Executive Committee for the Brighton Ward, only for the duration that Councillor Snewin is the Deputy Mayor.

The next Executive Committee meeting is planned for 2 June 2020 (virtual meeting).

---

## RECOMMENDATION

**That Council appoint Councillor Clancy/Councillor Fleming to the Executive Committee to be the Elected Member for the Brighton Ward, for the duration that Councillor Snewin is the Deputy Mayor (Councillor Snewin to revert back to be the Brighton ward Executive Committee member when his term as Deputy Mayor ends).**

---

**COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations.

**COUNCIL POLICY**

Executive Committee Terms of Reference (adopted 29 January 2019).

**STATUTORY PROVISIONS**

Section 41 of the *Local Government Act 1999*.

**BACKGROUND**

The Executive Committee performs functions relating to the annual performance appraisal of the Chief Executive Officer. This includes:

- a. to recommend to Council the form and process of the Chief Executive Officer's annual performance appraisal;
- b. to undertake the annual performance appraisal; and
- c. to provide a report and to make recommendations to Council on any matters arising from the annual performance appraisal.

The Executive Committee's authority extends to making recommendations to Council and it does not have any authority to make decisions in relation to the CEOs employment arrangements.

**REPORT**

The Terms of Reference for the Executive Committee states:

"5. *Membership of the Executive Committee comprises:*

- a. *The Mayor;*
- b. *The Deputy Mayor; and*
- c. *Four other Elected Members being one from each Council ward, appointed by Council."*

As Councillor Snewin is currently the Deputy Mayor there is a vacancy on the Executive Committee for the Brighton Ward. Councillor Clancy or Councillor Fleming may be appointed to the Executive Committee for the Brighton Ward, only for the duration that Councillor Snewin is the Deputy Mayor.

No additional allowance is paid to the elected member representatives on the committee.

**BUDGET**

There are no budget implications.

**LIFE CYCLE COSTS**

There are no life cycle costs associated with this report.

# Attachment 1





## **EXECUTIVE COMMITTEE TERMS OF REFERENCE**

Adopted 29 January 2019

1. The Executive Committee is a committee established under sec 41 of the *Local Government Act 1999*.
2. The objective of the Executive Committee is to undertake the annual performance appraisal of the Chief Executive Officer.
3. The functions of the Executive Committee are:
  - a. To recommend to Council the form and process of the Chief Executive Officer's annual performance appraisal;
  - b. To undertake the annual performance appraisal;
  - c. To provide a report and to make recommendations to Council on any matters arising from the annual performance appraisal.
4. The Executive Committee's authority extends to making recommendations to Council and does not have any authority to make decisions in relation to the Chief Executive Officer's employment arrangements.
5. Membership of the Executive Committee comprises:
  - a. The Mayor;
  - b. The Deputy Mayor; and
  - c. Four other Elected Members being one from each Council ward, appointed by Council.
6. The term of appointment is for the term of Council or as otherwise determined by Council.
7. The Mayor, or in his/her absence, the Deputy Mayor is the Chairperson of the Executive Committee.
8. Meetings are conducted in accordance with Part 3 of the *Local Government (Procedures at Meetings) Regulations 2013*.
9. Minutes of the Executive Committee meetings will be presented to Council as soon as practicable.
10. Meetings will be open to the public unless section 90(3) of the *Local Government Act 1999* applies.
11. A quorum comprises 4 members and no business can be transacted unless a quorum is present.
12. Members shall be provided not less than 3 clear days' notice in writing of the time and place of an ordinary meeting of the Executive Committee and 4 hours' notice of the time and place of a special meeting.

Item No: **15.7**

Subject: **HOLDFAST QUAYS MARINA – APPLICATION FOR LANDOWNER  
CONSENT – MANAGEMENT AND AMENITIES BUILDING**

Date: 26 May 2020

Written By: Property Officer

General Manager: City Assets and Services, Mr H Lacy

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### **SUMMARY**

Holdfast Quays Marina Association Incorporated (HQMA) is proposing to construct and install a floating amenities and meeting room on a barge to be moored in Berth C2 of the Holdfast Quays Marina. HQMA is seeking Council's consent, as landowner, to carry out the works.

---

### **RECOMMENDATION**

**That in its capacity as landowner, Council consents to the installation of a floating amenities and meeting room on a barge to be moored in Berth C2 of Holdfast Quays Marina subject to the following conditions:**

- 1. all costs to be borne by HQMA including building and future maintenance;**
  - 2. all work to be undertaken by qualified trades persons and in a workman like manner;**
  - 3. HQMA to indemnify the City of Holdfast Bay against any claims, losses, suits etc. that may arise from this project;**
  - 4. all works to comply with the Building Code of Australia, all conditions of any Development Approval and any requirements imposed by any other statutory authority or applicable legislation including but not limited to the Harbours and Navigation Act 1993(SA), Environment Protection Authority, SA Water and the Department of Planning, Transport and Infrastructure.;**
  - 5. final construction plans to be submitted to Council for final approval prior to the commencement of construction;**
  - 6. the City of Holdfast Bay is permitted to inspect the works at any time during construction;**
  - 7. no part of the work is to cause a nuisance or disturbance to any neighbours or visitors to adjoining properties;**
  - 8. the cost(s) to rectify any defects or any other variations identified during or after construction to be borne in full by HQMA; and**
  - 9. all conditions of the current lease are to be complied with.**
-

**COMMUNITY PLAN**

Placemaking: Creating lively and safe places

Community: Providing welcoming and accessible facilities

Environment: Using resource efficiently

**COUNCIL POLICY**

Not Applicable.

**STATUTORY PROVISIONS**

Local Government Act 1999;

Retail & Commercial Leases Act 1995.

**BACKGROUND**

The City of Holdfast Bay is the registered proprietor of an estate in fee simple in the whole of the land comprised in Certificate of Title Register Book Volume 6154 Folio 277 (Land).

Pursuant to Memorandum of Lease No. 8895435 (Lease), the Minister for Government Enterprises (as landowner and predecessor in title) leased to Holdfast Quays Marina Association Incorporated (as tenant) that portion of the Land formerly comprised in Certificate of Title Volume 5766 Folio 779 marked "EE", "KK" and "PP" in GP No. 255 of 2000 together with a free and unrestricted right of way over the land marked "HH" and "BB" in the said GP No. 255 of 2000 (refer Attachment 1) for a term of fifty (50) years commencing on 26 May 2000 for the sole purpose of establishing and operating a marina.

*Refer Attachment 1*

In May 2000, Minister assigned the Lease and the Land to the City of Holdfast Bay. Whilst the Holdfast Quays Marina (Marina) itself did not incorporate public facilities for its members and users, a separate planning approval for a commercial building adjacent to the Marina (Adjacent Land) was issued on 31 May 1999 by the Glenelg Foreshore & Environ Committee (as subsidiary of the State Government Development Assessment Commission), requiring the developer of that building to incorporate public toilets to the northern elevation, accessible during its hours of operation.

This was reinforced through a subsequent Land Management Agreement No. 8901750 (LMA) registered by the City of Holdfast Bay over the commercial building which required the owner of that commercial building to construct office space for use by HQMA and also toilets accessible to the public.

In recent times, access to the public toilets in the commercial building has become increasingly unreliable as access to the toilets is contingent on the commercial building being open for trade, which is not every day. A further breakdown in the commercial relationship between the HQMA and the new owners of the commercial premises has created added complexities for Marina

patrons gaining access to the toilets, creating an even more compelling need from HQMA's perspective for reliable access to a self-managed facility.

Pursuant to the Lease, HQMA has an obligation to operate the Marina and has advised Council that it cannot do so without office space and public toilets. In accordance with clause 3.10 of the Lease, HQMA has written to Council, seeking Council's consent, as landowner, to carry out the Works.

## REPORT

HQMA is proposing to construct and install a floating amenities and meeting facility on a barge to be moored in Berth C2 of Holdfast Quays Marina as detailed in Attachment 1 (Works). The barge will have a small single storey building constructed on it, comprising a first aid, office and storage room for Marina management purposes and bathroom amenities (2 toilets and an accessible toilet and shower) for use by Marina patrons. The building will be used for office space, first aid and bathroom amenities only and will not be used for commercial purposes or otherwise used in contravention of clause 3.4 of the Lease. HQMA's Development Application and a letter from Masterplan detailing the proposed Works, floor plan and elevations are contained in Attachment 2. Administration has requested images of the proposed exterior view from HQMA but such images are yet to be provided.

*Refer Attachment 2*

Overall, and despite the opportunity to access facilities through enforcement of the LMA, there is merit in ensuring that HQMA has access to reliable, self-managed facilities that are not dependent on the vagaries of the operating hours of the commercial premises on the Adjacent Land, which have become increasingly unpredictable.

Should Council grant Landowner's consent for the Works, a Development Application will be required, which will involve a period of public consultation. Furthermore, it is proposed that the following conditions would apply:

1. all costs to be borne by HQMA including building and future maintenance;
2. all work to be undertaken by qualified trades persons and in a workman like manner;
3. HQMA to indemnify the City of Holdfast Bay against any claims, losses, suits etc. that may arise from this project;
4. all works to comply with the Building Code of Australia, all conditions of any Development Approval and any requirements imposed by any other statutory authority or applicable legislation including but not limited to the Harbours and Navigation Act 1993(SA), Environment Protection Authority, SA Water and the Department of Planning, Transport and Infrastructure;
5. final construction plans to be submitted to Council for final approval prior to the commencement of construction;
6. The City of Holdfast Bay is permitted to inspect the works at any time during construction;
7. no part of the work is to cause a nuisance or disturbance to any neighbours or visitors to adjoining properties;



8. the cost(s) to rectify any defects or any other variations identified during or after construction to be borne in full by HQMA; and
9. all conditions of the current lease are to be complied with.

**BUDGET**

There is no impact on the budget in relation to this proposal, as the costs relating to building works and future maintenance will be the responsibility of HQMA.

**LIFE CYCLE COSTS**

Under the terms of the Lease, HQMA is responsible for all structural maintenance. No further long term costs will be incurred by Council as part of this application.

# Attachment 1



PLAN NUMBER  
**GP 255/2000**

THIS IS SHEET 1 OF 1 SHEETS

DEPOSITED /19  
ACCEPTED FOR FILING PRO REGISTRAR GENERAL  
MAP REF 6628-50-J&H DEV No  
TITLE SYSTEM REAL PROPERTY ACT  
TITLE REFERENCE CT 5766/779

O.B. / LAST PLAN REF TOTAL AREA  
DOCKET No  
FIELD BOOK No  
CLOSURE CHECKED PLAN EXAMINED PLAN APPROVED P.M.S. APPROVED

IRRIGATION AREA DIVISION  
HUNDRED ADELAIDE AND NOARLUNGA  
AREA GLENELG NORTH  
COUNCIL CITY OF HOLIDAY BAY

**PLAN FOR LEASE PURPOSES**  
ALLOTMENT COMPRISING PIECES 70, 80 AND 110 IN DP 54470  
OF PT OF FORESHORE PT SEC 023 AND CLOSED ROAD  
HUNDRED OF ADELAIDE  
PT SEC 5 1520 AND 1622  
HUNDRED OF NOARLUNGA

SCALE 0 10 20 40 60 80 100 METRES

STATEMENTS CONCERNING EASEMENTS ANNOTATIONS AND AMENDMENTS  
SEE CT 5766/779 FOR EASEMENT DETAILS

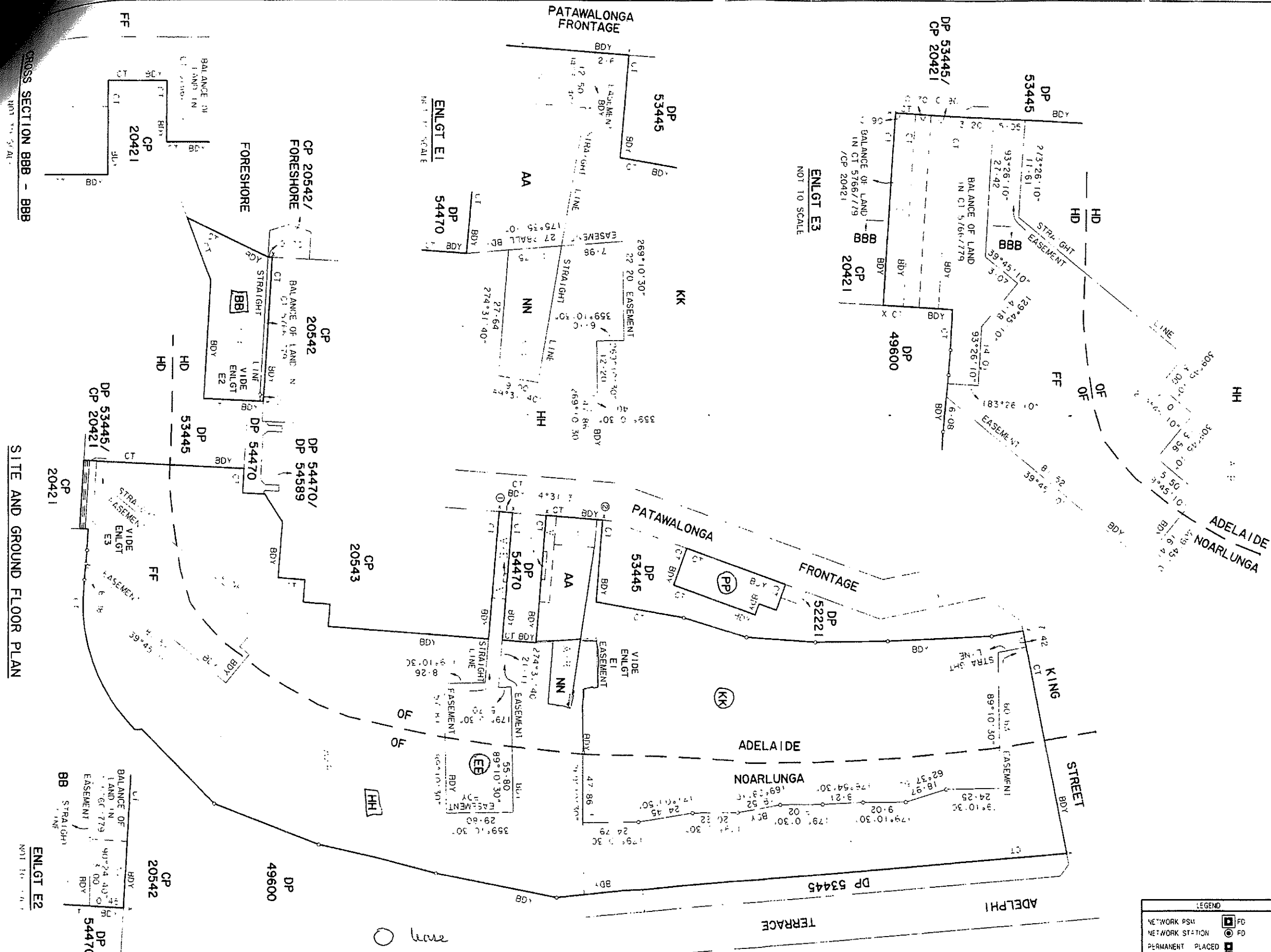
23MAY1900 020105958NISC 4 102.00

23MAY1900 0201059596R.O. 102.00

ALL DISTANCES ARE GROUND DISTANCES  
COMBINED SCALE FACTOR 4.31130' DISTANCE  
BEARING DATUM 1984 ADAPTED FROM DP 54470  
DERIVED FROM

Licensed Surveyor of South Australia do hereby certify:  
1) that this plan has been made from surveys carried out by me or under my personal supervision and in accordance with the Survey Act 1932 / Strata Titles Act 1988 (Strike out as appropriate)  
2) that the field work was completed on the day of 19 day of 19  
excepting for the final placement of survey marks strike out if not applicable  
Date  
Licensed Surveyor

**LEGEND**  
NETWORK PSN [ ] FD  
NETWORK STATION [ ] FD  
PERMANENT SURVEY MARK [ ] FD  
[ ] GONE  
REFERENCE MARKS [ ] ACED [ ] MP OR RM  
[ ] JUND [ ] 3P FD  
[ ] ONE [ ] BT GONE  
DRILL HOLE & NING [ ]  
DIRECTION CHANGE [ ]  
PART DISTANCES 12.321  
CALCULATED DATA 21.85 CALO  
COPIED DATA 10.85



ALEXANDER & SYMONDS PTY. LTD  
11 KING WILLIAM STREET, KENT TOWN  
P.O. BOX 1000 KENT TOWN 5011  
TEL: 811 1600 FAX: (08) 8362 0000  
P: 4084198 F: 4084199  
ACN 307 153 438

SITE AND GROUND FLOOR PLAN

CROSS SECTION BBB - BBB

○ lease  
□ Roway

# Attachment 2



# DEVELOPMENT APPLICATION FORM

**COUNCIL:** HOLDFAST BAY COUNCIL

**APPLICANT:** HOLDFAST QUAYS MARINA

Postal Address: C/- 381 CROSS RD  
EDWARDSTOWN SA 5039

**OWNER:** CITY OF HOLDFAST BAY

Postal Address: PO BOX 19  
BRIGHTON SA 5048

**BUILDER:** TBA

Postal Address: \_\_\_\_\_

Licence No: \_\_\_\_\_

**CONTACT PERSON FOR FURTHER INFORMATION:**

Name: CHRIS CARTER - MARINA MANAGER

Telephone: 08 8371 2800

Email: chris@landagent.com.au

Mobile: 0419 642 938

**EXISTING USE:**

MARINA

**FOR OFFICE USE**

Development No: \_\_\_\_\_

Previous Development No: \_\_\_\_\_

Assessment No: \_\_\_\_\_

☐ Complying

☐ Non-complying

☐ Notification Cat 2

☐ Notification Cat 3

☐ Referrals/Concurrence

☐ DA Commission

Application forwarded to DA

Commission/Council on:

/ /

Decision:

Type:

Date:

/ /

	Decision	Fees	Receipt No	Date
Planning:				
Building:				
Land Division:				
Additional:				
Dev Approval:				

**DESCRIPTION OF PROPOSED DEVELOPMENT:** RELOCATION OF AMENITIES

**LOCATION OF PROPOSED DEVELOPMENT:**

House No: \_\_\_\_\_ Lot No: 700,800,1100 Street: CYGNET COURT Town/Suburb: GLENELG NORTH

Section No (full/part): DP 55022 Hundred: ADELAIDE Volume: 6154 Folio: 277

Section No (full/part): \_\_\_\_\_ Hundred: \_\_\_\_\_ Volume: \_\_\_\_\_ Folio: \_\_\_\_\_

**LAND DIVISION:**

Site Area (m<sup>2</sup>): \_\_\_\_\_ Reserve Area (m<sup>2</sup>): \_\_\_\_\_ No of Existing Allotments: \_\_\_\_\_

Number of Additional Allotments - (Excluding Road and Reserve): \_\_\_\_\_ Lease: YES: ☐ NO: ☐

**BUILDING RULES CLASSIFICATION SOUGHT:**

If Class 5, 6, 7, 8 or 9 classification is sought, state the proposed number of employees: Female: \_\_\_\_\_ Male: \_\_\_\_\_

If Class 9a classification is sought, state the number of persons for whom accommodation is required: \_\_\_\_\_

If Class 9b classification is sought, state the proposed number of occupants of the various spaces at the premises: \_\_\_\_\_

**DOES EITHER SCHEDULE 21 OR 22 OF THE DEVELOPMENT REGULATIONS 2008 APPLY?**

YES: ☐

NO: ☒

**HAS THE CONSTRUCTION INDUSTRY TRAINING FUND ACT 1993 LEVY BEEN PAID?**

YES: ☐

NO: ☒

**DEVELOPMENT COST** (Do not include any fit-out costs): \$ 150,000

I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Development Regulations 2008.

**SIGNATURE:**



Dated: 19 MARCH 2020

## DEVELOPMENT REGULATIONS 2008

### Form of Declaration

#### (Schedule 5, Clause 2A)

To: City of Holdfast Bay  
From: Holdfast Quays Marina  
Date of Application: 19 March 2020

#### Location of Proposed Development:

House Number:	n/a	Lot Number:	700, 800, 1100
Street:	Cygnets Court	Town/Suburb:	Glenelg North
Section No (full/part):	DP 55022	Hundred:	Adelaide
Volume:	6154	Folio:	277

#### Nature of Proposed Development:

RELOCATION OF AMENITIES

I, Chris Carter being a person acting on behalf of the application for the development described above, declare that the proposed development will involve the construction of a building which would, if constructed in accordance with the plans submitted, not be contrary to the regulations prescribed for the purposes of Section 86 of the *Electricity Act 1996*. I make this declaration under Clause 2A(1) of Schedule 5 of the *Development Regulations 2008*.

19 March 2020

Date

Signed

#### Note 1

This declaration is only relevant to those development applications seeking authorisation for a form of development that involves the construction of a building (there is a definition of 'building' contained in Section 4(1) of the *Development Act 1993*), other than where the development is limited to:

- an internal alteration of a building; or
- an alteration to the walls of a building but not so as to alter the shape of the building.



#### Note 2

The requirements of Section 86 of the *Electricity Act 1996* do not apply in relation to:

- a fence that is less than 2.0 m in height; or
- a service line installed specifically to supply electricity to the building or structure by the operator of the transmission or distribution network from which the electricity is being supplied.

#### Note 3

Section 86 of the *Electricity Act 1996* refers to the erection of buildings in proximity to powerlines. The regulations under this Act prescribe minimum safe clearance distances that must be complied with.

#### Note 4

The majority of applications will not have any powerline issues, as normal residential setbacks often cause the building to comply with the prescribed powerline clearance distances. Buildings/renovations located far away from powerlines, for example towards the back of properties, will usually comply.

Particular care needs to be taken where high voltage powerlines exist; where the development:

- is on a major road;
- commercial/industrial in nature; or
- built to the property boundary.

#### Note 5

Information brochures 'Powerline Clearance Guide' and 'Building Safely Near Powerlines' have been prepared by the Technical Regulator to assist applicants and other interested persons. Copies of these brochures are available from Council and the Office of the Technical Regulator. The brochures and other relevant information can also be found at [www.technicalregulator.sa.gov.au](http://www.technicalregulator.sa.gov.au)

#### Note 6

In cases where applicants have obtained a written approval from the Technical Regulator to build the development specified above in its current form within the prescribed clearance distances, the applicant is able to sign the form.

31 March 2020

Development Services  
City of Holdfast Bay  
PO Box 19  
BRIGHTON SA 5048

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

Dear Planning and Development Staff

**Re: Relocation of Management Facilities and Amenities Building  
Holdfast Quays Marina, Cygnet Court**

On behalf of Holdfast Quays Marina (HQMA), MasterPlan are pleased to enclose a Development Application seeking to relocate and replace the management and amenities building servicing this use to a new building on the marina. The proposal is for a small single storey facility to be installed on an empty berth C2 one of the marina arms. The building will contain a first aid, storage and common room area used for the marina management purposes and a bathroom amenity for use by the marina users.

The proposal has been necessitated by a recent change in ownership of the previous facilities available to the marina and the public and the common/storage space at 3 Cygnet Court, Glenelg North, which has now become unavailable for HQMA's use.

The application herein is **enclosed** with the following documentation:

- signed Development Application form;
- signed Office of the Technical Regulator form;
- Certificate of Title Volume 6154, Folio 277;
- design concept documentation, prepared by MasterPlan; and
- locality and land use maps prepared by MasterPlan.

This letter provides a description of the site and locality, a description of the proposed development, and a brief assessment of the development against the relevant provisions of the Holdfast Bay Council Development Plan, consolidated 2 June 2016. We conclude that the proposal is entirely in accordance with the expectations for this policy area and is only a variation by the relocation of facilities that have operated for the past 20 years in harmony with the area.





## **Subject Site and Locality**

The subject land is formally described as Allotment comprising pieces 700, 800 and 1100 in Deposited Plan 55022 (as described in Certificate of Title 6154, Folio 277). The land contains six (6) marina arms utilised for the berthing primarily of recreational vessels. The marina arms take access via three (3) secure pedestrian entries along the western embankment of the Patawalonga Creek.

HQMA identify each marina arm with a designated letter starting with 'A' for the southernmost arm and ending 'F' at the northernmost arm. The site of the development is located on 'Arm C' in the first berth closest to the shore, as identified in the accompanying Locality Plan.

A private parking area for marina occupants' is provided off Cygnet Court. Until recently, an existing building at 3 Cygnet Court was utilised as for common area, storage, office, administration and amenities facility for the marina. The amenities were also open to the public. These have recently been closed and not available to the Marina.

The locality is dominated by the extensive marine and water-based facility and is fringed by road infrastructure and residential uses. Development along the western fringe comprises of large two (2) to three (3) storey residential developments, typical of the coastal setting.

Marina development comprises of a series of wet berths as evidenced in the accompanying plan with aerial photograph. Patawalonga Reserve is located along the western embankment. Notably, the Reserve is identified within the Development Plan as a Local Heritage Place.

## **The Proposed Development**

The proposal seeks to establish a single storey management facility and amenities building on one of the marina arms. The proposed structure will be installed and fixed in a vacant berth and will be buoyant and capable of rising and falling with the water level as it is integrated into the existing fingers that define the marine berth. Facilities such as this are a common feature in Marina's nationally and internationally.

The building will exhibit a width of 5.0 metres and a length of 11.0 metres providing a total floor area of approximately 55.0 square metres. The building will use a simple skillion roof form with a total height of 2.95 metres. The building will be finished in light colours to be consistent with the general palette and style of vessels in the marina.

Internally, the building will comprise of a 24.5 metre square common area with first aid space on its northern side, with a storage and utility area to the rear. This will perform the administration function for HQMA. The southern side of the building will be utilised for toilets and a shower for use by the marina users.



The facility will connect to existing utility services provided to the marina which run along the marina arm to the various berths. Notably, direct sewer connection is not one of the existing services available. It is proposed that a new connection to existing wastewater infrastructure along Cygnet Drive will be established to service the proposed building.

### Development Assessment

The development is located within the Glenelg Foreshore and Patawalonga (GFP) Zone, as identified on Map HoB/4 of the Development Plan. Additionally, the site is also identified within Concept Plan Map HoB/3 – Foreshore and Patawalonga. Refer **Figure 1**, Extract from the Development Plan, on the following page.

The objectives of the GFP Zone speak to the appropriateness of marina related recreational development (GFP Zone Objective 6 and 9). Further guidance is provided in the Desired Character Statement for the Zone which states that:

*The zone is a major seaside tourist and recreational focus for the City of Holdfast Bay and the State. It contains a variety of land uses including recreational, residential, a variety of tourist accommodation, ... community, boating, marina and limited service industrial marine related land uses.*

The proposed facility's operation is wholly ancillary to a desired and approved development within the Zone and is therefore contemplated and envisaged by the provisions of the GFP Zone. The suitability of the development is further reinforced in Concept Plan HoB/3, as seen on **Figure 1** on the following page.

The Concept Plan identifies the site of the development as located in Concept Area 5. Notably, Concept Area 5 contemplates the development of "Marina berths and **associated management facilities**, general water-based activities and car parking". The proposed development clearly falls within that definition as an "associated management facility" and is therefore entirely consistent with the Concept Plan for the area. Further this is not a new use or a change of use, rather simply a relocation of the existing functions.

In respect to the built form, the proposal utilises a simple and practical design reflective of the buildings general utilitarian function and appropriate for its marine and coastal environment. This is consistent with the policy guidance provided within the Desired Character Statement, which seeks that:

*Buildings and structures will be of a high standard of building material, considering the coastal environment and full lifecycle costs for maintenance and replacement.*

The Principle of Development Control (PDC) 15, which reinforces this intent, stating that:

*The appearance of ... buildings ... should be of contemporary design, but not excessively ornate, with empathy for the traditional design elements of the locality and a style complementary to the coastal/seaside environment.*



### Concept Areas

1. Interface with Jetty Road.  
Key family entertainment area, restaurant, tourism facilities and associated development.
2. Tourism related accommodation with sea and park views.  
Residential accommodation including medium rise hotel, serviced apartments, townhouse and associated facilities. Marina, pier, shops, food outlets. Main entrance to foreshore from Anzac Highway. Hotel, full range of residential accommodation of a medium and high density.
3. Patawalonga Basin for marina berths, integrated mixed use developments. Focal point for tourists, water activities, ferry landing and charter craft.
4. Medium density residential housing lots. Housing lots along Patawalonga frontage with private water access, private marinas and open space areas.
5. Marina berths and associated management facilities, general water based activities and car parking.

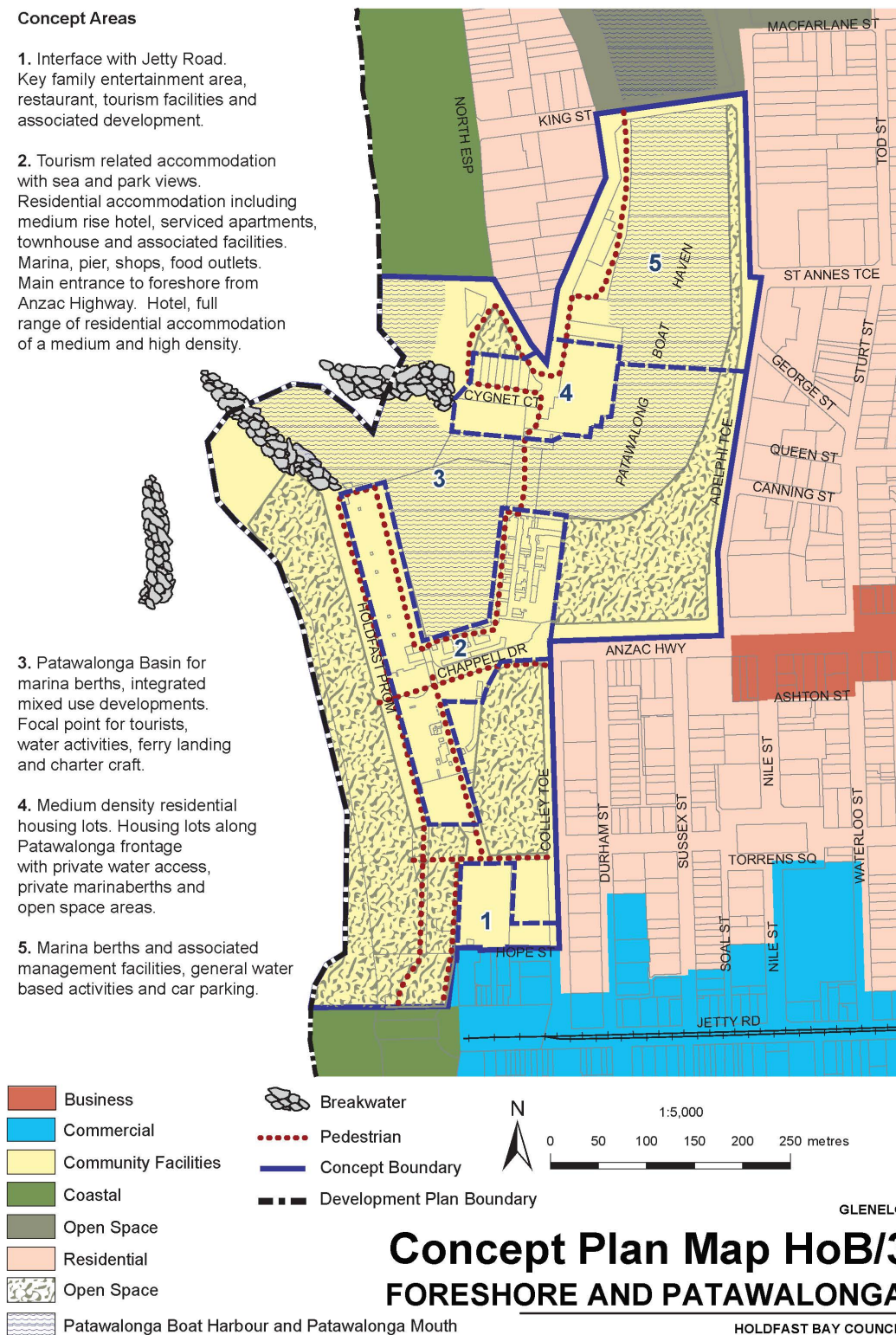


Figure 1: Extract from the Development Plan



The building will be entirely consistent with the scale and form of vessels in the area of the marina and, due to its location, will not be readily visible from nearby residential areas nor will it stand out as a feature due to the simple and utilitarian design and practical finishes, suited to this environment and finished with muted light tones.

The provisions of the Waste module within the General Section of the Development Plan provide policy guidance in respect to the treatment and disposal of waste from development. These provisions seek that the storage, treatment and disposal of waste should be achieved without risk to the health or impairment of the environment and should avoid, as far as practical, the discharge or deposit of waste onto land or into any waters (Waste PDC 2, 3 & 4). As the proposed development seeks to utilise a formal connection to established wastewater infrastructure, the proposed development will not result in any increase in disposal of waste into coastal waters or risk to the coastal marine environment. In fact, the provision of the facility will reduce the reliance on the use of the marina patrons' facilities aboard their own vessels, which may not have formal wastewater disposal connection.

In respect to flood risk, the provisions of the Hazard module within the General Section of the Development Plan are relevant. PDC 4 of the Hazard module seeks that development should not occur on land where the risk of flooding is likely to be harmful to safety or damage property. As the proposed building will be buoyant and will rise and fall with the water level, along with the marina structure, the development is not at risk of flooding.

### **Summary**

In summary, we form the view that the proposed development presents sufficient planning merit when assessed against the relevant Council Wide, Zone and Policy Area Objectives, Desired Character and Principles of Development Control (PDC) of the Holdfast Bay Council Development Plan (consolidated on 2 June 2016) to warrant Planning Consent Variation to the existing arrangements by the relocation of the existing facilities to a site that will further separate marina users from the nearby residents in an orderly and appropriate manner.

Given the circumstances, we have also formed the view that this proposal can be considered minor in accordance with Schedule 9, clause 2 (g) of the Development Regulations 2008 (the Regulations) and processed as a Category 1 development for the purpose of public notification. In coming to this conclusion, we have had consideration for Schedule 9, clause 17 (b) of the Regulations, noting that the size of the subject land is large and the site of the development within the land is suitably separated from other development within the locality so that any impacts, visual or otherwise, will be of a minor nature only and unlikely to cause unreasonable impact on any owners or occupiers of land in the area.



Should you have any questions please do not hesitate to contact the writer.

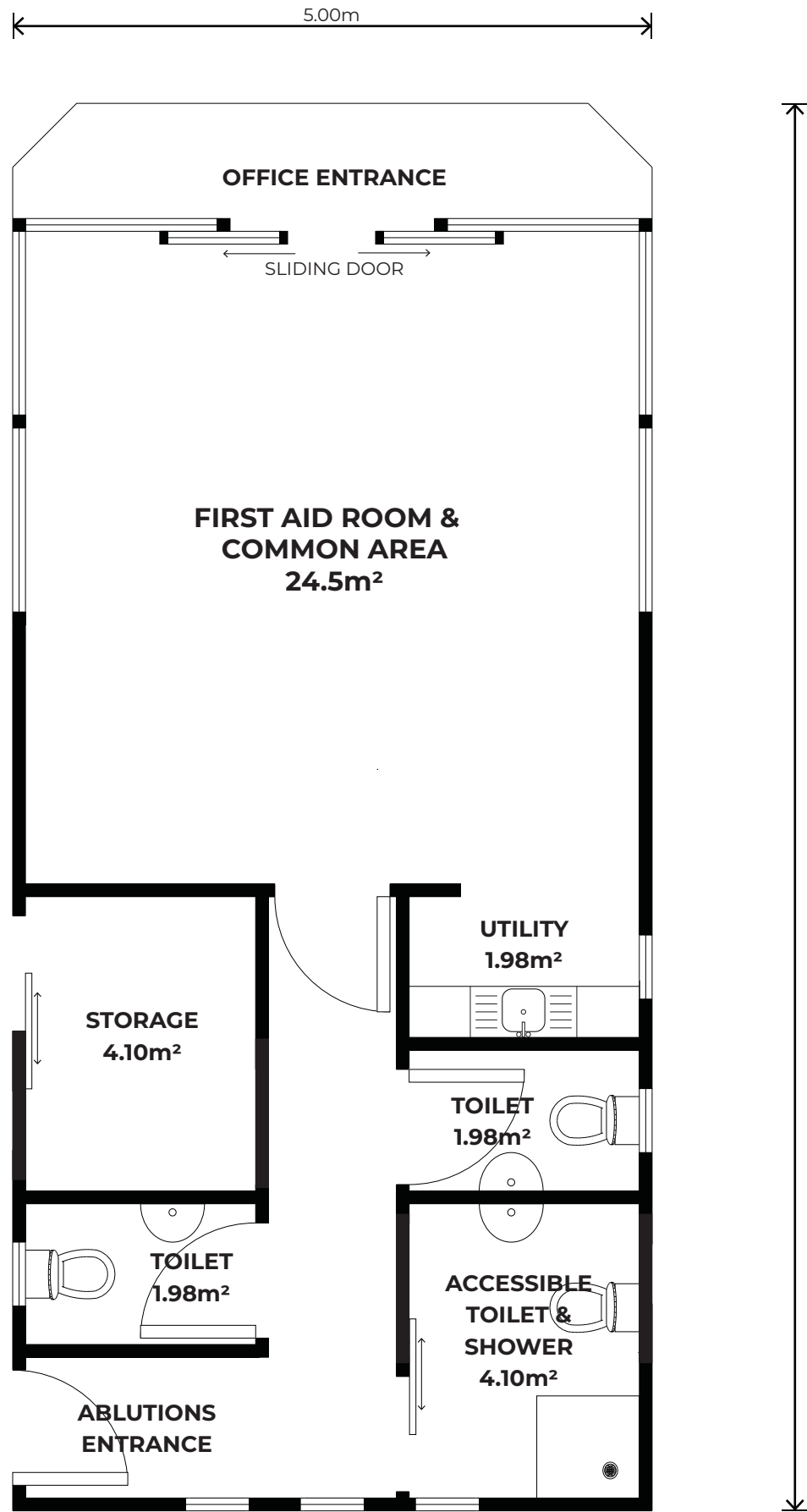
Yours sincerely

**Nick Wilson**

MasterPlan SA Pty Ltd

enc: As listed.

cc: Simon Tonkin.



**Floor Plan**  
HQMA OFFICE

PATAWALONGA  
GLENELG NORTH

FOR HQMA



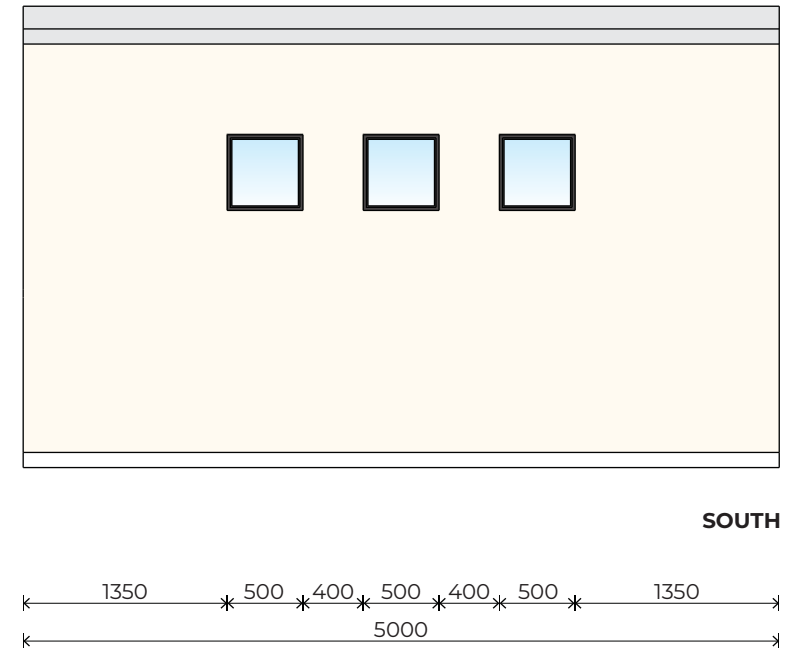
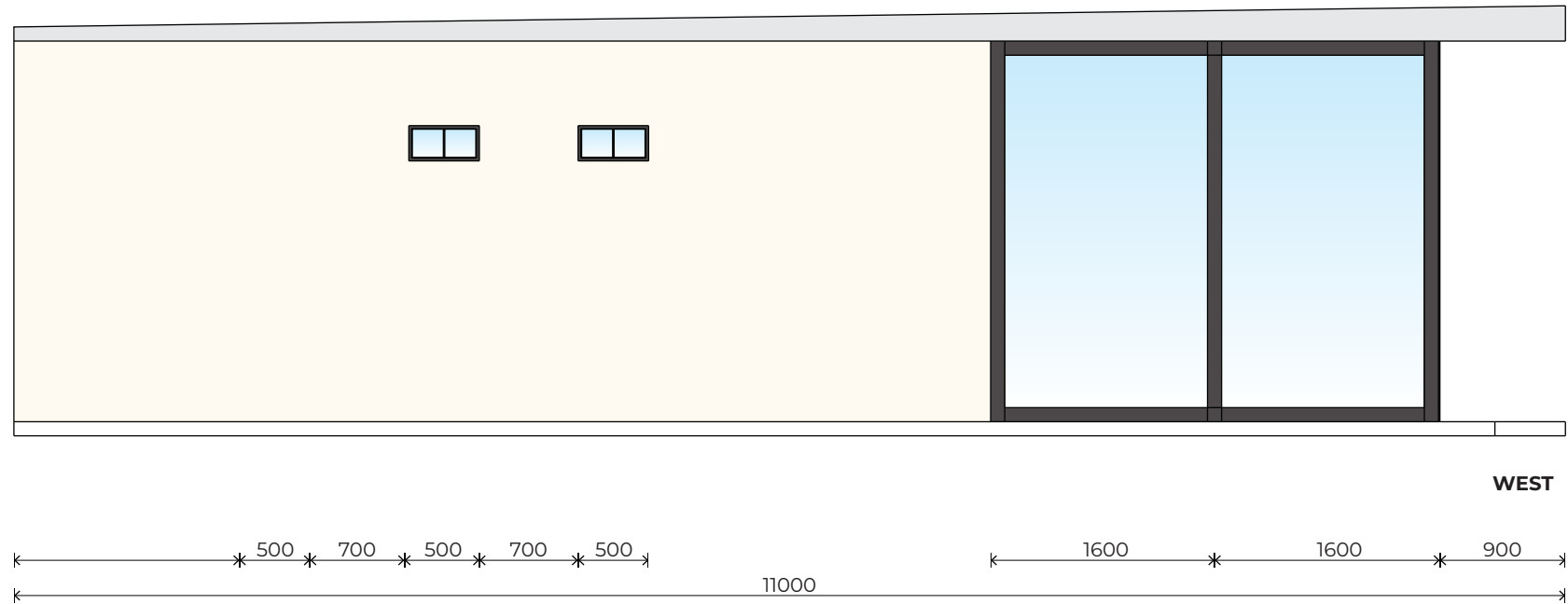
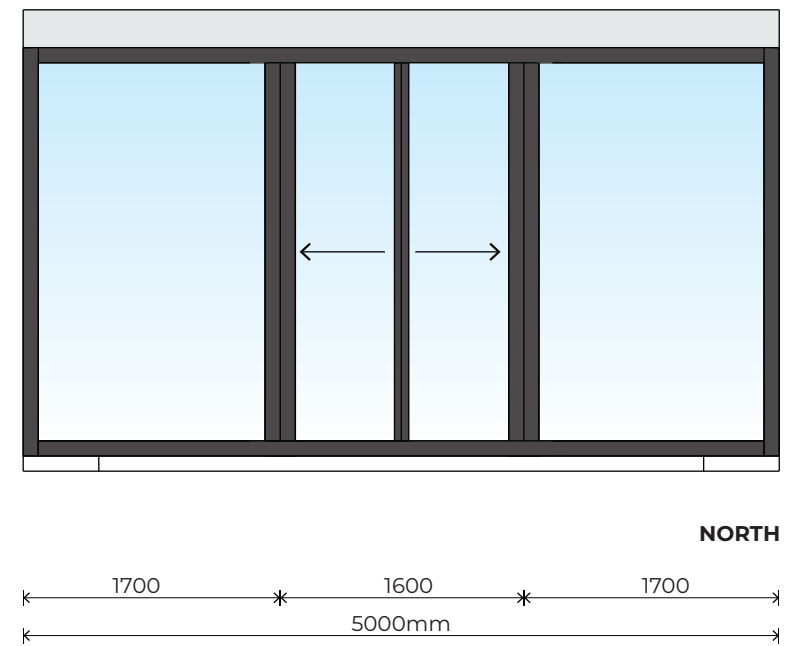
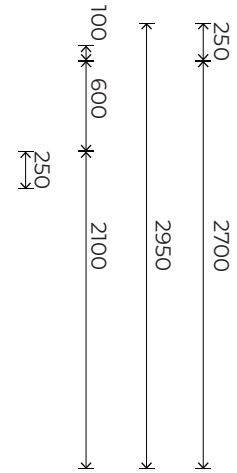
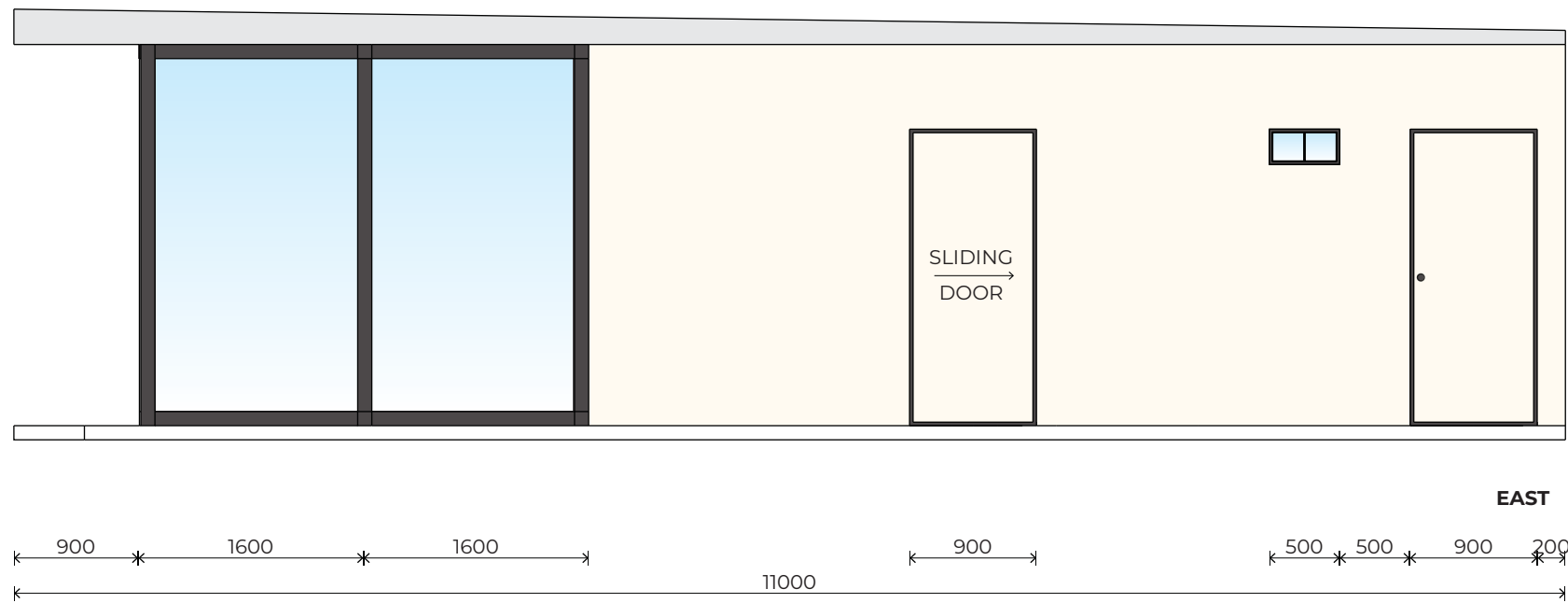
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ALL MATERIALS TO BE CONFIRMED

**Elevations**  
HQMA OFFICE

PATAWALONGA  
GLENELG NORTH

FOR HQMA



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- Subject Site
- Zone Boundary
- Development Plan Boundary
- CstOS Coastal Open Space
- GFP Glenelg Foreshore and Patawalonga

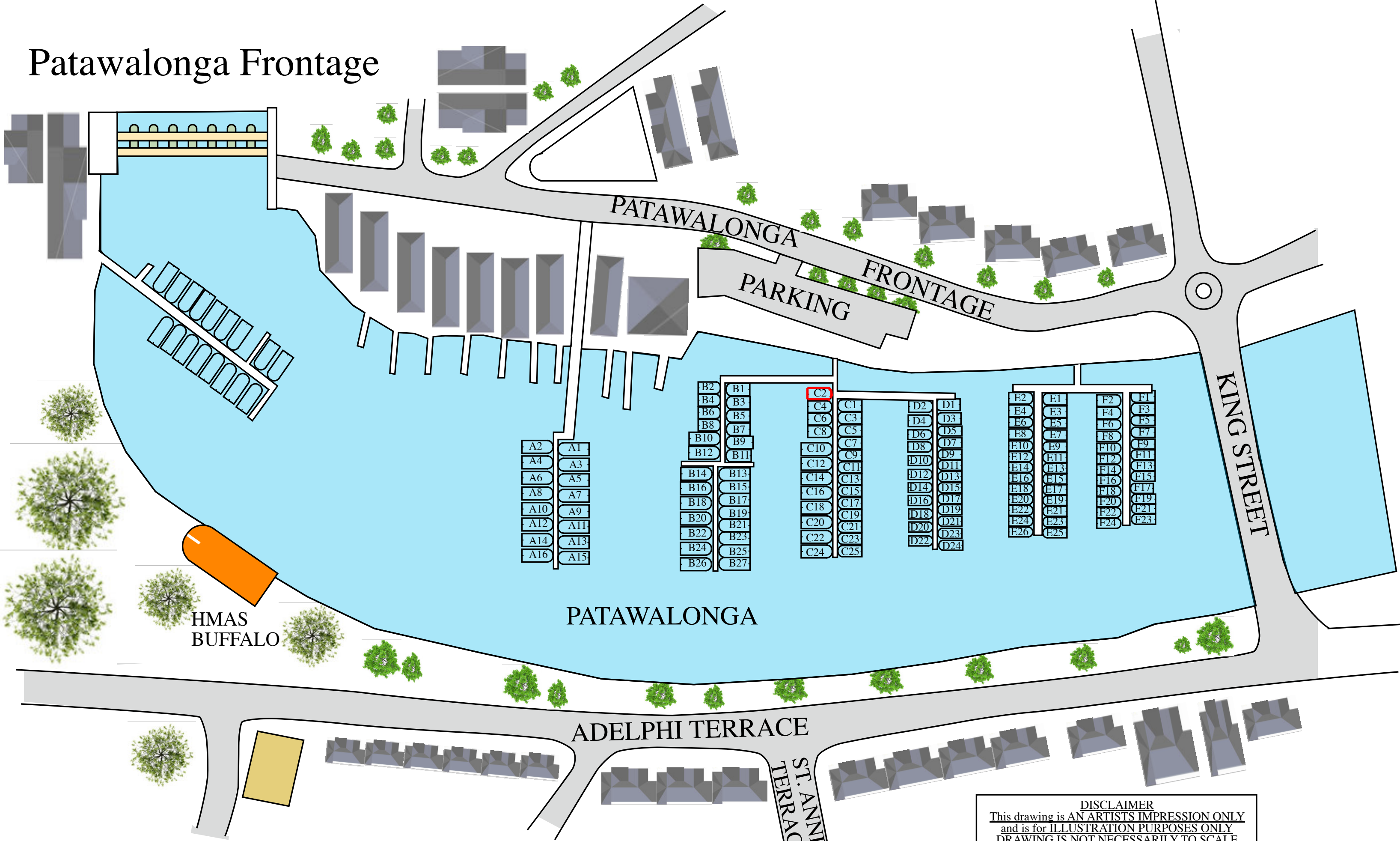
- MU Mixed Use
- OS Open Space
- R Residential
- RC Residential Character
- RHD Residential High Density

**Area Context**  
HQMA OFFICE  
  
PATAWALONGA  
GLENELG NORTH  
  
FOR HQMA





# Patawalonga Frontage



**DISCLAIMER**  
This drawing is AN ARTISTS IMPRESSION ONLY  
and is for ILLUSTRATION PURPOSES ONLY  
DRAWING IS NOT NECESSARILY TO SCALE  
Every endeavour has been taken to verify correct details  
The drawing and the information contained is  
NOT intended to be part of any contract. All  
measurements are approximate and details intended  
to be relied upon should be independently verified.

REAL PROPERTY ACT, 1886



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



## Certificate of Title - Volume 6154 Folio 277

**Parent Title(s)** CT 6139/944  
**Creating Dealing(s)** DDA 12292291  
**Title Issued** 20/03/2015      **Edition** 58      **Edition Issued** 11/03/2020

## Estate Type

FEE SIMPLE

## Registered Proprietor

CITY OF HOLDFAST BAY  
OF PO BOX 19 BRIGHTON SA 5048

## Description of Land

ALLOTMENT COMPRISING PIECES 700, 800 AND 1100 DEPOSITED PLAN 55022  
IN THE AREAS NAMED GLENELG AND GLENELG NORTH  
HUNDREDS OF ADELAIDE AND NOARLUNGA

PORTIONS OF THE WITHIN LAND MARKED GG AND XX ARE LIMITED TO REDUCED LEVELS  
A.H.D. AS DESCRIBED ON DP 55022

## Easements

SUBJECT TO RIGHT(S) OF SUPPORT AND EASEMENT(S) WITH LIMITATIONS OVER THE LAND MARKED S AND C ON DP 55022 (RTC 8775909 AND RTC 8896004 RESPECTIVELY)

SUBJECT TO RIGHT(S) OF SUPPORT AND EASEMENT(S) OVER THE LAND MARKED AA ON DP 55022 (RTC 8859142)

SUBJECT TO EASEMENT(S) WITH LIMITATIONS OVER THE LAND MARKED F AND G ON DP 55022 FOR EAVES AND GUTTERS (RTC 8775909)

SUBJECT TO RIGHT(S) OF WAY OVER THE LAND MARKED A AND R ON DP 55022 (RTC 8775909)

SUBJECT TO RIGHT(S) OF WAY OVER THE LAND MARKED V ON DP 55022 (RTC 8775909)

SUBJECT TO RIGHT(S) OF WAY AND EASEMENT(S) OVER THE LAND MARKED B ON DP 55022 (RTC 8775909)

SUBJECT TO SERVICE EASEMENT(S) OVER THE LAND MARKED CC ON DP 55022 FOR ELECTRICITY SUPPLY PURPOSES TO DISTRIBUTION LESSOR CORPORATION (SUBJECT TO LEASE 8890000) (223LG RPA)

TOGETHER WITH RIGHT(S) OF WAY AND EASEMENT(S) WITH LIMITATIONS OVER THE LAND MARKED K ON DP 55022 APPURTENANT ONLY TO PIECE 700 (RTC 8775909)

TOGETHER WITH RIGHT(S) OF WAY ON FOOT ONLY OVER THE LAND MARKED BB ON DP 55022 APPURTENANT ONLY TO PIECE 700 (RTC 8775909)

TOGETHER WITH RIGHT(S) OF SUPPORT AND EASEMENT(S) WITH LIMITATIONS OVER THE LAND MARKED P ON CP 20421 APPURTENANT ONLY TO PIECE 700 (RTC 8775909)

TOGETHER WITH RIGHT(S) OF SUPPORT AND EASEMENT(S) WITH LIMITATIONS OVER THE LAND MARKED JJ ON DP 55022 AND JA ON FP 41922 APPURTENANT ONLY TO PIECE 700 MARKED EE ON DP 55022 (RTC 8896004)

TOGETHER WITH FREE AND UNRESTRICTED RIGHT(S) OF WAY WITH LIMITATIONS OVER THE LAND MARKED JJ ON DP 55022 AND WWW AND PA ON FP 41922 APPURTENANT ONLY TO PIECE 700 MARKED EE ON DP 55022 (RTC 8896004)

TOGETHER WITH THE EASEMENT(S) WITH LIMITATIONS OVER THE LAND MARKED JJ ON DP 55022 AND JA.SA AND TA ON FP 41922 FOR WATER SUPPLY PURPOSES APPURTENANT ONLY TO PIECE 700 MARKED EE ON DP 55022 (RTC 8896004)

TOGETHER WITH THE EASEMENT(S) WITH LIMITATIONS OVER THE LAND MARKED JJ ON DP 55022 AND JA.MA.NA AND RA ON FP 41922 FOR THE TRANSMISSION OF ELECTRICITY BY OVERHEAD CABLE APPURTENANT ONLY TO PIECE 700 MARKED EE ON DP 55022 (RTC 8896004)

TOGETHER WITH EASEMENT(S) OVER THE LAND MARKED W ON DP 55022 FOR WATER SUPPLY PURPOSES APPURTENANT ONLY TO PIECE 700 (RTC 8775909)

TOGETHER WITH EASEMENT(S) OVER THE LAND MARKED U ON DP 55022 FOR THE TRANSMISSION OF ELECTRICITY BY UNDERGROUND CABLE APPURTENANT ONLY TO PIECE 700 (RTC 8775909)

TOGETHER WITH RIGHT(S) OF WAY OVER THE LAND MARKED M ON DP 54470 APPURTENANT ONLY TO PIECES 700 AND 800 (RTC 8775909)

TOGETHER WITH FREE AND UNRESTRICTED RIGHT(S) OF WAY OVER THE LAND MARKED H ON DP 55022 APPURTENANT ONLY TO PIECE 1100

TOGETHER WITH RIGHT(S) OF WAY AND EASEMENT(S) OVER THE LAND MARKED J ON DP 55022 APPURTENANT ONLY TO PIECE 700 (RTC 8775909)

## Schedule of Dealings

Dealing Number	Description
8895435	LEASE TO HOLDFAST QUAYS MARINA ASSOCIATION INC. COMMENCING ON 26/5/2000 AND EXPIRING ON 25/5/2050 OF PORTION (EE KK AND PP IN GP 255/2000) TOGETHER WITH A RIGHT OF WAY
8897699	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BRENTON JOSEPH SIMUNOV AND BERNADETTE HAYMAN SIMUNOV COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B20 IN GP 256/2000) AS JOINT TENANTS
8897700	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO QUARTERLY PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B22 IN GP 256/2000)
8897703	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO WILLIAM GRAEME ANDERSON AND EILEEN FIOLA ANDERSON COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (F3 IN GP 256/2000) AS JOINT TENANTS
8897704	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RICHARD JOHN FRANK JENKINS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F17 IN GP 256/2000)
8897705	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ALISTER JOHN EASTWOOD HAIGH AND SIMON MARK EASTWOOD HAIGH COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 AS TO THE SHARES SPECIFIED THEREIN (F8 IN GP 256/2000)
8897706	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROBERT CRAIG BUCHANAN AND BERNADETTE MARY LOUISE BUCHANAN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C20 IN GP 256/2000) AS JOINT TENANTS
8897707	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO LAINE KARL MILLER COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (D21 IN GP 256/2000)
8897708	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOHN L MCDONNELL & ASSOCIATES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D20 IN GP 256/2000)
8897709	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO SHANE GREEN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D19 IN GP 256/2000)
8897710	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PHILLIP LAWRENCE PERRY AND DEBORAH LYNN PERRY COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D16 IN GP 256/2000) AS JOINT TENANTS
8897711	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PAUL EDWARD MCENTEE AND MICHAEL JOHN MCENTEE COMMENCING ON 26/05/2000 AND EXPIRING ON

24/05/2050 AS TO THE SHARES SPECIFIED THEREIN (D15 IN GP 256/2000)

8897712	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BRETT RALPH COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D11 IN GP 256/2000)
8897713	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CRIDERTON PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D9 IN GP 256/2000)
8897714	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MALCOLM ASHLEY HIGGINS AND HELEN LOUISE SCHINCKEL COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D13 IN GP 256/2000) AS JOINT TENANTS
8897715	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ALI SERHAN COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (D6 IN G256/2000)
8897716	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROBERT CESANA NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D3 IN GP 256/2000)
8897717	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ARJAY HOLDINGS PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D2 IN GP 256/2000)
8897718	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO HELEN MARY JEFFREY COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D1 IN GP 256/2000)
8897719	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JADAN NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E24 IN GP 256/2000)
8897720	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO EYESURG PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C1 IN GP 256/2000)
8897721	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO HOLDFAST QUAYS MARINA ASSOCIATION INC. COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (C2 IN GP 256/2000)
8897722	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROGER LESLIE HEUZENROEDER AND PAMELA HEUZENROEDER COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C4 IN GP 256/2000) AS JOINT TENANTS
8897723	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MCCOLES (B.H.) PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C6 IN GP 256/2000)
8897724	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEVEN JAMES SELLERS AND JOANNA SELLERS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C8 IN GP 256/2000) AS JOINT TENANTS
8897725	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DARREN JAMES MCPHERSON AND ANDREW JOHN MCPHERSON COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C9 IN GP 256/2000) AS TO THE SHARES SPECIFIED THEREIN
8897726	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PAULA JOHNSON COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (C11 IN GP 256/2000)
8897727	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO KEVIN JAMES SMITH COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (C13 IN GP 256/2000)
8897728	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEVE DANTALIS, THEODORA DANTALIS AND JAMES ROBERT DANTALIS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C14 IN GP 256/2000) AS JOINT TENANTS
8897729	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CHRISTOPHER TODD SMITH AND TRACEY ANNE SMITH COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 AS JOINT TENANTS (C15 IN GP 256/2000)
8897730	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOHN MAXWELL EAKINS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C17 IN GP 256/2000)
8897731	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RAYMOND DONALD RENWOOD COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (C18 IN GP 256/2000)



8897732	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO COSSICH NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C19 IN GP 256/2000)
8897733	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO LAWRENCE JOHN HEARN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C21 IN GP 256/2000)
8897734	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ALF RUSSO CONSTRUCTIONS PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C25 IN GP 256/2000)
8897735	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEVEN LESLIE HEARL AND DEBORAH ANNE HEARL COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C23 IN GP 256/2000) AS JOINT TENANTS
8897736	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO NEIL COLIN WACHTEL, AMANDA VICTORIA WACHTEL, MALCOLM WALKER HILL AND ANN LYDIA HILL COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D22 IN GP 256/2000) AS TO THE SHARES AND IN THE MANNER SPECIFIED THEREIN
8897737	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PEET PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D23 IN GP 256/2000)
8897738	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CATHERINE BARBARA MCARDLE COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D24 IN GP 256/2000)
8897739	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GEORGE BRUCE RITCHIE AND MEGAN THERESE RITCHIE COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E25 IN GP 256/2000) AS JOINT TENANTS
8897740	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MONTECRISTO NOMINEES PTY. LTD. AND DANIEL ROMEO COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E23 IN GP 256/2000) AS TO THE SHARES SPECIFIED THEREIN
8897741	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CHELONIA PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E20 IN GP 256/2000)
8897742	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MARK GREGORY HODGKISON AND JUDY ANNE CHINNERY COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E19 IN GP 256/2000) AS JOINT TENANTS
8897743	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO FLAVON NOMINEES PTY. LTD. (ACN: 008 033 529) COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E18 IN GP 256/2000)
8897744	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BEBE'S PIZZA BAR PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E17 IN GP 256/2000)
8897745	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DEAN HENRY FRANCIS AND SCOTT BAINBRIDGE FRANCIS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E16 IN GP 256/2000) AS JOINT TENANTS
8897746	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOHN COLIN MILHAM AND FAY LORRAINE MILHAM COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E15 IN GP 256/2000) AS JOINT TENANTS
8897747	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO TM SCHNAARS PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E14 IN GP 256/2000)
8897748	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JULIE ANNE AITCHISON AND ALLAN AITCHISON COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 AS JOINT TENANTS (E13 IN GP 256/2000)
8897749	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROBERT DENYER CHEESMAN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E12 IN GP 256/2000)
8897750	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DAVID MAURICE CAHILL COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E11 IN GP 256/2000)
8897751	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO LYNDIA MARIE MCASKILL

COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E10 IN GP 256/2000)

8897752	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RELA SUPERANNUATION FUND PTY. LTD. (ACN: 632 475 533) COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E9 IN G256/2000)
8897753	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO SUZANNE MARY CLARK COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E8 IN GP 256/2000)
8897754	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CHARLIE NORMAN CARTER COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E7 IN GP 256/2000)
8897755	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO TREVOR MAX BRYANT AND JEAN MARGARET BRYANT WITH NO SURVIVORSHIP COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E6 IN GP 256/2000)
8897756	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PHILIP JOHN QUIST COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E5 IN GP 256/2000)
8897757	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GEOFFREY ROY MITCHELL AND BEVERLEY ESTHER MITCHELL COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F16 IN GP 256/2000) AS JOINT TENANTS
8897758	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO KENNETH WILLIAM PURVIS AND MARIA DAWN PURVIS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F2 IN GP 256/2000) AS JOINT TENANTS
8897759	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BENJAMIN DAVID LUCAS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B11 IN GP 256/2000)
8897760	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DAVID GERARD WATKINS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F26 IN GP 256/2000)
8897761	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PHILIP MERLIN REYNOLDS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F25 IN GP 256/2000)
8897762	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RICHARD JOHN RICHARDS AND ANNE MARIE RICHARDS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F24 IN GP 256/2000) AS JOINT TENANTS
8897763	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BRADLEY MARK FEHRING AND ANNE-MARIE JULIE FEHRING COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 OF PORTION (F22 IN GP 256/2000) AS JOINT TENANTS
8897764	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO LYNETTE ALICE HUGHES COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F20 IN GP 256/2000)
8897765	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO AARON BRENT GARFIELD HALLIDAY COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F19 IN GP 256/2000)
8897766	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROCCO MICHAEL CARUSO, GIUSEPPE NINO BRAIOTTA AND ROCCO COLICCHIO COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F18 IN GP 256/2000) AS TO THE SHARES SPECIFIED THEREIN
8897767	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROBERT DOUGLAS HALL, ROSEMARIE EVELYN HALL AND UNIVERSAL SCAFFOLDING PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F15 IN GP 256/2000) AS JOINT TENANTS
8897768	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO KENNETH JAMES SMITH AND PHYLLIS MAY SMITH COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (F14 IN GP 256/2000) AS JOINT TENANTS
8897769	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOHN DALLY AND JUDITH DALLY COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F13 IN GP 256/2000) AS JOINT TENANTS
8897770	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CASEY ALAN MCLEOD COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (F12 IN GP 256/2000)
8897771	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DAVID PAUL VELDHOEN AND

JODIE ANNE VELDHOEN COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (F11 IN GP 256/2000) AS JOINT TENANTS

- |         |  |
|---------|--|
| 8897772 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DIJON (SA) PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F10 IN GP 256/2000)  |
| 8897773 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DANIEL WHIPP COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F7 IN GP 256/2000)   |
| 8897774 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO T & H STACEY NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F5 IN GP 256/2000)                                |
| 8897775 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GREGORY WILLIAM ROGERS AND SHARON KAYE ROGERS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F1 IN GP 256/2000) AS JOINT TENANTS |
| 8897776 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JARROD PETER THRUN AND REAGAN MAY THRUN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F4 IN GP 256/2000) AS JOINT TENANTS       |
| 8897777 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO J. R. POPE PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B13 IN 256/2000)   |
| 8897778 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DAVID ALASTER PATERSON COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B12 IN GP 256/2000)  |
| 8897779 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ADRIAN NEIL WINSOR COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B8 IN GP 256/2000)   |
| 8897780 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEPHEN TRAPNELL COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (B7 IN GP 256/2000)   |
| 8897781 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOANNE MITTON COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (B5 IN GP 256/2000)  |
| 8897782 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEPHEN SPENCELY AND JUDITH ANNE SPENCELY COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B4 IN GP 256/2000) AS JOINT TENANTS     |
| 8897783 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CHRISTOPHER SIMON LOCKYER COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B2 IN GP 256/2000)                                      |
| 8897784 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROBERT JOHN PATTERSON COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A15 IN GP 256/2000)   |
| 8897785 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO TRACE PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A14 IN GP 256/2000)   |
| 8897786 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RWETHEREYET PTY. LTD. (ACN: 623 353 980) COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (A10 IN GP 256/2000)                    |
| 8897787 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RUSSELL JOHN WOOD AND HELEN MOREEN WOOD COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A3 IN GP 256/2000) AS JOINT TENANTS       |
| 8897788 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO DUNCAN MCKENZIE COOKE COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (A2 IN GP 256/2000)  |
| 8897789 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MAK INVESTMENTS NOMINEES PTY. LTD. (ACN: 137 888 834) COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (B27 IN GP 256/2000)       |
| 8897790 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GOODNA PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B26 IN GP 256/2000)  |
| 8897791 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO G.A. TRIGG NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B23 IN GP 256/2000)                                 |
| 8897792 | UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BARRY JOHN CADDLE AND  |

MARIA CADDLE COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 AS JOINT TENANTS (B21 IN GP 256/2000)

- 8897793 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO CHRISTOPHER TODD SMITH AND TRACEY ANNE SMITH COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 AS JOINT TENANTS (B19 IN GP 256/2000)
- 8897794 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEPHEN JOHN OFFICER AND GAIL OFFICER COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B18 IN GP 256/2000) AS JOINT TENANTS
- 8897795 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO TODD SAMUEL PTY. LTD. (ACN: 161 851 994) COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (B17 IN GP 256/2000)
- 8897796 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO C. CARTER PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B14 IN GP 256/2000)
- 8900919 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GARRY ALLAN SMITH AND LINDA JAYNE SMITH COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D5 IN GP 256/2000) AS JOINT TENANTS
- 8900920 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GILBERT DAVID FERRETT AND SUZANNE MARGARET FERRETT COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D7 IN GP 256/2000) AS JOINT TENANTS
- 8902893 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PAUL MERVYN LEHMANN AND SANDRA ANN LEHMANN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E22 IN GP 256/2000) AS JOINT TENANTS
- 8902894 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOHN LESLIE WEIGAND COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (D12 IN GP 256/2000)
- 8902895 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MARK DONALD GRAHAM ADCOCK AND VIRGINIA ANNE ADCOCK COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C5 IN GP 256/2000) WITH NO SURVIVORSHIP
- 8902896 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GLONE PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C7 IN GP 256/2000)
- 8902897 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GREGORY WAYNE PANKOKE, LISA BARBARA PANKOKE AND STEVEN JOHN PANKOKE COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B10 IN GP 256/2000) AS TO THE SHARES SPECIFIED THEREIN
- 8902898 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO G. A. TRIGG NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B16 IN GP 256/2000)
- 8902899 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO FREDERICK PATRICK VELLA COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E1 IN GP 256/2000)
- 8902900 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JILLIAN FAYE BOND COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C10 IN GP 256/2000)
- 8902901 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JADAN NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C12 IN GP 256/2000)
- 8902902 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEVEN PAUL KOWALSKI AND KATE EVERETT KOWALSKI COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (F21 IN GP 256/2000) AS JOINT TENANTS
- 8902903 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GORDON RAYMOND LINDQVIST AND BEVERLEY GWENDA LINDQVIST COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F9 IN GP 256/2000) AS JOINT TENANTS
- 8904208 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MATTHEW JOSHUA ARNOLD COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (A5 IN GP 256/2000)
- 8904209 UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO SAMANTHA JAYE BEAVIS AND JAMIE RICHARD BEAVIS COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050



(A7 IN GP 256/2000)

8904210	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO IAN MURRAY FULLER AND ANDREA FULLER WITH NO SURVIVORSHIP COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A8 IN GP 256/2000)
8904211	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO FOURFANS PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A9 IN GP 256/2000)
8904212	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEPHEN CHARLES NESBITT, SUZANNE RAE NESBITT, BARRIE OWEN NESBITT AND JAMES ALEXANDER NESBITT COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A11 IN GP 256/2000) AS JOINT TENANTS
8904213	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO B.J. CAREY NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A13 IN GP 256/2000)
8904468	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ERIC ROWE COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C22 IN GP 256/2000)
8904469	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RENUKA LAMA AND IAN ALEXANDER EASSON COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (C24 IN GP 256/2000) AS JOINT TENANTS
8904470	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MAJESTIC INVESTMENTS (S.A.) PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C3 IN GP 256/2000)
8904471	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO SKYE SHERIDAN TEAGLE COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (C16 IN GP 256/2000)
8904472	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO KATIE JANE LANGLEY COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E21 IN GP 256/2000)
8905294	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO POPE SUPERANNUATION NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B24 IN GP 256/2000)
8907763	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BARRY JOHN CADDLE AND MARIA CADDLE COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B1 IN GP 256/2000) AS JOINT TENANTS
8907764	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO PHILIP GEORGE TRIGG COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B3 IN GP 256/2000)
8907765	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO VIEW MANAGEMENT PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A1 IN GP 256/2000)
8907766	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOHN ADEY EASTWOOD AND DAWN EASTWOOD WITH NO SURVIVORSHIP COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E3 IN GP 256/2000)
8907767	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ANDREW GRAHAM FARRER AND DAVID JOHN FARRER COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B15 IN GP 256/2000) AS TO THE SHARES SPECIFIED THEREIN
8919008	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO SIMON PETER TONKIN AND SHARON LESLEY TONKIN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (A16 IN GP 256/2000) AS JOINT TENANTS
8920173	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEPHEN ERIC PUNKE AND JENNIFER LEE PUNKE COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (A6 IN GP 256/2000) AS JOINT TENANTS
8923232	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BRIAN MAXWELL RICHARDSON AND MICHELLE JUDY RICHARDSON COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E2 IN GP 256/2000) AS JOINT TENANTS
8923915	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEPHEN ROGER PERKINS AND MELANIE PERKINS COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (A4

IN G256/2000) AS JOINT TENANTS

8923916	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ANTHONY HADGECOSTAS AND IRENE HADGECOSTAS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B25 IN GP 256/2000) AS JOINT TENANTS
8923917	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO GEOFFREY WAYNE PHILLIPS COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D17 IN GP 256/2000)
8923918	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO MARYANN KOUROU COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D8 IN GP 256/2000)
8924657	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO NATHANIAL JAYDON TEMBY AND STUART ANDREW MACGREGOR COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (E26 IN GP 256/2000) AS JOINT TENANTS
8927911	LEASE TO MARINA EAST ASSOCIATION INC. COMMENCING ON 1/9/2000 AND EXPIRING ON 31/8/2050 OF PORTION (FF IN GP 255/2000) TOGETHER WITH A RIGHT OF WAY
8936920	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO BRIAN JAMES MOORE AND NOLA BEVERLY GATES MOORE COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G13 IN GP 349/2000) AS JOINT TENANTS
8936921	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO KEVIN JOHN TAYLOR AND JUDITH MARY TAYLOR COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G5 IN GP 349/2000) AS JOINT TENANTS
8936922	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO LLOYD ROBERT FISK COMMENCING ON 01/09/2000 AND EXPIRING ON 30/08/2050 (G16 IN G349/2000)
8936923	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO CLAUDETTE JEAN RENFREY COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G17 IN GP 349/2000)
8936924	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO INVEST IN PROPERTY PTY. LTD. COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G2 IN GP 349/2000)
8936925	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO HAYDN PAUL WHEELER COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G11 IN GP 349/2000)
8936926	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO ROBERT JOHN RUGLESS AND ANN CATHERINE PERCIVAL RUGLESS COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G8 IN GP 349/2000) AS JOINT TENANTS
8936927	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO TONY NAISH COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G9 IN GP 349/2000)
8936928	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO JASMINA LARA TAJIC COMMENCING ON 01/09/2000 AND EXPIRING ON 30/08/2050 (G1 IN GP 349/2000)
8936929	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO DESERT OASIS PTY. LTD. COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G4 IN GP 349/2000)
8940591	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEVENS BROTHERS PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F23 IN GP 256/2000)
8940591A	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO STEVENS BROTHERS PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B6 IN GP 256/2000)
8940592	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO RICHARD ANTHONY STEVENS COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (D4 IN GP 256/2000)
8940592A	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROBERT GIOVANNI RODATO COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (D18 IN GP 256/2000)
8940593A	MORTGAGE OF UNDERLEASE 8897700 TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD.
8951151	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JOHN RIORDAN AND KRISTY RIORDAN COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 OF PORTION (D14 IN

GP 256/2000) AS JOINT TENANTS

8951152	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ALLVALE INVESTMENTS PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 OF PORTION (A12 IN GP 256/2000)
8951153	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO ROBIN JOHN LEITCH COMMENCING ON 01/09/2000 AND EXPIRING ON 30/08/2050 OF PORTION (G6 IN GP 349/2000)
8970790	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO RONALD ERNEST CRADDOCK COMMENCING ON 01/09/2000 AND EXPIRING ON 30/08/2050 (G10 IN GP 349/2000)
8970791	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO T & C PROPERTIES (SA) PTY. LTD. COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G12 IN GP 349/2000)
8975316	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO JULIENNE ROBIN JAMIESON COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (F6 IN GP 256/2000)
8975317	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO BELINDA JANE HARRINGTON COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (B9 IN GP 256/2000)
8976028	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO DAVID LESTER COMMENCING ON 01/09/2000 AND EXPIRING ON 30/08/2050 (G3 IN GP 349/2000)
8977821	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO JAMES GILBERT HARDY AND JOAN MARGARET HARDY COMMENCING ON 1/9/2000 AND EXPIRING ON 30/8/2050 (G7 IN GP 349/2000) AS JOINT TENANTS
8981492	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO D.J.WOOLMAN NOMINEES PTY. LTD. COMMENCING ON 26/5/2000 AND EXPIRING ON 24/5/2050 (E4 IN GP 256/2000)
9094489	UNDERLEASE OF PORTION OF LAND IN LEASE 8895435 TO ROSEMARY LINDA BENNETTS COMMENCING ON 26/05/2000 AND EXPIRING ON 24/05/2050 (D10 IN GP 256/2000)
9362132	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO ABSOLUTE ACCESS AUSTRALIA PTY. LTD. (ACN: 095 991 085) COMMENCING ON 21/05/2002 AND EXPIRING ON 30/08/2050 (G15 IN GP 349/2000)
9419388	UNDERLEASE OF PORTION OF LAND IN LEASE 8927911 TO ROGER CASHMORE ASHBY AND DEBORAH ANNE ASHBY WITH NO SURVIVORSHIP COMMENCING ON 15/8/2002 AND EXPIRING ON 30/8/2050 (G14 IN GP 349/2000)
10879964	MORTGAGE OF UNDERLEASE 8936924 TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD.
12722265	MORTGAGE OF UNDER LEASE 8897741 TO FRANK BORG

## Notations

**Dealings Affecting Title** NIL

**Priority Notices** NIL

**Notations on Plan** NIL

### Registrar-General's Notes

PLAN FOR LEASE PURPOSES VIDE G255/2000  
 PLAN FOR LEASE PURPOSES VIDE G256/2000  
 PLAN FOR LEASE PURPOSES VIDE G349/2000  
 PLAN DEPOSITED C20673  
 PLAN DEPOSITED D55022  
 TEXTUAL AMENDMENT VIDE 12881308

**Administrative Interests** NIL

Item No: **15.8**

Subject: **NAMING OF PUBLIC PLACES POLICY REVIEW**

Date: 26 May 2020

Written By: Manager Development Services

General Manager: City Assets and Services, Mr H Lacy

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## **SUMMARY**

The Naming of Public Places Policy has been reviewed and is now presented to Council for adoption. The proposed changes are relatively minor, although with greater consultation requirements and presented in a tighter governance framework.

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## **RECOMMENDATION**

**That Council endorse the amended Naming of Public Places Policy, included as Attachment 1 to this report.**

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## **COMMUNITY PLAN**

Culture: Providing customer-centred services  
Placemaking: Creating lively and safe places  
Community: Providing welcoming and accessible facilities

## **COUNCIL POLICY**

Not applicable.

## **STATUTORY PROVISIONS**

*Local Government Act 1999*

## **BACKGROUND**

The *Local Government Act 1999* requires Councils to keep Council Policies under review to ensure they are appropriate and effective (Section 59).

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

## **REPORT**

The Naming of Public Places Policy was last endorsed by Council on 22 September 2012 and is now due for review. The amended Policy is provided with tracked changes (Refer Attachment 1), along with the current Policy (Refer Attachment 2).

The changes made to the Policy are namely:

- Reformatting the document to align with the current policies template;
- Clarification on when reviews will be conducted by the elected body of Council;
- Inclusion of a set of 'definitions';
- Inclusion of the legislative basis; and
- Expansion of community consultation requirements.

The amended Policy will be placed on the City of Holdfast Bay webpage upon adoption by Council.

*Refer Attachment 1 and 2*

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

#### **BUDGET**

Not applicable.

#### **LIFE CYCLE COSTS**

Not applicable.

# Attachment 1



## NAMING OF PUBLIC PLACES POLICY

Trim Container	TRIM Container Number
Trim Document Number:	TRIM Document Number
First Issued / Approved:	25 September 2007
Last Reviewed:	22 September 2012
Next Review:	1 April 2023
Responsible Officer:	Manager Development Services
Date Placed on Intranet::	

## 1. PREAMBLE

This Policy provides guidance as to how the City of Holdfast Bay assigns a name to a public place, reserve, or road.

### 1.1 Background

From time to time a public place, ~~such as local~~ reserve, ~~or road streets and facilities~~ is created and/or reviewed, ~~require~~ requiring a name to be assigned. The naming ~~and renaming~~ of a public place, ~~reserve, or road~~ should include consultation with ~~relevant individuals~~, community ~~and cultural~~ groups. The name chosen ~~for a public place~~ should acknowledge and reflect that it is part of a local neighbourhood and has particular meaning to those with indigenous ties to the area or place. In determining a name, ~~for public places~~ a balanced consideration should be given to the contribution of male and female residents of both indigenous and non-indigenous backgrounds. The name ~~of public places~~ should not exclude any group from its use and should recognise the public nature of the facility.

### 1.2 Purpose

The intent of this Policy to is to ensure that the name assigned to a public place, reserve, or road reflects a connection with the land and is undertaken in consultation with the community.

### 1.3 Scope

This document applies to all public places, ~~local~~ reserves, and roads ~~streets and facilities~~ where Council has ownership and the right to assign descriptive or titular names.

### 1.4 Legislation

**1.4.1** The Geographical Names Act 1991 provides powers to the Minister for Planning, Transport, and Infrastructure and the Geographical Names Board to control the naming of a public place, reserve, or road.

**1.4.2** The authority to name a public place, reserve or road is provided to Councils via section 219 of the Local Government Act 1999 (the Act).

# NAMING OF PUBLIC PLACES POLICY

**1.4.3** Section 219 of the Act requires that public notice must be given of the assigning or changing the name of a public place, reserve, or road.

## 1.5 Definitions

*“Public Place”* means any area, locality, suburb, geographical or topographical feature, and includes any library, community building, community facility, or building that is the ownership of the City of Holdfast Bay or owned by the Crown and in the custodianship of the City of Holdfast Bay in, or is likely to be, of public or historical interest.

*“Reserve”* means a parcel of land available to be used by the public and in the ownership of the City of Holdfast Bay or owned by the Crown and in the custodianship of the City of Holdfast Bay for recreation and cultural activities.

*“Road”* means a public road or private road under the care and control of the City of Holdfast Bay within the broad definition assigned under the Local Government Act 1999.

## 1.6 Strategic Reference

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

Placemaking: Housing a diverse population

Community: Building a healthy, active and resilient community

Culture: Being financially accountable

Culture: Supporting excellent, efficient operations

## 2. PRINCIPLES

2.1 Names assigned to ~~public places~~ a public place, reserve, or road will be determined by resolution of Council.

2.2 Only one ~~public place, reserve, or road~~ within the City will be named after any one group or individual.

### Public Place and Reserve Naming

2.3 Generally public places or Council reserves will be named after one of the following:

2.3.1 A prominent adjoining street or locality such as the suburb

2.3.2 An individual who has provided outstanding service to the community for a period in excess of 10 years and either the individual or relatives of the individual approve of use of the name

2.3.3 A name that reflects the character, landscape, function or history of the area



## NAMING OF PUBLIC PLACES POLICY

- 2.3.4 An Aboriginal name of relevance to the area and has the approval of the Kurna people
- 2.3.5 A name that is unique in the City and is not similar to the name of another site
- 2.3.6 A historical or geographical name which has connection to the particular place or reserve.

### Road Naming

- 2.4 Requests for assigning or renaming a Road name may be considered where Council believes that it is in the public interest to do so and will be considered on the individual merits of the proposal.
- 2.5 Any proposed Road name will be appropriate to the physical, historical or cultural character of the area and be determined based on the following criteria:
  - 2.5.1 An Aboriginal name of relevance to the area with approval of the Kurna people
  - 2.5.2 Early explorers, pioneers, settlers or other prominent persons
  - 2.5.3 An individual who has provided outstanding service to the community for a period in excess of 10 years and either the individual or relatives of the individual approve of use of the name
  - 2.5.4 Thematic names such as flora, fauna or ships
  - 2.5.5 Local history
  - 2.5.6 Commerce, industry or other historical usage

## 3. CONSULTATION

- 3.1 The proposed use of an Aboriginal name must have approval from the local Kurna people.
- 3.2 The proposed use of historic names must demonstrate consultation with the Holdfast Bay Historical Society.
- 3.3 Best endeavours shall be used to contact and consult the next of kin where a person's name is proposed for use in the naming or the renaming of a road, reserve or place.
- 3.4 The naming or renaming of a public place, reserve or road shall occur in consultation with the community in accordance with the City of Holdfast Bay's Community Consultation and Engagement Policy prior to Council deciding to assign a name.

## 4. REFERENCES

### 4.1 Legislation

- 3.1.1 Local Government Act 1999
- 3.1.2 Geographical Names Act 1991

### 4.2 Other References

## NAMING OF PUBLIC PLACES POLICY

- 4.2.1. Annual Business Plan
- 4.2.2. Buildings and Facilities Asset Management Plan
- 4.2.2. Community Consultation and Engagement Policy
- 4.2.3. Community Land Register
- 4.2.4. Community Land Management Plans
- 4.2.5. Commercial Leasing and Licensing Policy
- 4.2.6. Open Space and Public Realm Strategy
- 4.2.7. Our Place Community Plan
- 4.2.8. Property Policy
- 3.2.9. Sporting Community Leasing Policy

Date Endorsed by Senior Leadership Team	
CEO Signature	
Date of CEO Signature	

# Attachment 2





## Naming of Public Places Policy

### 1 Preamble

#### 1.1 Background

- 1.1.1. From time to time public places such as local reserves, streets and facilities are created and require names to be assigned.
- 1.1.2. Naming of public places should include consultation with relevant community groups.
- 1.1.3. The name chosen for a public place should acknowledge and reflect that it is part of a local neighbourhood.
- 1.1.4. In determining names for public places a balanced consideration should be given to the contribution of male and female residents of both indigenous and non indigenous backgrounds.
- 1.1.5. The naming of public places should not exclude any group from its use and should recognise the public nature of the facility.

#### 1.2 Purpose

- 1.2.1. This document clarifies how the City of Holdfast Bay's (Council) assigns names to local land marks.

#### 1.3 Scope

- 1.3.1. This document applies to all local reserves, streets and facilities where Council has ownership and the right to assign descriptive or titular names.

#### 1.4 Definitions

- 1.4.1. There are no definitions associated with this Policy.

### 2 Policy Statement

- 2.1.1. Names assigned to public places will be determined by resolution of Council.
- 2.1.2. Council will take the opportunity provided by the creation of local reserves, streets and facilities to recognise and celebrate: -
  - a. Significant achievements of residents or groups of residents in its City
  - b. Significant community service
  - c. The location's significance to the Kaurna people
  - d. Significant contemporary events
  - e. The City's Sister City relationship
  - f. The geographical and historical connections of particular reserves to their local neighbourhood
- 2.1.3. Only one public place within the City will be named after any one group or individual.

### 3 References

- 3.1.1. Local Government Act 1999
- 3.1.2. City of Holdfast Bay Open Space Strategy Plan
- 3.1.3. City of Holdfast Bay Community Land Register
- 3.1.4. City of Holdfast Bay Buildings Register

Item No: **15.9**

Subject: **DRAFT FINANCIAL HARDSHIP POLICY AND PROCEDURES**

Date: 26 May 2020

Written By: Manager Financial Services

General Manager: Strategy and Business Services, Ms P Jackson

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## **SUMMARY**

With the advent of COVID-19 Council provided additional rate relief delaying the payment of rates without penalty to 31 August 2020. Ratepayers were also advised of the process to apply for additional rate relief due to hardship. Council's website was updated to enable the completion of an on-line hardship application form.

Council's hardship policy is contained within its rating policy with administrative procedures to treat each case on their merits. Given the impact of COVID-19 it is considered timely to prepare separate hardship policy and procedure documents which provide more comprehensive information on the identification and treatment of rate relief.

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## **RECOMMENDATION**

### **That Council:**

- 1. Endorse the Draft Financial Hardship Policy included in Attachment 1a to this report; and**
  - 2. notes the Draft Financial Hardship Procedure document.**
- 

## **COMMUNITY PLAN**

Culture: Being financially accountable

## **COUNCIL POLICY**

Rating Policy.

## **STATUTORY PROVISIONS**

Sections 181, 182, 182A of the *Local Government Act, 1999* (the Act).

## **BACKGROUND**

Council has in place an annual rating policy which deals with the rate relief. The policy states that Council encourages ratepayers who may be experiencing difficulty to contact Council's Administration to discuss possible support to alleviate hardship. Each application is considered on its individual merits with total confidentiality. Assistance may include the acceptance of periodic payments in lieu of the standard quarterly payment system, and may require the willingness of each applicant to seek free counselling with a financial counselling service provider. Initial inquiries can be made to the Rates Administrator by telephone, emailing or writing.

With the advent of COVID-19 additional rate relief measures were implemented to support ratepayers experiencing hardship due to the unforeseen circumstances. Council's website was updated and an on-line process was created for ease of application. Given the changed circumstances it is considered timely to prepare separate rate relief hardship policy and procedures to ensure all applications are addressed in a fair, equitable, effective and consistent manner.

## **REPORT**

Council's powers to raise rates are contained in Chapter 10 of the Act. The Act also provides several options which payments can be made and/or rate relief granted. Sections 181 and 182 are the most relevant sections regarding rate relief and outline the options available to councils including remission of fines or interest and/or remission and postponement of payment.

In March 2020 the Local Government Association prepared guidelines on preparing a rates hardship policy. Representatives of the Rating and Valuation Workgroup (which sits under the South Australian Local Government Financial Management Group), the Community Managers Network and the President of Revenue Professionals SA assisted in the development of the guidelines.

The guidelines were used to develop the attached policy and procedure documents.

*Refer Attachment 1A and 1B*

A number of key principles form the basis of these documents as follows:

- The hardship program should be easy to understand and apply for.
- A range of assistance options should be available.
- Ratepayers should be encouraged to utilise financial counselling supports.
- Ratepayers privacy and dignity should be paramount in the process.

## **Financial Hardship Policy Document**

The purpose of the hardship policy is to provide a documented framework which ensures financial support is addressed in accordance with legislation and in a fair, equitable, effective and consistent manner.

The policy outlines the scope, definitions, principles and assistance options. Assessment principles are also listed ensuring that privacy and confidentiality is preserved. Council has in place delegations to the General Manager Strategy and Business and Manager Financial Services for the waiving of fines and/or interest, remission and postponement of payments. The hardship procedures sit underneath the policy and outline the steps to follow when processing applications.

### **Financial Hardship Procedure Document**

The hardship procedure document provides guidance in understanding and processing applications for hardship as permitted under the Act. It provides detailed guidance in the process for receiving and assessing applications including details of the relief options available. The obligations on Council staff to ensure ratepayers are treated respectfully and in confidence is also explained.

Other major areas of procedural explanation include payment arrangements, postponement of rates generally and for seniors, and the remission of fines and interest. Terms and conditions are outlined explaining the obligations of the ratepayer.

### **Audit Committee Review**

Councils Audit Committee received a report on this topic and reviewed the attached documents at its meeting on 25 May 2020.

The documents have been prepared in draft form to enable the Council to review and amend if necessary prior to adoption.

### **BUDGET**

There is no budget impact.

### **LIFE CYCLE COSTS**

There are no life cycle costs.

# Attachment 1a





Trim Container	TRIM Container Number
First Issued / Approved:	Date of first issue/approval
Last Reviewed:	Date of last review
	Resolution Number
Next Review:	Review Date

## 1. PREAMBLE

### 1.1 Purpose

The City of Holdfast Bay understands that members of our community sometimes face challenging times. The purpose of the Financial Hardship Policy ("the Policy") is to enable ratepayers who are experiencing financial hardship the ability to make application to Council for assistance relating to rates and charges levied on a property under the *Local Government Act 1999* ("the Act").

The Policy defines hardship and provides the framework, in accordance with the Act, for the possible granting of a deferral of the payment of rates or changes, or waiver of part or all of those rates and changes.

### 1.2 Scope

This policy applies to all ratepayers who apply for financial relief. It addresses the principles, eligibility criteria, assistance options, general assessment principles and delegations for dealing with financial hardship.

### 1.4 Definitions

**Act** – refers to the *Local Government Act 1999*

**Ratepayer** - a person or entity whose name appears in the assessment record as the owner, or occupier of a rateable property.

**Seniors** – a person who holds a State Seniors Card.

**Hardship** - refers to financial hardship which occurs when a ratepayer is unable to meet their financial commitments due to an unforeseen change in circumstances.

**Serious Financial Hardship** – refers to personal financial hardship when a ratepayer is unable to provide for basic necessities for themselves and/or their dependents.

**Financial Counselling Service** – an accredited organisation or individual professionally qualified to provide financial counselling.

# FINANCIAL HARDSHIP POLICY

***Financial Hardship Procedures*** – approved documented guidelines for administering Council’s Financial Hardship Policy.

## 1.5 Strategic Reference

Culture: Providing customer-centered services  
Culture: Being financially accountable  
Culture: Supporting excellent, efficient operations  
Economy: Making it easier to do business  
Economy: Supporting and growing local business  
Community: Fostering and engaged and contributing community

## 2. PRINCIPLES

### 2.1 Objective

The objective of this policy is to:

- Provide assistance to ratepayers experiencing financial hardship.
- Provide a mechanism that enables people to feel comfortable approaching Council about outstanding debts and current financial hardship circumstances.
- Provide ratepayers with assurance they will be treated in a consistent, equitable and confidential manner.
- Ensure the policy is fair to all ratepayers.
- Ensure Council’s debt collection practices are sensitive, responsive to financial hardship issues and considered as a last resort.
- Demonstrate Council’s constructive culture and core values.

### 2.2 General Principles

Municipal rates constitute a majority of Council’s annual income. Council’s powers to raise rates are contained in Chapter 10 of the Local Government Act 1999 (the Act). Section 182 of the Act provides for the remission and postponement of rate payments.

In receiving an application for financial relief, Council will consider the following general principles:

- a) The payment of rates will cause hardship having regard to the ratepayer’s individual circumstances.

## FINANCIAL HARDSHIP POLICY

- b) The nature of the hardship, whether it is temporary due to unusual personal or economic circumstances, or long-term hardship caused by permanent changes in life circumstances and/or financial situation, and the most appropriate measures to support the ratepayer.
- c) The additional support that could be provided to the ratepayer, including encouraging financial counselling and other support services.
- d) The extent the assistance does not have an unfair impact on other ratepayers.

Hardship does not include circumstances where a ratepayer chooses not to meet a liability for an unpaid debt.

Additional support will be considered in instances where hardship is endemic, as in the case of a pandemic or financial crisis.

### 2.3 Financial Hardship

For the purpose of this policy, financial hardship is considered a change in circumstances which will affect the long-term ability of a ratepayer to pay rates and charges.

Council recognises that not all circumstances are alike, and that financial hardship may arise from a range of individual circumstances, including but not limited to, the following situations:

- Unemployment
- Sickness or injury
- Family break down
- Low income or loss of income

Applications are to be assessed in a consistent manner while retaining the flexibility to respond to individual circumstances.

All relevant factors are taken into consideration and each application is assessed on its merit.

The following additional general principles apply:

- a) Privacy and confidentiality is preserved.
- b) Applicants are informed on the progress of their application in a timely manner.

## FINANCIAL HARDSHIP POLICY

- c) Additional information requests may be made when necessary.
- d) Referrals may be made to a financial counselling service provider to assist with completing the application.
- e) In situations of an unsuccessful application, applicants will be advised of reasons for refusal and their complaint and appeal rights.
- f) Successful applicants are advised of agreed terms and conditions including what action will be taken if the applicant defaults on the payment arrangement.

### 2.4 COVID-19 Impact

Council understands that many in our community are experience financial hardship due to the COVID-19 pandemic.

Priority for assistance will be considered for:

- Commercial ratepayers who have been required to close due to COVID-19;
- Commercial ratepayers eligible or the 'JobKeeper' payments;
- Non-commercial ratepayers eligible for the 'JobSeeker' or 'JobKeeper' payments; and
- Any other ratepayers experiencing financial hardship due to income dropping by 15 per cent or more.

This measure will remain in place for the period the COVID-19 emergency is declared by the Government of South Australia.

### 2.5 Financial Relief Options

Financial relief options are covered within the Act and are summarised as follows:

- a) Payment arrangements including individually tailored time payment plans s181(4)(b).
- b) Remission of fines and interest s181(9).
- c) Postponement enables the deferral of payments in whole or part with or without recovery of interest s182.
- d) Seniors postponement scheme s182A – seniors can choose to postpone a portion of their rates on their principal place of residence until the property is sold or any time of their choosing. The scheme is non-concessional and interest is charged on the postponed amount.

## FINANCIAL HARDSHIP POLICY

- e) Full remission s182(1)(b) - considered in circumstances where the ratepayer can demonstrate long-term serious financial hardship and generally considered as a last resort.

Council's preference is to not waive rates on the basis it is considered equitable for the majority of ratepayers to subsidise the property assets of hardship applicants. A more equitable solution for the entire community is to defer rates and charges. However, Council will consider the waiving or reduction of rates for ratepayers where exceptional circumstances are experienced, and where severe impact can be demonstrated.

### **2.6 Council Delegations**

Delegations are in place for the waiving of fines and/or interest incurred under Section 181 (9) to the Chief Executive Officer, General Manager Strategy and Business Services and Manager Financial Services.

Delegations are in place for remission and postponement of payment under Section 182 to the General Manager Strategy and Business Services and Manager Financial Services.

### **2.7 Financial Hardship Procedure**

Financial Hardship procedures sit underneath this policy and outline the internal steps for Council staff to follow when processing an application.

# Attachment 1b



**1. PREAMBLE**

The objective of this procedure is to provide guidance for City of Holdfast Bay Council employees to assist ratepayers who are experiencing financial hardship. These procedures support the Financial Hardship Policy.

**1.1 Background**

The *Local Government Act 1999* (the Act) describes the general principles for payment, remission postponement and non-payment of rates. These are covered within sections 181, 182 and 182A.

The Act permits ratepayers to apply to Council for postponement or remission of rates in whole or part if Council is satisfied the payment would cause hardship.

Council has in place a Financial Hardship Policy which provides a framework ensuring financial support is addressed in accordance with legislative requirements in a fair, equitable, effective and consistent manner.

**1.2 Purpose**

This procedure document provides guidance in understanding and processing applications for hardship as permitted under the Act and in accordance with the Financial Hardship Policy.

**1.3 Scope**

This procedure applies to all ratepayers who apply for financial relief.

**1.4 Definitions**

**Act** – refers to the *Local Government Act 1999*

**Ratepayer** - a person or entity whose name appears in the assessment record as the owner, or occupier of a rateable property.

**Seniors** – a person who holds a State Seniors Card.

**Financial Hardship** - refers to financial hardship which occurs when a ratepayer is unable to meet their financial commitments due to an unforeseen change in circumstances.

***Serious Financial Hardship*** – refers to personal financial hardship when an individual is unable to provide for basic necessities for themselves and/or their dependents.

***Financial Counselling Service*** – an accredited organisation or individual professionally qualified to provide financial counselling.

***Financial Hardship Policy*** – approved Financial Hardship Policy.

## 2. **PROCESS**

A process exists to consider and assess each application for hardship on its merits.

It is preferred that the application be prepared or supported by a free professional accredited financial counselling service provider.

A list of free accredited financial counselling service providers will be provided to the ratepayer on application.

Each application is assessed on its merits and in confidence.

### 2.1 **Application process**

Applications for hardship involve completing a prescribed form and can be accepted in a number of ways:

- By completing the form on-line via Councils website
- Directly in person at Council offices or via email.
- Through a financial counselling service on behalf of the ratepayer

The form enables the inclusion of additional information which may include details and supporting evidence of the ratepayer's current financial position, ability to pay or other relevant information.

Evidence of loss of employment or business viability may be considered sufficient to support an application for hardship.



Council's preference is for the applicant to seek professional financial counselling support to assist them in the process and in providing relevant supporting information.

Council will assist in referring applicants to a financial counselling service if required.

Applicants attending financial counselling are required to complete a -

- Financial Hardship application form
- authority to act form for an accredited financial counsellor (if applicable)
- income and expenditure statement.

#### *Relief options*

The nature and type of applications can vary and a number of relief options exist as follows:

- Extended payment arrangements
- Postponement of rates in whole or part
- Seniors postponement of rates
- Remission of fines and interest
- Full remission – generally considered last resort and in cases of serious financial hardship.

#### *Ratepayer treatment and communication*

Ratepayer's applying for hardship will;

- Be treated respectfully, empathetically and have their circumstances kept confidential
- receive information about the Financial Hardship Policy
- be asked to seek assistance of an accredited financial counselling service
- be requested to negotiate a mutually acceptable arrangement
- receive written confirmation of the agreed arrangement
- agree to renegotiate their arrangement if there is a change in their circumstances
- be protected from legal action and additional debt recovery costs, whilst they continue to adhere to an agreed arrangement.

## **2.2 Payment Arrangements**

Payment arrangements include ongoing progress payments based on the applicant's capacity to pay.

The following guidelines apply and the agreed amounts must:

- Include arrears and ongoing council rates where possible
- have fair and reasonable timeframes to pay the debt – preferably by 30<sup>th</sup> June of the financial year of the application
- include an agreed payment frequency (eg weekly, fortnightly, monthly)
- be mutually negotiated and agreed including terms and conditions.

Consideration will be given to remitting fines and interest owing at time of application, subject to delegated approval by Manager Financial Services or General Manager Strategy and Business Services.

Future fines and interest will not be charged on the proviso that the payment plan is honoured and remains up to date in accordance with the agreed terms and conditions.

Formal debt recovery will not be commenced on the proviso that the arrangements are honoured as agreed.

## **2.3 Postponement of Rates**

Postponement enables ratepayers to defer payment of rates until such time as the property is sold or circumstances change.

The act allows Council to impose conditions it sees fit in respect of postponement.

In this regard delegated authority is given to the Manager Financial Services and General Manager Strategy and Business services to impose conditions that are fair and reasonable.

Conditions deemed reasonable include paying interest on the outstanding amount based on the cash advance debenture rate for the financial year in question.

Postponement arrangements cease to operate if revoked by the Manager Financial Services or General Manager Strategy and Business Services or if the ratepayer ceases to own or occupy the property.

Additional postponement support will be considered in instances where hardship is endemic as in the case of a pandemic or financial crisis. In these instances Council will approve any revised postponement criteria.

#### **2.4 Postponement of Rates - Seniors**

The Act allows for the postponement of the payment of the prescribed portion of rates for seniors for current or future financial years if:

- the ratepayer holds, or qualifies to hold, a current State Seniors Card issued by State Government,
- the person is, or is the spouse of, the prescribed ratepayer
- the rates are payable on land that is the principal place of residence of the prescribed ratepayer and;
- the land is owned by the prescribed ratepayer or his/her spouse; and
- no other person has an interest (as owner) in the land

Eligible ratepayers are required to pay a minimum of \$500 per year toward their Council rates with payment of the remaining balance postponed for an indefinite period, until their property is sold or eligibility ceases.

Should the entitlement to postponement cease to exist, the owner of the land must inform council.

The interest rate which will apply to the postponement amount for the rating year is based on the annual Cash Advance rate plus 1%. This will be applied to the total amount postponed on a monthly basis, compounded until the amount is paid.

#### **2.5 Remission of rates, fines and interest**

This financial relief involves the writing off rates in whole or part and requires an element of hardship before it applies.

Applicants will need to show why the rates, fines and interest applied are causing hardship.

Remissions are appropriate only in circumstances where the ratepayer can demonstrate serious and long-term hardship where there is little or no chance of an improvement in the ratepayer's financial circumstances.

This form of hardship relief is considered as a last resort and requires approval under delegated authority by the Manager Financial Services or General Manager Strategy and Business Services.

#### **2.6 Completion of hardship assistance**

Completion of hardship assistance is when the ratepayer has paid all outstanding debt.

The ratepayer will be returned to regular billing cycles after they have successfully completed the hardship assistance.

The ratepayer will be advised that they have completed their hardship payment arrangement and be given the option to continue making ongoing payments towards their current council rates based on their historical annual rates.

#### **2.7 Terms and conditions**

Ratepayers that have applied for and negotiated financial relief within Councils Financial Hardship policy are required to;

- make the agreed scheduled payments (where applicable)
- update Council on any changes to contact information including correct postal address, phone numbers and email address
- advise Council if the reasons of hardship assistance are no longer applicable
- advise Council of any other relevant changes to their circumstances
- maintain contact with Council's rates staff
- treat Council's employees respectfully
- not make false or misleading statements in application of assistance.

The ratepayer will be removed from hardship assistance, and be returned to the standard rate collection cycles, including debt recovery;

- should they cease to make payments or meet the agreed arrangement plan

- fail to contact, or respond to, Council for a period of greater than 60 days

The ratepayer will be advised that they have been removed from receiving hardship assistance for not meeting their obligations. Debt recovery processes will recommence, which may include legal action.

### 3. REFERENCES

#### 3.1 Legislation

- *Local Government Act 1999* (South Australia)
- *Local Government (General) Regulations 1999* (South Australia)
- *Rates and Land Tax Remissions Act 1986*

#### 3.2 Other References

- Financial Hardship Policy
- Postponement of Rates for Seniors application form

## FINANCIAL HARDSHIP POLICY PROCEDURES

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Date Endorsed by Senior Leadership Team	<a href="#">click here to enter date</a>
General Manager Signature	Signature placed here
Date of General Manager Signature	<a href="#">click here to enter date</a>

Item No: **15.10**

Subject: **COVID-19 Update**

Date: 26 May 2020

Written By: General Manager, Strategy and Business Services

General Manager: Strategy and Business Services, Ms P Jackson

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## **SUMMARY**

The purpose of this report is to provide an update to Council on status of response to the COVID-19 emergency.

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## **RECOMMENDATION**

**That Council:**

- 1. note the report; and**
  - 2. nominate Councillor\_\_\_\_\_ and Councillor\_\_\_\_\_ for membership to the Economic Recovery Taskforce.**
- 

## **COMMUNITY PLAN**

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

## **COUNCIL POLICY**

Not Applicable.

## **STATUTORY PROVISIONS**

Not Applicable.

## **BACKGROUND**

On 23 March 2020, the Federal Government commenced the introduction of a series of restrictions in response to the COVID-19 pandemic. These restrictions impacted on the operation of Council, as well as putting restrictions on the operation of business within the City of Holdfast

Bay. Due to the State's response to the pandemic, and success of these measures, the State Government has now commenced the staged easing of these restrictions for South Australia.

## **REPORT**

In response to the easing of those restrictions, the City of Holdfast Bay has undertaken the following:

### Playgrounds

Playgrounds reopened on Monday, 4 May 2020. Playground users are asked to maintain safe social distancing of 1.5 metres apart, with gatherings of no more than 10 people. Some playgrounds remain closed for maintenance and repairs including John Miller Reserve.

### Libraries

Libraries reopened on Monday, 11 May 2020. The limit of 10 visitors at a time has been managed well by the libraries team and respected by visitors, with waiting times kept to a minimum. Visitors are asked to follow social distancing and health advice by keeping 1.5m apart, maintaining personal hygiene by regularly sanitising hands, and not visiting the library if they are unwell.

### Brighton Civic Centre

The Civic Centre at Brighton reopened on Wednesday, 12 May 2020. Due to social distancing requirements, the customer service centre can accommodate a maximum of ten visitors at any one time. A range of measures were put in place to protect the health and wellbeing of council staff and visitors including signage, social distancing floor decals, Perspex screens and additional hand sanitiser. Telephone and digital services continue to be provided.

### Brighton Caravan Park

The Caravan Park reopened on Tuesday, 12 May 2020. Government guidelines and health advice is being followed, and a range of processes and procedures including signage, reconfiguring of spaces to enable social distancing, keeping of visitor records, and the promotion of health and hygiene advice to guests is in place.

### Partridge House

Partridge House is available for bookings for weddings and funerals, in accordance with Government requirements. Weddings can include up to ten people. Funerals can be attended by a maximum of 20 attendees for indoor services, and 30 attendees for outdoor services.

### Community Centres

An announcement on the opening of Community Centres is still pending. The Crisis Management Team is working through the Government's guidelines for the re-opening of community centres and we will provide an update on these once details have been finalised.

### Sporting Clubs

Sport training outdoors commenced from 11 May 2020. An announcement on the opening of Sporting Clubs is still pending. The Crisis Management Team is working through the Government's



guidelines for the re-opening of clubrooms and we will provide an update on these once details have been finalised.

The South Australian Government has indicated there will be a further easing of restrictions from 5 June 2020. This will include opening of: beauty businesses, gyms and indoor fitness, cinemas, galleries and museums; and sport transition to competition without spectators.

### **Business Recovery**

On 20 May 2020, the South Australian Government eased indoor dining restrictions for cafes and restaurants, allowing for up to 10 diners in a premise, adhering to social distancing requirements. This is in addition to the outdoor dining allowance of 10 diners for a premise, adhering to social distancing requirements. Work is currently being undertaken by Administration to identify the support it can provide small businesses, in particular cafes and restaurants. A survey of café/restaurants has been completed to identify business-led suggestions. From this survey, strategies will be developed and put forward for consideration by Council. Similar support will be considered for other business sectors once the impact of the lifting of restrictions is understood.

### **Economic Recovery Taskforce**

In order to support the economic recovery of the City, an Economic Recovery Taskforce will be formed to advise Council of appropriate recovery strategies for the City. The Taskforce will provide advice to Council and be chaired by the Chief Executive Officer. Membership will include the Mayor, two Elected Members, and members from the business community, in particular representatives from major retail and industrial precincts. This Taskforce will be supported by specialist Council staff in areas of economic development, tourism, regulatory services, events and creative services. Draft Terms of Reference are attached for review by members.

*Attachment 1*

### **BUDGET**

A COVID-19 Fund of \$250,000 has been identified for the draft 2020/21 Annual Business Plan to provide economic and community support.

### **LIFE CYCLE COSTS**

There are no life cycle costs.

# Attachment 1





## ECONOMIC RECOVERY TASKFORCE

### Terms of Reference

## 1. Purpose

The Economic Recovery Taskforce is established as part of the City of Holdfast Bay's response to combatting the economic impact of the COVID-19 pandemic. The purpose of the Taskforce is to provide advice to the Council on strategies and initiatives to provide short term support for businesses and longer-term resilience of the local economy.

## 2. Role and Responsibilities

The Taskforce's responsibilities include:

- To maintain the City's understanding of how business at a local and sector level are being impacted.
- To help shape short term actions to support the business community through this period.
- To advise on initiatives that could be enacted to aid economic recovery.
- To advise on medium and long-term initiatives to support the resilience of the City's economy.
- To support communication with the business community to keep them informed of support.

## 3. Term

The Taskforce will conclude its operations by 31 December 2020. This could be extended upon agreement by Council.

## 4. Membership

The Economic Recovery Taskforce will comprise:

- Chief Executive Officer (Chair)
- Mayor
- 2 Elected Members
- Nominated members of the City's business community

## 5. Meetings

Meetings will be held on a monthly basis or as required.

## 6. Reporting

The Chair is responsible for reporting to Council.