



# Council Agenda

# AGENDA

## NOTICE OF MEETING

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

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

**Tuesday 22 September 2020 at 7.00pm**

A stylized signature of Roberto Bria.

**Roberto Bria  
CHIEF EXECUTIVE OFFICER**



## Ordinary Council Meeting Agenda

### 1. OPENING

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

### 2. KAURNA ACKNOWLEDGEMENT

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

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

### 3. SERVICE TO COUNTRY ACKNOWLEDGEMENT

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

### 4. PRAYER

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

### 5. APOLOGIES

5.1 Apologies Received

5.2 Absent

### 6. ITEMS PRESENTED TO COUNCIL

### 7. DECLARATION OF INTEREST

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

### 8. CONFIRMATION OF MINUTES

#### Motion

**That the minutes of the Ordinary Meeting of Council held on 8 September 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**

10.2 **On Notice**

10.2.1 Economic Development- Councillor Bouchee (Report No: 296/20)

10.2.2 Future Events – Councillor Bouchee (Report No: 297/20)

10.2.3 Boundary Adjustment Glengowrie – Councillor Clancy (Report No: 298/20)

10.2.4 Southern Business Mentoring Program – Councillor Bradshaw (Report No: 299/20)

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

**12. MOTIONS ON NOTICE**

12.1 Jimmy Melrose Commemorative Artwork – Councillor Miller (Report No: 294/20)

12.2 Wigley Reserve Lighting – Councillor Smedley (Report No: 295/20)

**13. ADJOURNED MATTERS - Nil**

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

14.1 Draft Minutes – Alwyndor Management Committee – 20 August 2020 (Report No: 273/20)

14.2 Minutes – Audit Committee – 9 September 2020 (Report No: 277/20)

14.3 Minutes – Jetty Road Mainstreet Committee Meetings – 2 September 2020 (Report No: 268/20)

**15. REPORTS BY OFFICERS**

15.1 Items in Brief (Report No: 291/20)

15.2 Nominations sought for the Dog and Cat Management Board (Report No: 272/20)

15.3 Footpath Encroachment – Purchase of Land – Portion of 15 Pine Avenue, Kingston Park (Report No: 260/20)

15.4 Election to Greater Adelaide Regional Organisation of Councils (GAROC) Regional Grouping West for Two Vacancies 2020-2022 (Report No: 289/20)

15.5 Monthly Financial Report – 31 August 2020 (Report No: 274/20)

15.6 Policy Review – Prudential Management (Report No: 279/20)

15.7 Appointments to Australia Day Awards Selection Panel (Report No: 281/20)

15.8 Boulderling Wall Proposal – Update (Report No: 283/20)

15.9 Draft Volunteer Policy (Report No: 285/20)

15.10 Election of Local Government Authority President (Report No: 287/20)

15.11 New Lease – Somerton Park Tennis Club (Report No: 269/20)

15.12 Election for the Local Government Finance Authority (Report No: 292/20)

15.13 Summary of 2019-20 Community Donations Program (Report No: 280/20)

- 15.14 Appointment to the Community Donations Assessment Panels (Report No: 282/20)

**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. CLOSURE**

- 18.1 Minutes – Audit Committee Meeting – 9 September 2020 (Report No: 278/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

- 18.2 Tender Exemption Request – Supply of Asphalt Services (Report No: 275/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

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

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

- 18.3 Late Contract Claim (Report No: 276/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered

to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

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

18.4 New Management Agreement – Brighton Caravan Park (Report No: 288/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

- b. information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.
- k. tenders for the supply of goods, the provision of services or the carrying out of works.

18.5 Unsolicited Proposal – Proposed Activation (Report No: 293/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

- k. tenders for the supply of goods, the provision of services or the carrying out of works.



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

Item No: **10.2.1**

Subject: **QUESTION ON NOTICE – ECONOMIC DEVELOPMENT – COUNCILLOR BOUCHEE**

Date: 22 September 2020

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## **QUESTION**

Councillor Bouchee asked the following questions:

- 1. Could the Chief Executive Officer (CEO) please advise how many businesses operate within the City of Holdfast Bay?**
- 2. Does the City have the ability to identify how many businesses are operated from home vs built?**
- 3. How many businesses within this City have been visited by staff within the Economic Development office in the last 24 months?**
- 4. Does the City have an updated email contact list of all businesses?**

## **ANSWER – Chief Executive Officer**

1. There are 10,172 registered Australian Business Numbers (ABNs) operating with the City, however that does not mean there are that many physical businesses operating. ABN holders could operate outside the City, may operate home-based businesses, could be dormant or may be part of multi-ABN company structures.

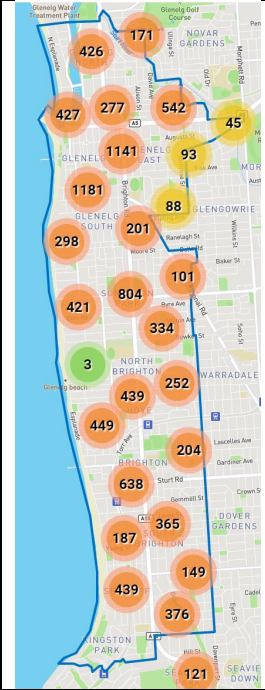
According to the Australian Bureau of Statistics (ABS), there are 3,110 businesses in the City, with Health Care and Social Assistance being the primary employment sector, followed by Accommodation and Food Services, Retail trade in third place and Education and Training and Construction rounding out fourth and fifth places, respectively. It should be noted that the ABS records businesses with over \$75,000 annual turnover.

2. Generally speaking, yes. By way of example, the following maps identify locations of businesses showing both commercial and home based business locations. These maps can be produced for specific suburbs, with certain caveats.

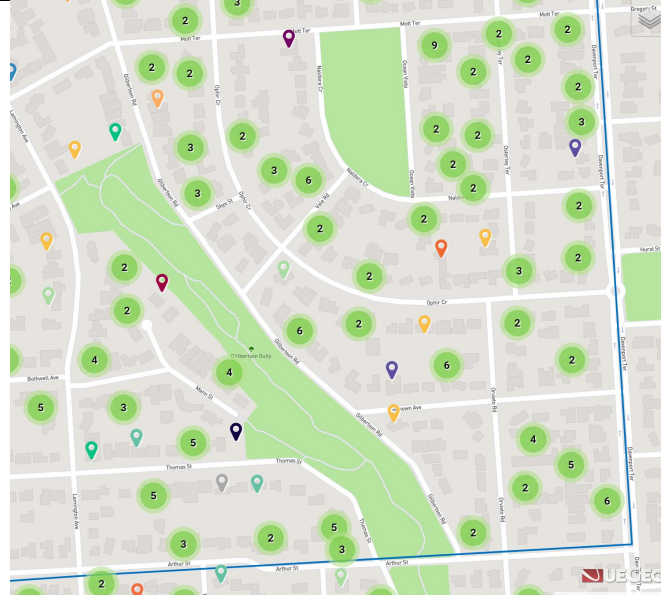
In general, reports of numbers may be able to be generated, depending on the geographic parameters and the information required, however the accuracy may be dependent on what information is available. For example, a general report of numbers of businesses *registered* by type could be reported with a fair degree of good faith but

numbers of businesses by type *operating* could be problematic, as not all businesses activities need to be registered with Council and not all ABNs registered at an address may operate from there. There are also specific legislative restrictions on use and release of ABN data, so each request for information must be assessed against the legislative requirements and the nature of the data accessible.

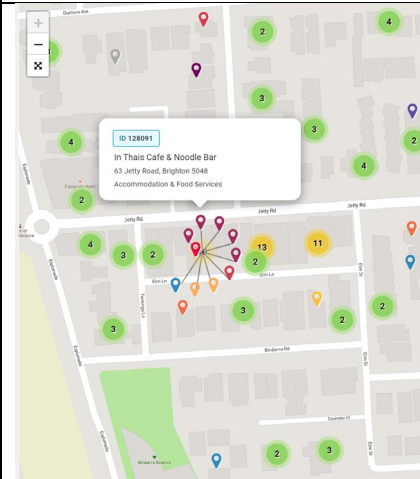
Map 1: Whole of city view



Map 2: Residential view of Home Based Businesses



Map 3: Jetty Rd Brighton



3. The Business development Partner has visited 85% of commercial premises within the City within the last 24 months.

The Business Development Partner routinely speaks to an average of 6-8 business by phone daily, in addition to engagement via email enquiries. Topics of engagement include any local business needs and also often include the promotion of support programs such as grants, mentoring and training opportunities.

During COVID-19, the Business Development Partner was routinely contacted by businesses in distress and referred them to support programs, including the Southern Business Mentoring Program.

4. It is not possible to for the City of Holdfast Bay to definitively hold an email contact for every business registered in or operating in the City. Not all businesses are required to register with Council and some business are registered in the City for tax purposes but operate elsewhere.

We have 12,429 emails business emails on the City's database, however, the database does not necessarily include every business registered in or operating in the City. And in some instances, businesses provide the emails of owners, managers, financial officers, tax agents and other relevant contacts, so there may be more than one email contact per business.

Businesses that don't have a contact details in the data base may have:

- changed emails,
- chosen not to provide their details,
- entered their details incorrectly
- may not have updated their ABN for some time,
- may have opted not to be contacted/unsubscribed.

On average the City of Holdfast Bay e-newsletter is sent out every 1-2 months to approximately 3,500 businesses and the open/engagement rate is 28.3%, which is higher than the industry average of around 24-26%.



Item No: **10.2.2**

Subject: **QUESTION ON NOTICE – FUTURE EVENTS – COUNCILLOR BOUCHEE**

Date: 22 September 2020

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## **QUESTION**

Councillor Bouchee asked the following questions:

- 1. Could the Chief Executive Officer (CEO) please advise if the local churches ( previously used as music venues... jazz, classical and brass bands) have been approached or included in strategies for future events?**
- 2. Could the CEO please advise if there are any future events planned for the Rotunda?**
- 3. Has the Rotunda been assessed as an appropriate site for live music.....ie power...lighting etc...**

## **ANSWER – Chief Executive Officer**

1. Local churches have not been approached to date as venues for music events. However as we assess the future direction for events and activations in the City due to COVID-19 restrictions, it is intended that these venues will be considered into the future.
2. The Rotunda is predominately booked by external event organisers, hosting sporting events utilising as registration space. There are currently no future events planned for the Rotunda by external parties, but this is to be expected as COVID-19 has resulted in many events either postponing, cancelling or booking spaces late due to uncertainties around meeting the requirements to hold an event. Administration currently does not have any event plans for The Rotunda.
3. While the Rotunda doesn't have event power within it, there is accessible power close by that can be utilised. The Rotunda is on the State Heritage Register which adds complexities and expenses for staging events such concerts. It lends itself more to music events that add atmosphere to the area, versus a concert type event due to the size of the available space within it, and the site lines from Colley Reserve.

Item No: **10.2.3**

Subject: **QUESTION ON NOTICE – BOUNDARY ADJUSTMENT GLENGOWRIE – COUNCILLOR CLANCY**

Date: 22 September 2020

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## **QUESTION**

Councillor Clancy asked the following questions:

- 1. What has Administration done to progress this matter?**
- 2. Has Administration considered hiring Glenelg Primary School undercover outdoor area to have a community meeting?**

## **BACKGROUND**

I have been approached by residents of Glengowrie who are keen to become rate payers in Holdfast Bay wanting to know what is happening.

Glenelg Primary School would provide areas for children to play and for social distancing with Council providing masks and hand sanitiser.

## **ANSWER – General Manager – Strategy and Business Services**

Administration has been working with the Mayor on the Boundary Reform initiative for Glengowrie. A public meeting had been planned for April 2020 and then again in September 2020. Both times it was decided to postpone the event due to COVID-19 concerns. A future public meeting in Glengowrie is planned for the first quarter of 2021. The meeting will be well publicised in advanced to ensure interested residents will be able to attend.

Item No: **10.2.4**

Subject: **QUESTION ON NOTICE – SOUTHERN BUSINESS MENTORING PROGRAM – COUNCILLOR BRADSHAW**

Date: 22 September 2020

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## **QUESTION**

Councillor Bradshaw asked the following question:

**Please advise from the 62 businesses who sourced assistance from the Southern Business Mentoring Program to the end of June 2020 how many were in the Seacliff Ward?**

## **BACKGROUND**

The Southern Business Mentoring Program is available to all businesses in Holdfast Bay Council. The program offers one hour one-on-one consultations, via electronic devices with a variety of business advisors.

## **ANSWER – General Manager – Strategy and Business Services**

From the 62 businesses who sourced assistance from the Southern Business Mentoring Program to the end of June 2020 18 were from suburbs within the Seacliff Ward.

Item No: **12.1**

Subject: **MOTION ON NOTICE – JIMMY MELROSE COMMEMORATIVE  
ARTWORK – COUNCILLOR MILLER**

Date: 22 September 2020

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### **PROPOSED MOTION**

Councillor Miller proposed the following motion:

#### **That Administration:**

- 1. provide a report into installing a new work of public art commemorating former resident Jimmy Melrose at the intersection of the Esplanade and Kent Street; and**
  - 2. that the report be brought back to Council no later than March 2021.**
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### **BACKGROUND**

The current mosaic for Jimmy Melrose is in a state of disrepair and difficult to identify as a commemorative piece to this significant Aviation Pioneer.

Public Art graces many places along the Esplanade, and this particular spot requires some attention. The piece unfortunately has vehicular track marks, cracked tiles, and bares a minimal connection Jimmy Melrose unless you were alerted to the fact.

Item No: **12.2**

Subject: **MOTION ON NOTICE – WIGLEY RESERVE LIGHTING – COUNCILLOR SMEDLEY**

Date: 22 September 2020

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### **PROPOSED MOTION**

Councillor Smedley proposed the following motion:

**That Administration investigate and report back to Council by the end of November 2020 with options and costs for the installation of recreational lighting at Wigley Reserve.**

**Such information would be used to inform capital works Budget 21/22 discussions.**

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### **BACKGROUND**

Wigley Reserve is a popular recreation reserve at the corner of Anzac Highway and Adelphi Terrace which is well used by the community for recreational activities including, family play, picnicking, walking the dog and exercise activities.

While patronage is strong during daylight hours, as the shorter winter days close in, its utility for the community reduces.

The intention of this motion is to investigate the opportunity of providing recreational grade lighting for a portion of the reserve, Monday to Friday until say 7.30 or 8pm which would allow working women and men, as well as their children the opportunity to maintain fitness and exercise or simply get some fresh air, in a safe, well-lit environment.

It is envisaged that the lighting would not necessarily cover the entire reserve, but be best positioned to provide an adequately lit area for the above purposes and perhaps also improve the utility of the soon to be installed passive exercise facility and playground.

Where possible the lighting could be installed in the Norfolk Pine tree line to minimise visual impact and mitigate the impact of light spill on surrounding residences and apartments.

If supported by Council, it is hoped that a concept plan might be developed from the report, facilitating community consultation ahead of the next budget round.

**Administration Comment:**

There will be a requirement to engage a lighting consultant to assist in concept which is estimated to cost approximately \$3,000. There is no specific budget for this, therefore we will require a budget variation if the motion is endorsed and then will be incorporated in the next budget review in September.

Item No: **14.1**

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE –  
20 AUGUST 2020**

Date: 22 September 2020

Written By: Personal Assistant, Alwyndor

General Manager: Alwyndor, Ms B Davidosn-Park

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### **SUMMARY**

The draft minutes of the Alwyndor Management Committee meeting held on 20 August 2020 are provided for information.

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### **RECOMMENDATION**

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 20 August 2020 be noted.**

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

2. **That having considered Attachment 2 to Agenda Item 14.1 - Report No: 273/20 Draft Minutes – Alwyndor Management Committee – 20 August 2020 in confidence under section 90(2) and (3)(b) of the Local Government Act 1999, the Council, pursuant to Section 91(7) of the Act orders that Attachment 2 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
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### **COMMUNITY PLAN**

Community: Building a healthy, active and resilient community

Community: Providing welcoming and accessible facilities

Economy: Supporting and growing local business

### **COUNCIL POLICY**

Not Applicable

## **STATUTORY PROVISIONS**

Not Applicable

## **BACKGROUND**

This report is presented following the Alwyndor Management Committee meetings.

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

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

## **BUDGET**

Not Applicable.

## **LIFE CYCLE COSTS**

Not Applicable.



# Attachment 1



## CITY OF HOLDFAST BAY

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care and via Electronic Means in a Virtual Meeting, Dunrobin Road, Hove on Thursday 20 August 2020 at 6.30pm.**

### **PRESENT**

#### **Elected Members**

Councillor P Chabrel  
Councillor S Lonie

#### **Independent Members**

Chairperson – Mr K Cheater  
Ms J Bonnici  
Mr K Whitford  
Ms T Sutton  
Prof L Sheppard  
Prof J Searle

#### **Staff**

Chief Executive Officer – Mr R Bria  
General Manager Alwyndor – Ms B Davidson-Park  
Finance Manager – Ms L Humphrey  
Personal Assistant – Ms M Dinham

#### **Invited Guest**

Mr Grant Corderoy, Partner, Stewart Brown (for part)

### **1. OPENING**

The Chairperson declared the meeting open at 6.34pm and reminded members of the resolution of the Special Meeting held 1 April 2020 regarding meetings held via audio-visual communications:

- a. Each of the Members taking part in the meeting, must at all times during the telecommunications meeting be able to hear and be heard by each of the other Members present.***
- b. At the commencement of the meeting, each Member must announce his/her presence to all other Members taking part in the meeting.***

- c. A Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Member has previously notified the Chair of the meeting.*

## 2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson stated:

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

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

## 3. APOLOGIES

- 3.1 For Absence – Ms Julia Cudsi, Cr Susan Lonie  
3.2 Leave of Absence - nil

## 4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

## 5. CONFIRMATION OF MINUTES

### Motion

**That the minutes of the Alwyndor Management Committee held on 16 July 2020 be taken as read and confirmed.**

Moved by Cr P Chabrel Seconded by Mr K Whitford

**Carried**

### Motion

**That the confidential minutes of the Alwyndor Management Committee held on 16 July 2020 be taken as read and confirmed.**

Moved by Prof J Searle, Seconded by Mr K Whitford

**Carried**

## 6. REVIEW OF ACTION ITEMS

### **6.1 Action Items**

Noted by the Committee

Julie Bonnici joined the meeting at 6.39pm.

Presentation by Mr Corderoy – Aged Care Financial Performance Survey – Aged Care Sector Update (August 2020)

Mr Corderoy joined the meeting at 6.45pm

Mr Corderoy provided an overview of the performance of Residential, Home Care Packages (HCP), Commonwealth Home support (CHSP) and Senior's Housing over the past twelve months, including both for profit and not-for-profit sectors.

Action: Mr Corderoy to provide a copy of the presentation to be circulated to AMC members.

Mr Corderoy left the meeting at 8.00pm.

## 6.2 Confidential Action items

Item 6) The Manager Finance, the General Manager and the Chair attended the City of Holdfast Bay (CHB) Audit Committee meeting held on 23 July 2020 where the recommendation of the AMC to commence a review of Alwyndor's investment practice was approved. Any subsequent changes to the current investment approach will be reflected in the City of Holdfast Bay Treasury Management Policy.

## 7. GENERAL MANAGERS REPORT

### 7.1 General Managers Report (Report No: 30/2020)

#### 7.1.1 COVID-19

Discussion centred on:

- *access to Specialist Infection advice and support*: noted this is would be sourced from SA Health via Southern Adelaide Local Health Network (SALHN) and that we are in regular dialogue with SALHN staff
- *ongoing supply of PPE*: noted we have adequate current stocks and continue to monitor; should there be an outbreak of COVID-19 PPE stocks will be augmented by Commonwealth stores.
- *staffing ie surge staffing capacity including cohorting*: we are negotiating a sole agency agreement, have calculated staffing requirements and approach should we need to segment and isolate within Alwyndor.

Metrics for alerting AMC in regard to staffing levels, PPE stocks and other critical COVID-19 specific issues to be developed.

Action: General Manager to develop proposed metrics to alert AMC in regard to staffing levels, PPE stocks and other critical COVID-19 specific issues to be developed.

#### 7.1.2 Royal Commission Submission

Report noted.

**Motion**

**That the Alwyndor Management Committee:**

- 1. Approve the Alwyndor COVID-19 Preparedness and Outbreak Management Plan.**
- 2. Note the submission to the Royal Commission.**

Moved Mr K Whitford,

Seconded Ms J Bonnici

**Carried**

**8. CONFIDENTIAL REPORTS**

**8.1** General Manager's Report – Confidential (Report No: 31/2020)

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

- 1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 31/2020 in confidence.**
- 2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No's: 31/2020 on the following grounds:**
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.**

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

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

Moved Mr K Whitford

Seconded Cr P Chabrel

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

5. That having considered Agenda Item 8.2 Alwyndor Strategic Plan (Report No: 26/20) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Prof L Sheppard, Seconded Cr P Chabrel

Carried8.2 **Finance Report (Report No: 32/20)****Exclusion of the Public – Section 90(3)(d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 32/2020 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No's: 32/2020 on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved Mr K Whitford, Seconded Ms J Bonnici

Carried

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

5. That having considered Agenda Item 8.3 Alwyndor's Marketing and Communication Plan – 2020-2023 (Report No: 27/20) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved MR K Whitford, Seconded Ms T Sutton

**Carried**

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

9.1 Marketing and Communication

The General Manager briefed the AMC on the status of the Marketing and Communication Plan implementation noting the new website was due for completion by the end of September and that details of the logistics and costing of the first campaign (Support at Home) would be shared with AMC via an email circular motion.

Action: Support at Home Campaign information to be circulated to AMC for comment and review.

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

The next meeting of the Alwyndor Management Committee will be held on Thursday 17 September 2020 in the Boardroom Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

**11. CLOSURE**

The meeting closed at 9.12 pm.

**CONFIRMED 17 September 2020**

**CHAIRPERSON**

Item No: **14.2**

Subject: **MINUTES – AUDIT COMMITTEE – 9 SEPTEMBER 2020**

Date: 22 September 2020

Written By: Personal Assistant, Strategy and Business Services

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

The public minutes of the meeting of the Audit Committee held 9 September 2020 are presented to Council for information and endorsement.

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### **RECOMMENDATION**

1. **That Council notes the public minutes of the meeting Audit Committee of 9 September 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 Schedule**
    - (b) **That the Audit Committee recommended the revised Prudential Management Policy to Council for approval.**
- 

### **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**

Public minutes of the meeting of the Audit Committee held on 9 September 2020 are attached for Members' information.

**BUDGET**

Not applicable

# Attachment 1



**Minutes of the meeting of the Audit Committee of the City of Holdfast Bay held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 9 September 2020 at 6:00pm.**

**PRESENT**

**Members**

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

**Staff**

Chief Executive Officer – Mr R Bria  
General Manager Strategy and Business Services – Ms P Jackson  
Manager Finance – Mr J Newton

**Guest**

*Visual and Audio Presence*

Mr Tim Muhlhausler – Galpins, Partner

**1. OPENING**

The Presiding Member declared the meeting open at 6.09pm.

**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 23 July 2020 be taken as read and confirmed.**

Moved by Councillor Snewin, Seconded by Mr Spadavecchia

**Carried**

**5. PRESENTATIONS - Nil**

**6. ACTION ITEMS**

6.1 The Action Item List – 9 September 2020 was tabled and discussed.

## **7. REPORTS BY OFFICERS**

### **7.1 Standing Items (Report No: 245/20)**

The Audit Committee was provided with a report on standing items.

#### **Motion**

**That the Audit Committee advised 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 Ms Davies, Seconded Mr Tu

**Carried**

### **7.2 Policy Review – Prudential Management (Report No: 267/20)**

A Prudential Review Policy was approved on 13 March 2018. While a policy review was not due until March 2021, the Policy has been reviewed early at the request of the Audit Committee.

A desktop review of other Councils' policies has been undertaken and an amended Prudential Management Policy. The Policy was tabled at the Audit Committee meeting of the 25 May 2020, and feedback provided by Audit Members for consideration. Administration considered the feedback and the Policy was tabled for endorsement.

#### **Motion**

**That the Audit Committee recommend the revised Prudential Management Policy to Council for approval.**

Moved Mr Spadavecchia, Seconded Ms Davies

**Carried**

## **8. URGENT BUSINESS – Subject to Leave of the Meeting**

**9. CONFIDENTIAL ITEMS****9.1 Loan Receivables (Report No: 246/20)****Motion – Exclusion of the Public – Section 90(3)(d) Order**

- 1. That pursuant to Section 90(2) of the Local Government Act 1999 Audit Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Staff in attendance at the meeting in order to consider Report No: 246/20 Loan Receivables in confidence.**
- 2. That in accordance with Section 90(3) of the Local Government Act 1999 Audit Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 246/20 Loan Receivables on the following grounds:**
  - d. pursuant to Section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, as this would prejudice the commercial position who supplied the information.**

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

Moved Councillor Snewin, Seconded Ms Davies

**Carried**

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

**That having considered Agenda Item 9.1 Loan Receivables (Report No: 246/20) in confidence under Section 90(2) and (3)(d) of the Local Government Act 1999, the Audit Committee, pursuant to Section 91(7) of that Act orders that the report, be retained in confidence for a period of six months and the Chief Executive Officer is authorised to release the documents when the Audited Financial Statements are presented to Council.**

Moved Councillor Snewin, Seconded Ms Davies

**Carried**

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

The next meeting of the Audit Committee will be held on Wednesday 7 October 2020 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton at 6.00pm.

**9. CLOSURE**

The Meeting closed at 7.17 pm.

**CONFIRMED      7 October 2020**

**PRESIDING MEMBER**

Item No: **14.3**

Subject: **MINUTES – JETTY ROAD MAINSTREET COMMITTEE MEETINGS – 2 SEPTEMBER 2020**

Date: 22 September 2020

Written By: General Manager Community Services

General Manager: Community Services, Ms M Lock

---

### **SUMMARY**

The Minutes of the Jetty Road Mainstreet Committee meeting held on 2 September 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.

---

### **RECOMMENDATION**

**That Council notes the minutes of the Jetty Road Mainstreet Committee of 2 September 2020.**

---

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

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

## **REPORT**

Minutes of the meetings of JRMC held on 2 September 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 in the Mayor's Parlour Glenelg Town Hall and via Virtual Connection on Wednesday 2 August 2020 at 6:00pm**

### **PRESENT**

#### **Elected Members:**

Councillor R Abley  
Councillor W Miller

#### **Community Representatives:**

Maios Group, Mr C Maios  
Attitudes Boutique, Ms G Martin  
GU Filmhouse, Mr S Robinson  
Cibo Espresso, Mr T Beatrice  
Ottoman Grill, Mr O Soner  
Ikos Holdings Trust, Mr A Fotopoulos  
Beach Burrito, Mr A Warren (via Virtual connection)

#### **Staff:**

Chief Executive Officer, Mr R Bria  
General Manager, Community Services, Ms M Lock  
Manager City Activation, Ms S Heading  
Jetty Road Development Coordinator, Ms L Breeding  
Jetty Road Assistant, Mr W Papatolis

### **1. OPENING**

The Chairman, Mr C Maios, declared the meeting open at 6.03pm.

### **2. APOLOGIES**

2.1 Apologies Received: Ms E Fassina, Mayor A Wilson, Ms L Boys

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 5 August 2020 be taken as read and confirmed.**

Moved Councillor Abley, Seconded T Beatrice

**Carried**

**5. QUESTIONS BY MEMBERS**

5.1 **Without Notice:** Nil

5.2 **With Notice:** Nil

**6. MOTIONS ON NOTICE:** Nil**7. PRESENTATION:** Nil**8. REPORTS/ITEMS OF BUSINESS**

8.1 Monthly Finance Report (Report no: 256/20)

The Jetty Road Mainstreet Committee July 2020 variance report is prepared by the Jetty Road Coordinator 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 S Robinson, Seconded Councillor Miller

**Carried**

8.2 Marketing Update (Report No: 255/20)

The report provides an update on the marketing initiatives undertaken by the Jetty Road Mainstreet Committee 2020/21 Marketing Plan and initiatives aligned to the delivery of the Jetty Road Glenelg Retail Strategy 2018-2022.

**Motion**

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

Moved Councillor Miller Seconded T Beatrice

**Carried**

A Fotopoulos entered the room at 6.21pm.

8.3 Jetty Road Lighting Update (Report No: 257/20)

The report provides an update on the Jetty Road Glenelg lighting project as provided for in the 20/21 JRMC Budget.

**Motion**

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

Moved Councillor Abley, Seconded S Robinson

**Carried**

**9. URGENT BUSINESS**

- Councillor Miller provided an update of a motion to be raised at the next Council meeting in relation to the Glenelg Police Station.

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

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 7 October 2020 location to be confirmed.

**11. CLOSURE**

The meeting closed at 7.03pm.

**CONFIRMED:** Wednesday 7 October 2020

**CHAIRMAN**

Item No: **15.1**

Subject: **ITEMS IN BRIEF**

Date: 22 September 2020

Written By: Personal Assistant

General Manager: Strategy and Business Services, Ms P Jackson

---

## **SUMMARY**

These items are presented for the information of Members.

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

---

## **RECOMMENDATION**

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

- 1. Grant Funding Agreement Extension**
- 

## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

Not applicable

## **REPORT**

- 1. Grant Funding Agreement Extension**

On 7 September 2020 the Hon Vickie Chapam MP, Minister for Planning and Local Government, wrote to the Chief Executive Officer confirming the request for an extension of the Grant Funding Agreement for Chapel Street and Hindmarsh Lane had been approved. The extension has been granted until 31 December 2021.

*Refer Attachment 1*

# Attachment 1



**The Hon Vickie Chapman MP**

15857536

 September 2020

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

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

Dear Mr Bria

Thank you for your letter regarding the Jetty Road Stage 1 (Chapel Street and Hindmarsh Lane) Grant Funding Agreement (Agreement).


It is understandable that due to COVID-19 restrictions and the construction timeframe now impacting on the adjacent retailers, Council has sought to defer the work to a more suitable time.

I am pleased to inform you that your request for an extension until 31 December 2021 is approved. However, in supporting your request, I wish to stress the importance of completing this important project by no later than 31 December 2021, and preferably earlier, prior to the busy holiday period.

No formal amendment to the agreement is required. The Attorney-General's Department will liaise with Council staff regarding this extension and the required progress reporting.

If you have any queries regarding the Open Spaces and Places for People Grant Project, please contact Ms Kirsteen Mackay on 8402 1976 or at [DIT.PublicSpaceGrants@sa.gov.au](mailto:DIT.PublicSpaceGrants@sa.gov.au).

Yours sincerely

  
**VICKIE CHAPMAN MP**  
DEPUTY PREMIER  
MINISTER FOR PLANNING AND LOCAL GOVERNMENT



**Government  
of South Australia**

Deputy Premier

Attorney-General

Minister for Planning  
and Local Government

GPO Exchange  
10 Franklin Street  
Adelaide SA 5000

GPO Box 464  
Adelaide SA 5001  
DX 336

Tel 08 8207 1723  
Fax 08 8207 1736

Item No: **15.2**

Subject: **NOMINATIONS SOUGHT FOR THE DOG AND CAT MANAGEMENT BOARD**

Date: 22 September 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

The Dog and Cat Management Board is established by the *Dog and Cat Management Act 1995*.

The Local Government Association (LGA) is seeking nominations from a suitably qualified council member or employee of the Council to fill a position on the board for a term of three years, commencing immediately upon appointment by the Minister.

Any members who wish to be nominated need to have their nomination endorsed by Council prior to submission to the Local Government Association. If Council does not have a nominee it may just note the report.

---

### **RECOMMENDATION**

**That Council notes the report.**

**OR**

**That Council nominates Councillor \_\_\_\_\_ for consideration as a Member on the Dog and Cat Management Board.**

---

### **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations.

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

*Dog and Cat Management Act 1995*



**BACKGROUND**

The Dog and Cat Management Board works closely with key partner organisations and State Government to improve dog and cat management in South Australia.

Council previously nominated Councillor Fleming for consideration to the Board at its Council meeting on 26 February 2019 (C260219/1391).

**REPORT**

There are four LGA-nominated positions on the Dog and Cat Management Board currently held by Mr Rocky Warren (Mid Murray Council), Mayor Dr Moira Jenkins (City of Victor Harbor), Cr Shiralee Reardon (City of Salisbury) and one vacancy left by Mrs Gemma Russell (DC of Yankalilla) who has recently resigned.

In accordance with the *LGA Appointments and Nominations to Outside Bodies Policy*, the LGA will only accept endorsed nominations sent by member councils.

The Dog and Cat Management Board meets twelve times a year, generally on Tuesday of the fourth week of each month, between 1 and 5pm. Meetings are held at their offices in Waymouth Street, Adelaide as well as at metropolitan and regional councils.

The sitting fee for Board members is currently \$206 per four hour session attended plus certain travel expenses.

The Call for Nominations Information Sheet (Part A) provides further information regarding the role, as well as any selection criteria to be addressed by the nominee.

Any nomination by Council requires the Nomination Form (Part B) to be completed and returned to the LGA by 30 October 2020. An up-to-date Curriculum Vitae and a response to the selection criteria (no more than 2 pages) must be supplied by the nominee.

Administration will need to provide the completed documents to the LGA by COB 30 October 2020.

*Refer Attachments 1 and 2*

**BUDGET**

No budget implications for Council, as sitting fees are paid by the Board.

**LIFE CYCLE COSTS**

Not applicable.

# Attachment 1



## LGA Appointments and Nominations to Outside Bodies — Call for Nominations

<b>Dog and Cat Management Board</b>	
<b>Governing Statute (if applicable)</b>	Section 12(1)(a) Dog and Cat Management Act
<b>Purpose/Objective</b>	Public face for the management of companion dogs and cats in South Australia and provides policy leadership to councils. The Board also plays a key role as an advocate and intermediary, working with vets, breeders and pedigree organisations, animal rescue and shelter organisations and assistance dog organisations to ensure South Australia's dog and cat laws meet the objects of the Dog and Cat Management Act.
<b>Administrative Details</b>	12 meetings per year with a fee of \$206/session
<b>Selection Criteria (to be addressed by applicant)</b>	<ul style="list-style-type: none"> <li>Local government knowledge and experience</li> <li>practical knowledge of and experience in local government, including local government processes, community consultation and the law as it applies to local government</li> <li>experience in the administration of legislation</li> <li>experience in financial management</li> <li>experience in education and training.</li> </ul>
<p><i>In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees.</i></p>	
<p><b>Liability and indemnity cover</b></p> <p><i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i></p>	
<p><b>For more information contact:</b> LGA Nominations Coordinator at <a href="mailto:nominationscoordinator@lga.sa.gov.au">nominationscoordinator@lga.sa.gov.au</a> or 8224 2000</p>	

# Attachment 2



## LGA Appointments and Nominations to Outside Bodies — Nomination Form

### Instructions

*This form:*

- *Must be submitted by a council*
- *Must be emailed in PDF format to [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au)*
- *Receipt of nomination will be acknowledged by return email*
- *CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially*

*This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).*

**SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.**

**Please refer to the *Call for Nominations* information sheet (Form: PART A) for details of the Outside Body and the selection criteria to be met by the nominee.**

### SECTION 1: COUNCIL to complete

Dog and Cat Management Board	
Council Details	
<b>Name of Council submitting the nomination</b>	
<b>Contact details of council officer submitting this form</b>	<b>Name:</b> <b>Position:</b> <b>Email:</b> <b>Phone:</b>
<b>Council meeting minute reference and date</b>	
<b>Nominee Full Name</b>	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	

## SECTION 2: NOMINEE to complete

Dog and Cat Management Board			
Nominee Details			
<b>Full Name</b>		<b>Gender</b>	
<b>Home / Postal Address</b>			
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Why are you interested in this role?</b>			
<b>CV</b>	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Response to selection criteria (if applicable)</b>  <i>Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.</i>	<i>Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.</i>  attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies to Outside Bodies?</b> Yes <input type="checkbox"/> OR No <input type="checkbox"/> If Yes, please list any fields of interest or Outside Bodies of interest: • _____			
<b>Undertaking:</b> <i>The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature of Nominee: _____			

Item No: **15.3**

Subject: **FOOTPATH ENCROACHMENT - PURCHASE OF LAND - PORTION OF 15 PINE AVENUE, KINGSTON PARK**

Date: 22 September 2020

Written By: Team Leader Commercial and Leasing

General Manager: City Assets and Services, Mr H Lacy

---

### **SUMMARY**

Council has considered this matter on a number of occasions. The purpose is to resolve an encroachment of Council's footpath onto the private allotment. At its meeting on 23 June 2020, Council resolved to purchase a portion of land approximately 11.84m<sup>2</sup> in area being along the frontage of 15 Pine Ave for a purchase price of \$13,000. Council resolved not to include provision of a driveway crossover as part of its offer.

Council's offer was advised to the property owner via his representative. After consideration the property owner requested a counter offer be made to Council. The revised offer is based on:

1. changing the shape of the area to be sold (refer updated plan in Attachment 1) which reduces the area to be sold to 8.8m<sup>2</sup>;
2. maintaining the offer price of \$13,000 plus GST for the reduced area of land (Council to pay survey, transfer & registration costs); and
3. including the construction of a driveway crossover to service the property.

This report recommends that Council proceed with the purchase of the revised encroachment area based on the terms offered by the landowner.

The estimated cost of the counter offer is \$13,000 (plus GST) for reduce area of land (approx. 8.8m<sup>2</sup>), \$1,500 for a driveway crossover and approximately \$7,000 transaction costs (ie conveyancing, road opening costs, etc) giving a total cost of approximately \$21,500 (plus GST). This amount is within the \$25,000 budget authorisation previously approved by Council.

---

### **RECOMMENDATION**

#### **That Council:**

1. **approve purchase of an amended parcel of land being approximately 8.8m<sup>2</sup> in area along the frontage of 15 Pine Ave Kingston Park (as per updated drawing in Attachment 1), at a cost of \$13,000 (plus GST);**

2. **approve the construction of a driveway crossover as part of the negotiated sale arrangements at an estimated cost of \$1,500;**
  3. **note that Council will be responsible for all transactional costs (eg conveyancing, road opening process, etc) estimated at approximately \$7,000;**
  4. **authorise the Mayor and Chief Executive Officer to affect the land purchase, affix the Seal and sign any associated documentation;**
  5. **subject to transfer of the subject land, approve a road opening in accordance with Roads (Opening and Closing) Act 1991; and**
  6. **approve additional capital expenditure of up to \$21,500 for the purchase of the land and associated costs.**
- 

## **COMMUNITY PLAN**

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighborhoods

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

Community: Celebrating culture and diversity

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Environment: Fostering an environmentally connected community

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not Applicable.

## **STATUTORY PROVISIONS**

Development Act 1993

Encroachment Act 1944

## **BACKGROUND**

Council has considered this matter a number of times. At its meeting on 23 June 2020, Council resolved as follows:

### ***Motion C230620/1932***

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

*Moved Councillor Lonie, Seconded Councillor Lindop*

***Carried***



Council then considered the following motion:

**Motion**

*That Council:*

- 1) *Approves the purchase of approximately 11.84m squared of land that is part of 15 Pine Ave, Kingston Park, at a cost of approximately \$18,000 which includes the cost of construction of a crossover.*
- 2) *Authorises the Mayor and CEO to affect the land purchases and to affix the Seal and sign any associated documentation.*
- 3) *Subject to transfer of the subject land, approves a road opening in accordance with Roads (Opening and Closing) Act 1991.*
- 4) *Authorises additional capital expenditure in the 2020/21 Capital Works Program of up to \$25,000 for the purchase of the land and associated costs.*

*Moved Councillor Lonie, Seconded Councillor Bradshaw*

**Amendment C230620/1933**

*That Council:*

- 1) *Approves the purchase of approximately 11.84m squared of land that is part of 15 Pine Ave, Kingston Park, at a cost of approximately \$13,000 excluding cost of construction of a crossover.*
- 2) *Authorises the Mayor and CEO to affect the land purchases and to affix the Seal and sign any associated documentation.*
- 3) *Subject to transfer of the subject land, approves a road opening in accordance with Roads (Opening and Closing) Act 1991.*
- 4) *Authorises additional capital expenditure in the 2020/21 Capital Works Program of up to \$25,000 for the purchase of the land and associated costs.*

*Moved Councillor Bouchee, Seconded Councillor Smedley*

**Formal Motion**

*That the motion be put.*

*Moved Councillor Clancy, Seconded Councillor Bouchee*

*The motion, as amended, on being put was*

**Carried**

**Carried**

Council's offer was presented to the property owner who has spent some time considering their position. Following further onsite meetings, the property owner has requested that a revised offer be presented to Council consideration.

## REPORT

Council resolved on 23 June 2020 to purchase a triangular portion of land along the street frontage of 15 Pine Ave Kingston Park. The proposed land acquisition resolved an encroachment of Council's footpath onto the private allotment. The triangular parcel to be acquired was approx. 23.67m long with width at the western end of 1.0m. The area of the parcel to be purchased was approximately 11.84m<sup>2</sup>.

*Refer Attachment 1*

The property owner has considered Council's offer and rejected it, proposing an alternative revised offer based on:

1. changing the shape of the area to be sold (refer updated plan in Attachment 1) which reduces the area to be sold to 8.8m<sup>2</sup>;
2. maintaining the offer price of \$13,000 (plus GST) for the reduced area of land (with Council to pay survey, transfer & registration costs); and
3. including the construction of a driveway crossover to service the property.

The revised shape of the parcel proposed for acquisition does not create any technical issues for Council as it will still resolve the encroachment. It does however benefit both Council and the landholder in that it does not require modification to an existing retaining wall on the western boundary (marked in red on drawing in Attachment 1) which would have protruded onto what would have become council owned land. This proposed modification to the parcel shape resolves a potential technical issue for both Council and landowner.

The property owner has also requested that Council construct a driveway crossover to service the property as part of their revised offer. Whilst construction of driveway crossovers are normally the responsibility of the property owner, this can be included as part of the compensation for purchase of the land. The condition of the existing upright kerb at this location is poor with significant deterioration of the concrete kerbing, so replacement would be an advantage in terms of improving the overall quality of Council's asset.

*Refer Attachment 2*

In term of land valuation, although the proposed area of land to be acquired has reduced from approximately 11.84m<sup>2</sup> to 8.8m<sup>2</sup>, the property owner has pointed out that the valuation on which Council's original offer was made was dated October 2006 which is now 14 years prior to this proposed acquisition. The property owner has indicated that an updated of the fair value of the land should be undertaken, but has offered to complete the transaction at \$13,000 (plus GST) without a valuation as he believes that some allowance for disruption and inconvenience would justify a sale price of \$13,000 (plus GST). In essence this price is now a minimum price.

On the basis of the above, this report recommends that Council proceed with the purchase of the revised encroachment area based on the revised terms offered by the landowner.

**BUDGET**

Currently has previously authorised a budget allocation of \$25,000 for the proposed purchase. Based on the revised offer made by the property owner, the estimated costs to acquire the land, construct a driveway crossover and undertake the associated legal processes is approximately \$21,500.

**LIFE CYCLE COSTS**

No life cycle costs as a result of this proposal.

# Attachment 1





# Attachment 2



**ATTACHMENT 2**  
**LAND ACQUISITION – 15 PINE AVE KINGSTON PARK**



Item No: **15.4**

Subject: **ELECTION TO GREATER ADELAIDE REGIONAL ORGANISATION OF COUNCILS (GAROC) REGIONAL GROUPING WEST FOR TWO VACANCIES 2020 - 2022**

Date: 22 September 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

---

### **SUMMARY**

This report is an update to the previous report to Council on 11 August 2020 (Item 15.5 – Call for Nomination to Greater Adelaide Regional Organisation of Councils (GAROC) Committee for one position on the West Regional Grouping- Report No: 223/20). Council resolved to nominate Mayor Wilson for the City of Holdfast Bay to the West Regional Grouping.

Council has received correspondence from the LGA that there were four (4) nominations received for the West Regional Grouping, including Mayor Wilson’s nomination. The election for the two (2) vacancies is the next step.

Following the Council decision, Administration will return the marked ballot papers before the closing date of 5pm on Monday 19 October 2020.

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### **RECOMMENDATION**

**Council resolves that it wishes to elect Mayor Amanda Wilson and Mayor \_\_\_\_\_ to fill the two (2) vacancies on the West Regional Grouping on the Greater Adelaide Regional Organisation of Councils (GAROC) and requests the Deputy Mayor to mark the Ballot Paper accordingly.**

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### **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations.

### **COUNCIL POLICY**

Not applicable.

### **STATUTORY PROVISIONS**

Not applicable.



**BACKGROUND**

On 2 September 2020, Matt Pinnegar, Returning Officer/ Chief Executive Officer of LGA, advised of the next steps to fill the two (2) vacancies is by way of an election.

The voting instructions from GAROC require the ballot paper to be marked by the Mayor, but as the Mayor is a candidate, this would be a conflict of interest. It is recommended that the Deputy Mayor mark the ballot in accordance with Council's decision.

**REPORT**

In the above correspondence, Council was advised the four (4) nominations were from:

Mayor Amanda Wilson	City of Holdfast Bay
Mayor Angela Evans	City of Charles Sturt
Mayor Michael Coxon	City of West Torrens
Mayor Claire Boan	City of Port Adelaide Enfield

Each candidate's completed information sheet is attached for consideration.

*Refer Attachment 1*

A letter received from Mayor Michael Coxon, City of West Torrens is also attached for consideration.

*Refer Attachment 2*

The Returning Officer nominated the counting of the votes to be on Tuesday 20 October 2020 commencing at 9.30am via Zoom. The two (2) candidates with the most votes shall be deemed elected.

The successful candidates will take office from the conclusion of the 2020 LGA AGM for a term ending at the conclusion of the 2022 LGA AGM.

**BUDGET**

There are no budget implications.

**LIFE CYCLE COSTS**

There are no life cycle costs associated with this report.

# Attachment 1





# Candidate Information Sheet

## GAROC

(word limit is strictly 1,000 words)

Name:	Mayor Amanda Wilson
Council:	City of Holdfast Bay
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• Mayor of Holdfast Bay - November 2018</li> <li>• Acting Mayor of Holdfast Bay 2018</li> <li>• Deputy Mayor Holdfast Bay 2017</li> <li>• Councillor 2014</li> <li>• Member of the Coast Protection Board 2020</li> </ul> <p>I practiced as a Commercial Lawyer at partner level in a City law firm, was an inaugural member of the Education and Early Childhood Standards and Registrations Board, I also chaired its audit committee and was a member of the Finance Committee. I have sat on the Jetty Road Mainstreet Board. I also have a degree in Business.</p> <p>Assisted in spearheading the successful campaign for the “fight for the Bight” in a Federal Court challenge with the Wilderness Society.</p> <p>Developed environmental programs for the City of Holdfast Bay and campaigned to achieve grant funding for the FOGO trial program.</p> <p>I believe that my skills and knowledge would be a great asset to GAROC in particular my strategic, governance, financial management, marketing and Board knowledge, which would assist in GAROC delivering on its new strategic plan.</p>
Local Government Policy Views & Interests	<p>Being responsible with rates, caring for our environment, protecting our coastline from climate change. I want to focus on using recyclable products for council infrastructure including roads.</p> <p>I am interested in ways we can reduce waste and reduce our carbon footprint and improve water sensitive design.</p>
Other information	I am independent and not a member of any political party.



# Candidate Information Sheet

## GAROC

(word limit is strictly 1,000 words)

Name:	Mayor Angela Evans
Council:	City of Charles Sturt
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• 2020-current - Climate Emergency Australia Strategic Advisory Group - Member</li> <li>• 2020-current - Central Adelaide Waste and Recycling Authority (CAWRA) Board - Member</li> <li>• 2019-current - Greater Adelaide Regional Organisation of Councils (GAROC) - Member</li> <li>• 2018-current - Mayor, City of Charles Sturt</li> <li>• 2014-2018 - Mayor, City of Charles Sturt</li> <li>• 2010/11, 2013/14 - Deputy Mayor, City of Charles Sturt</li> <li>• 2010-2014 - Councillor, West Woodville Ward, City of Charles Sturt</li> <li>• 2006-2010 - Councillor, West Woodville Ward, City of Charles Sturt</li> </ul> <p><b>Other experience includes:</b></p> <ul style="list-style-type: none"> <li>• Australian Local Government Women’s Association of SA – Branch Committee Member – 2009-2011</li> <li>• Local Government Association Board - Member - May 2015-August 2018</li> <li>• Metropolitan Local Government Group - Member - January 2015-September 2018</li> <li>• Metropolitan Local Government Group Executive Committee - Member - February 2017-June 2018</li> <li>• CCS Gender Matters Panel – Member – 2007-2014</li> <li>• City of Charles Sturt Working Group for Domestic Violence – Member - 2018</li> <li>• Western Business Leaders Executive Committee - Member - November 2014-current</li> <li>• Various community and sports club memberships</li> </ul>
Local Government Policy Views & Interests	<p>I believe the following represents my keys areas of interest, commitment and achievements in local Government.</p> <p>In my term as Mayor I have:</p> <ul style="list-style-type: none"> <li>• Built strong relationships between Councillors</li> <li>• Developed an effective Governance framework for Council</li> <li>• Implemented long term Financial sustainability for Council</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively contributed to policy discourse across our sector and advocated for both Charles Sturt and the Sectors view on key issues.</li> <li>• Facilitated Local Economic Development</li> <li>• Ensured that Council focused more directly on Infrastructure Planning and Asset Management</li> <li>• Contributed to Planning Reform so that Council still plays a primary role in developing planning policy and decision making.</li> <li>• Given greater recognition to Community Engagement as an effective tool to assist good decision making</li> <li>• Created partnerships with other levels of Government, the community and the private sector to better serve the local area.</li> </ul> <p>In the current economic and political climate, Councils need to work together and where possible provide a common voice on things that affect our sector.</p> <p>After 13 years on Council, 4 years as an LGA Board Member and a year as a Greater Adelaide Regional Organisation of Councils (GAROC) member, I believe I have the experience to contribute to broadly advance the Local Government agenda. The chance to continue to represent my peers on the GAROC will allow me to provide new ideas, policy rigour and a collaborative approach all designed to ultimately improve the quality of life of the communities we represent.</p> <p>I am passionate about identifying new opportunities within the COVID environment, focusing on how the sector can provide leadership, organisation, delivery and the promotion of SA economic development through the current and future challenges of the pandemic.</p>
<p>Other information</p>	<p>I have been the City of Charles Sturt Mayor since elected in the November 2014 Local Government Elections.</p> <p>Throughout my terms as Mayor, I have led a cohesive, collaborative and collegiate Council and has overseen the redevelopment of major Charles Sturt precincts, successful improvements within communities and strategically positioned the City's financial approach for future generations. I work collaboratively with Mayors across the Western suburbs with a recent example being the joint Materials Recovery Facility developed with the City of Port Adelaide Enfield to process councils' recyclables. I am a passionate driver behind Charles Sturt's important community connections work, and place making initiatives aimed at supporting grassroots communities to be innovative and collaborative.</p> <p>In 2015 and 2016, I was involved in leading economic missions to China, where I guided a delegate of aged care providers from the Charles Sturt area and forged official trade partnerships between the Shandong Province in Yantai and the City of Charles Sturt.</p> <p>I was previously the Deputy Mayor of Charles Sturt in 2010/11 and 2013/14, as well as Ward Councillor for the Woodville West Ward from 2006 to 2014. My involvement with Council, Community and Local Government committees</p>



during my time on Council is extensive and includes participation in the Gender Matters Panel, Central Adelaide Waste and Recycling Authority and the Climate Emergency Australia Strategic Advisory Group.

I understand that issues such as the Planning Act and the Local Government Act reforms are not new to the sector, but will require our continued focus and voice. The sector's response to climate change through the very tangible local government responsibilities of waste management and infrastructure delivery positions us to be more than a vocal contributor. Additionally, my awareness of COVID and its continued effect on our community's health and connectedness is strong, and I believe this is an area where local government again plays a critical role. My belief is that the economic impacts and the role we must play – both directly and through our advocacy to support the financial and economic recovery will be vital.

If re-elected to the GAROC, I will encourage respectful, collaborative and solution focused behaviours in all interactions, from the formal through to the informal. I have the ability to keep the focus on the pertinent issues at hand and debate matters in a respectful manner which is constructive and effective in bringing about the best outcomes for the community in a way that is transparent, timely and in line with strategic plans.



# Candidate Information Sheet GAROC

(word limit is strictly 1,000 words)

Name:	MAYOR Michael Coxon
Council:	City of West Torrens
Local Government Experience & Knowledge	<ul style="list-style-type: none"><li>• 2 years – Mayor of the City of West Torrens</li><li>• 8 years – Councillor of the City of West Torrens</li><li>• 2 years – Chairperson Urban Services Committee</li><li>• 2 years – Chairperson Corporate and Regulatory Committee</li></ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"><li>• Supports Local Government action to support our communities through Covid-19 with a strong focus on 'Mental Health and Resilience'</li><li>• Supports LGA as our peak representative body</li><li>• Supports GAROC in addressing PDI (Planning, Development and Infrastructure Act 2016) impacts - internal /external</li><li>• Supports GAROC in addressing the Local Government Reform Bill to maintain current local government representation</li><li>• Supports GAROC in developing a strong Western Alliance of City Councils to address local issues collaboratively</li><li>• Supports developing initiatives to address future waste services</li><li>• Supports developing a joint Metropolitan Economic Development Strategy</li><li>• Supports better local traffic management to improve safety</li><li>• Supports the 'tunnel' hybrid option for South Road upgrade</li><li>• Supports the AdaptWest initiatives to address 'Climate Change' issues</li></ul>
Other information	<ul style="list-style-type: none"><li>• Bachelor of Arts Degree (Adelaide University)</li><li>• Graduate Diploma of Business (University of South Australia)</li><li>• 28 years – Executive Leadership Roles in Property and Finance Industries</li><li>• 10 years - Board Member West Beach Trust (SA Government)</li><li>• 7 years – Board Member Camden Community Centre</li><li>• 7 years – School Council Member – Plympton International College</li><li>• 7 years – Board Member Inner West Business Enterprise Centre</li><li>• 2 years – Vice President of AMAC</li><li>• 1 year – Member of Governing Body – Thebarton Senior College</li><li>• Member of Adelaide Lions Hellenic</li><li>• Member of Airport Over 50's Community Group</li><li>• Patron of West Adelaide Football Club</li></ul>

# Candidate Information Sheet

## GAROC

(word limit is strictly 1,000 words)

Name:	<i>Mayor Claire Boan</i>
Council:	<i>City of Port Adelaide Enfield</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• <i>Elected as Councillor for 8 years</i></li> <li>• <i>Elected as Mayor of PAE since 2018</i></li> <li>• <i>Effective Chair of meetings</i></li> <li>• <i>Liaison between Organisations and Council</i></li> <li>• <i>Providing Leadership to Elected Members and the Community</i></li> <li>• <i>CAP Experience</i></li> <li>• <i>Grants and Sponsorship Committee</i></li> <li>• <i>Audit Committee Chair</i></li> <li>• <i>Develop strategic partnerships</i></li> </ul>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <li>• <i>Councils working collaboratively</i></li> <li>• <i>Community connectedness</i></li> <li>• <i>Increasing better messaging and marketing</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li>• <i>Primary school teacher including leadership roles</i></li> <li>• <i>Patron of local clubs</i></li> <li>• <i>Board Member on Green Adelaide</i></li> <li>• <i>Board Member – CAWRA (Central Adelaide Waste and Recycling Authority)</i></li> <li>• <i>One Sport Athletics Committee Chair</i></li> </ul>



# Attachment 2



Dear Mayors and Councillors

**Re: GAROC NOMINATION – Mayor Michael COXON**

I am writing to you to seek the support of your Council for my nomination to the Greater Adelaide Regional Organisation of Councils (GAROC). I believe that I have the relevant skills, knowledge, and experience to make a positive difference to the lives and communities of Greater Adelaide and more particularly Western Adelaide.

As a current Mayor and past Councillor with 10 years of experience in Local Government, I have successfully led and collaborated with our Council to deliver many major and iconic projects for our community.

During this time, I have also collaborated closely with our Elected Members and Administration to focus strategically on community development while finding operational efficiencies to ensure our ongoing financial sustainability (as evidenced by our forward estimates).

From a professional perspective, I have held senior executive roles across a range of industries including: banking, finance, and local government.

If elected to GAROC, I will bring the same strategic approach to decision making that I have brought to both Council and my professional life. I will always seek to understand the facts, listen to all perspectives, ask the questions and make decisions against a backdrop that is to the benefit of the broad communities that we represent.

My candidacy for GAROC was unanimously supported by the Council of the City of West Torrens.

If you would like a character reference in relation to my candidacy, I encourage you to contact any of my fellow Elected Members – all of whom I trust to give a fair appraisal of my capabilities.

If you have questions about my candidacy, please do not hesitate to contact me personally. I am excited and enthusiastic about this opportunity to represent you and your views at the GAROC table.

Sincerely



*Michael Coxon*

**Michael Coxon B.A., Grad. Dip. Prop.**

**MAYOR**

City of West Torrens  
Address: 165 Sir Donald Bradman Drive Hilton SA  
5033 Mobile: 0402 212 002  
Email: [mayorcoxon@wtcc.sa.gov.au](mailto:mayorcoxon@wtcc.sa.gov.au)  
Web: <https://www.westtorrens.sa.gov.au/CWT>

Item No: **15.5**

Subject: **MONTHLY FINANCIAL REPORT – 31 AUGUST 2020**

Date: 22 September 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 31 August 2020. They comprise a Funds Statement and a Capital Expenditure Report for Council's municipal activities and Alwyndor Aged Care. The adjusted forecast budget includes the carried forward amount as approved by Council 11 August 2020.

As this report is for the first 2 months, there are no changes to the Alwyndor and Municipal budgets other than the approved carried forwards. The report highlights Council's decisions that will affect the budget and these will be included in the first quarterly budget review report in October.

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## **RECOMMENDATION**

**That Council receives the financial reports and budget update for the 2 months to 31 August 2020 and notes:**

- **no change to the Municipal activities 2020/21 budget forecast other than the approved carried forward budgets;**
  - **no change to the Alwyndor Aged Care 2020/21 budget forecast; and**
  - **that Council approved 2020/21 budget variations will be included in the first budget update as at 30 September 2020.**
- 

## **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**

The majority of the variances to date are due to budget and actuals timing differences over a two month period, however there are two major positive variances to note:

- \$92,000 favourable variance – Commercial Brighton Caravan Park  
Revenue received higher than budgeted as effects of pandemic on occupancy rates was not as significant as forecast (\$50,000) while expenses were lower than normal (\$42,000).
- \$52,000 favourable variance – General Rates  
Actual growth in new general rates raised exceeded the budgeted amount.

A comprehensive budget update will be conducted for the first quarter ending 30 September 2020. The update will be reviewing forecast income and expenditure and will include the following 2020/21 variances previously approved by Council.

### **Capital Expenditure**

- \$25,000 – purchase of land at 15 Pine Avenue and associated capital works (C230620/1933).
- \$69,500 – design and construction costs for improvements to safety and accessibility at Seacliff Access Ramp (C140720/1956)

### **Operational Expenditure**

- \$6,000 – lease of two carpark spaces for use by Glenelg Community Centre (C230620/1941)

### **Alwyndor Aged Care**

There are no changes to the Alwyndor budget forecast as approved by Council, however as with the Municipal budget, a comprehensive budget update will be conducted for the month ending 30 September 2020.

# Attachment 1



**City of Holdfast Bay  
Municipal Funds Statement as at August 2020**

2020 - 2021 Original Budget \$'000	Year to Date			2020 - 2021 Adopted Forecast \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000	
(636)	(75)	(75)	- Administrative Services	(636)
1,462	135	128	7 FAG/R2R Grants	1,462
(1,099)	(405)	(384)	(20) Financial Services	(1,099)
(9,437)	-	-	- Financial Services-Depreciation	(9,437)
(257)	-	-	- Financial Services-Employee Leave Provisions	(257)
(869)	57	58	- Financial Services-Interest on Borrowings	(869)
124	-	-	- Financial Services-SRWRA	124
36,090	37,311	37,362	(52) General Rates	36,090
(1,359)	(363)	(387)	24 Governance & Risk	(1,359)
(2,567)	(1,078)	(1,035)	(44) Innovation & Technology	(2,567)
(681)	(101)	(69)	(32) People & Culture	(681)
(1,026)	(85)	(94)	8 Strategy & Economic Development	(1,060)
(949)	(140)	(123)	(16) Active Communities	(949)
(1,131)	(205)	(198)	(6) City Activation	(1,131)
(880)	(99)	(69)	(30) Community Events	(880)
(348)	(52)	(57)	5 Community Services Administration	(348)
(169)	(21)	(18)	(3) Community Wellbeing	(350)
(574)	(94)	(89)	(4) Customer Service	(574)
-	539	546	(7) Jetty Road Mainstreet	(94)
(1,508)	(266)	(231)	(35) Library Services	(1,508)
108	8	(25)	33 Cemeteries	108
(647)	(101)	(101)	(1) City Assets & Leasing Administration	(647)
317	(47)	(24)	(23) City Regulation	317
760	(41)	51	(92) Commercial - Brighton Caravan Park	760
(25)	(2)	9	(11) Commercial - Partridge House	(25)
363	7	(12)	19 Commercial & Club Leases	363
(978)	(139)	(123)	(16) Development Services	(978)
(815)	(110)	(127)	17 Engineering & Traffic	(815)
(733)	(73)	(67)	(6) Environmental Services	(753)
(7,445)	(1,126)	(1,099)	(27) Field Services & Depot	(7,445)
(2,017)	(234)	(216)	(18) Property Management	(2,017)
(466)	(71)	(41)	(30) Street Lighting	(466)
(4,181)	(433)	(438)	5 Waste Management	(4,181)
909	-	-	- Less full cost attribution - % admin costs capitalised	909
<b>(660)</b>	<b>32,694</b>	<b>33,050</b>	<b>(355) =Operating Surplus/(Deficit)</b>	<b>(989)</b>
9,437	-	-	- Depreciation	9,437
133	-	-	- Other Non Cash Items	133
<b>9,570</b>	<b>-</b>	<b>-</b>	<b>- Plus Non Cash Items in Operating Surplus/(Deficit)</b>	<b>9,570</b>
<b>8,910</b>	<b>32,694</b>	<b>33,050</b>	<b>(355) =Funds Generated from Operating Activities</b>	<b>8,581</b>
-	2,823	2,823	- Amounts Received for New/Upgraded Assets	5,248
294	-	29	(29) Proceeds from Disposal of Assets	1,401
<b>294</b>	<b>2,823</b>	<b>2,852</b>	<b>(29) Plus Funds Sourced from Capital Activities</b>	<b>6,649</b>
(8,084)	(455)	(444)	(11) Capital Expenditure on Renewal and Replacement	(9,974)
(5,629)	(714)	(743)	29 Capital Expenditure on New and Upgraded Assets	(16,136)
<b>(13,713)</b>	<b>(1,169)</b>	<b>(1,187)</b>	<b>18 Less Total Capital Expenditure</b>	<b>(26,111)</b>
212	3	4	(1) Plus:Repayments of loan principal by sporting groups	212
<b>212</b>	<b>3</b>	<b>4</b>	<b>(1) Plus/(less) funds provided (used) by Investing Activities</b>	<b>212</b>
<b>(4,297)</b>	<b>34,351</b>	<b>34,719</b>	<b>(368) = FUNDING SURPLUS/(REQUIREMENT)</b>	<b>(10,668)</b>
-	(657)	(657)	Funded by	-
-	34,959	42,876	- Increase/(Decrease) in Cash & Cash Equivalents	-
(5,440)	-	-	(7,917) Non Cash Changes in Net Current Assets	2,748
-	-	-	- Less: Proceeds from new borrowings	(14,559)
1,143	49	49	7,550 Less: Net Movements from Cash Advance Debentures	-
<b>(4,297)</b>	<b>34,351</b>	<b>34,719</b>	- Plus: Principal repayments of borrowings	<b>1,143</b>
			<b>(368) =Funding Application/(Source)</b>	<b>(10,668)</b>

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

2020-21 Original Budget \$'000	Year to Date			2020-21 Adopted Forecast \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000	
(909)	-	-	- Full Cost Attribution	(909)
(830)	-	(16)	16 Information Technology	(830)
(750)	-	-	- Commercial and Economic Enterprises	(750)
(85)	(15)	(10)	(5) Brighton Library	(85)
-	-	(2)	2 Sport and Recreation	(591)
(13)	-	-	- Depot and Stores	(13)
(952)	(155)	(153)	(2) Machinery Operating	(1,425)
(953)	(35)	(32)	(3) Road Construction and Re-seal Program	(953)
(583)	-	(3)	3 Footpath Program	(583)
(1,440)	-	(9)	9 Stormwater Drainage Program	(1,619)
(11)	-	(1)	1 Traffic Control Construction Program	(25)
(10)	-	(2)	2 Signage Program	(10)
(781)	-	-	- Kerb and Water Table Construction Program	(781)
(100)	-	-	- Other Transport - Bus Shelters etc.	(100)
(1,638)	(817)	(798)	(19) Reserve Improvements Program	(7,786)
(4,013)	(147)	(157)	10 Land, Buildings and Infrastructure Program	(4,966)
(172)	-	(4)	4 Streetscape Program	(3,838)
(474)	-	(1)	1 Foreshore Improvements Program	(746)
-	-	-	- Caravan Park - General	(101)
(13,713)	(1,169)	(1,187)	18 <b>Total</b>	(26,111)

## Alwyndor Aged Care Funds Statement as at 31 August 2020

2019-20 Original Budget \$'000	Year to Date				Note
	Original Budget \$'000	Actual YTD \$'000	Variance \$'000		
5,136	697	733	(36)	User Charges	
10,968	1,811	2,024	(213)	Operating Grants and Subsidies	
178	30	35	(5)	Investment Income	
3,478	391	535	(143)	Reimbursements	
3,007	473	408	65	Other Income	
<b>22,768</b>	<b>3,402</b>	<b>3,734</b>	<b>(331)</b>	<b>Operating Revenue</b>	<b>1</b>
(15,738)	(2,465)	(2,561)	96	Employee Costs - Salaries & Wages	<b>2</b>
(6,077)	(938)	(942)	4	Materials, contracts and other expenses	
(90)	(15)	(9)	(6)	Finance Charges	
(1,242)	(205)	(214)	9	Depreciation	
<b>(23,147)</b>	<b>(3,622)</b>	<b>(3,725)</b>	<b>103</b>	<b>Less Operating Expenditure</b>	
<b>(379)</b>	<b>(220)</b>	<b>9</b>	<b>(228)</b>	<b>=Operating Surplus/(Deficit)</b>	
1,242	205	214	(9)	Depreciation	
166	27	84	(57)	Provisions	
<b>1,408</b>	<b>232</b>	<b>298</b>	<b>(66)</b>	<b>Plus Non Cash Items in Operating Surplus/(Deficit)</b>	
<b>1,029</b>	<b>12</b>	<b>306</b>	<b>(294)</b>	<b>=Funds Generated from Operating Activities</b>	
(586)	(38)	(104)	66	Capital Expenditure on New and Upgraded Assets	<b>3</b>
<b>(586)</b>	<b>(39)</b>	<b>(104)</b>	<b>65</b>	<b>Less Total Capital Expenditure</b>	
<b>443</b>	<b>(28)</b>	<b>202</b>	<b>(230)</b>	<b>= Funding SURPLUS/(REQUIREMENT)</b>	
				<b>Funded by</b>	
443	(28)	202	(230)	Increase/(Decrease) in Cash & Cash Equivalents	
<b>443</b>	<b>(28)</b>	<b>202</b>	<b>(230)</b>	<b>=Funding Application/(Source)</b>	



**Alwyndor Aged Care – Notes  
August 2020**

1 Operating Revenue

Revenue is showing a favourable variance of \$331K YTD to budget. This is due to a significant recovery of Support at Home services during COVID-19, the transfer of clients from the City of Holdfast Bay Community Home Support Programme (CHSP) and \$43K of COVID-19 grant funding.

2 Employee Costs - Salaries & Wages

Employee costs are \$96K higher than budget. This is predominantly due to the additional wages introduced under the Community Home Support Programme (CHSP).

Support at Home wage costs also increased as a result of the additional client visits mentioned in point 1.

Extra shifts to manage visitors during COVID-19 and increased cleaning regimes are also contributors to the budget overspend.

3 Capital Expenditure

Capital expenditure is \$66K unfavourable due to the purchase of two motor vehicles in July which were budgeted in September and unbudgeted computer purchases for \$30K which will be offset with the additional grant funding received.

Item No: **15.6**

Subject: **POLICY REVIEW – PRUDENTIAL MANAGEMENT**

Date: 22 September 2020

Written By: Manager Strategy and Governance

General Manager: Strategy and Business Services, Ms P Jackson

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## **SUMMARY**

A Prudential Review Policy was approved on 13 March 2018. While a policy review was not due until March 2021, the Policy was reviewed early at the request of the Audit Committee.

The Policy was tabled at the Audit Committee meeting of 25 May and feedback provided by Audit Members for consideration. Administration considered the feedback and the Policy was tabled and endorsed by the Audit Committee on 9 September 2020.

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## **RECOMMENDATION**

**That Council endorse and approve the revised Prudential Management Policy.**

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## **COMMUNITY PLAN**

Culture: enabling high performance  
Culture: being financially accountable

## **COUNCIL POLICY**

Prudential Review Policy 2018

## **STATUTORY PROVISIONS**

*Local Government Act 1999*

## **BACKGROUND**

The *Local Government Act 1999* (the Act) sets out extensive provisions to ensure transparency and accountability of Council decision-making and operations, including section 48, which defines prudential requirements for certain activities.

The second reading speech for the Local Government Bill 1999 noted that prudential requirements had the twin aim of flexibility and accountability.

Therefore, the revised Prudential Management Policy (the Policy) aims to:

- ensure that projects are undertaken only after an appropriate level of due diligence is applied,
- ensure that projects are effectively managed during delivery and appropriately evaluated after completion to confirm they achieve identified public benefits/goals, and
- minimise financial risks.

## **REPORT**

Section 48 of the Act is prescriptive about a number of matters, including:

- the prudential issues which must be considered;
- the conditions under which a report addressing the specified prudential issues must be obtained and considered by Council;
- the types of projects excluded (road construction and maintenance, and drainage works); and
- who may prepare the report.

A desktop review of twelve randomly selected policies from other Councils identified a number of consistent approaches to prudential management across the sector, as well as revealing some differences.

Key commonalities relate to legislative requirements.

Key differences relate to:

- the policy approach (ie, whether compliance or principle focused);
- whether the policy applies narrowly (ie, only to projects required by section 48 of the Act) or broadly (ie, all Council projects);
- the level of specificity about operational matters (for example, specifying report disclosure, whether auditors can be engaged to write reports, the indexed amount as at a particular date etc); and
- the process, specificity of the process and whether other frameworks and tools are included in achieving prudential management (for example, project management frameworks, risk assessment processes, etc).

It is understood that the intent of the Prudential Management Policy for the City of Holdfast Bay is to ensure that:

- decision-making is clear, prudent and accountable;
- projects are well planned (properly costed and properly scoped with clear deliverables and outcomes); and
- projects are delivered as expected (time, quality, budget).

To achieve this, the Prudential Management Policy does not stand alone. A user-friendly project management framework (currently in development), high quality project governance processes (currently under review), and clear delegations form part of the suite of tools needed to achieve high quality prudential management. Administration are currently working on building maturity and capability across a number of governance and project management activities.

In the interim, legislative compliance also necessitates a Prudential Management Policy. A revised version of the current policy (including track changes) is provided.

*Refer Attachment 1 and 2*

The Policy was tabled at the Audit Committee on 25 May 2020. Feedback was received for consideration by Administration. The feedback related to the timing of Prudential Reports, a new requirement for recommendation in the Report and nature of the risk assessment requirements under the draft Policy. Administration reviewed the feedback in line with the requirements under the *Local Government Act*, and against the broader practice across the sector. The draft Policy currently meets the requirements of the Act and is aligned to practice across the sector. Administration tabled and the Audit Committee recommended the draft Policy without any amendments on 9 September 2020 for submission to Council for approval.

#### **BUDGET**

Not applicable at this time.

#### **LIFE CYCLE COSTS**

Not applicable.

# Attachment 1



Classification:	Statutory Policy
Trim Container	FOL/18/738
Trim Document Number:	DOC/XX/XXXX
First Issued / Approved:	13/3/18
Last Reviewed:	XX/XX/20
	C130318/1080
Next Review:	XX/XX/24
Responsible Officer:	Team Leader Governance
Date Placed on Web:	<b>XX/XX/XX</b>

## 1. PREAMBLE

### 1.1 Background

Prudential Management could be described as taking a precautionary approach to proposed projects. It requires managing projects in a manner that optimises proposed benefits and minimises, offsets and takes account of foreseeable risks.

This policy is made pursuant to Section 48(aa1) of *the Local Government Act 1999* (the Act), which provides that Council must develop and maintain policies practices and procedures for the assessment of projects to ensure that the Council:

- (a) acts with due care diligence and foresight; and
- (b) Identifies and manages risks associated with a project; and
- (c) makes informed decisions; and
- (d) is accountable for the use of Council and other public resources.

### 1.2 Purpose

This policy ensures that decision making regarding any project is made on the basis of reliable, accurate and timely information.

### 1.3 Scope

Under Section 48(1)(b) of the Act, there are specific prudential review requirements for projects that meet the following criteria where:

- (i) the expected operating expenses calculated on an accrual basis of the Council over the ensuing five years is likely to exceed 20 per cent of the Council's average operating expenses over the previous five financial years (as shown in Council's financial statements); or
- (ii) the expected capital cost of the project over the ensuing five years is likely to exceed \$4 million (indexed); or
- (iii) the Council considers that it is necessary or appropriate.

Section 48(6d) states \$4 000 000 (indexed) means that that amount is to be adjusted for the purposes of this Section on 1 January of each year, starting on 1 January 2011, by multiplying the amount by a proportion obtained by dividing the

# PRUDENTIAL MANAGEMENT POLICY

CPI for the September quarter of the immediately preceding year by the CPI for the September quarter, 2009.

Section 48(3) states this policy does not apply to road construction or maintenance or drainage works.

If a project is to be undertaken in stages this does not limit the operation of the provisions in Section 48(1)(b) in relation to the project as a whole.

## 1.4 Definitions

**Project** may include any new or discrete undertaking or activity that would involve the expenditure of money, deployment of resources as commonly understood to be a project, or specified as being a project by Council or the Chief Executive Officer.

**Due diligence** means the systematic review of assumptions, risks and financial projections, prior to entering into any transaction, agreement or partnership.

## 1.5 Strategic Reference

Culture: enabling high performance

Culture: being financially accountable

## 2. PRINCIPLES

### 2.1 Due Diligence

Any project or activity undertaken by Council, whether within the scope of this policy or not, should apply due diligence in accordance with the principles of high performance.

### 2.2 Prudential Report

Projects falling within the scope of this policy require a Prudential Report to be prepared as part of project planning and prior to the commitment of funds being approved.

Any report prepared must be considered by Council and cannot be delegated to another committee or person (although it may be considered by another committee or person).

### 2.3 Prudential Report Author

Council will engage a suitably qualified independent person (whom the Council reasonably believes to be qualified to address prudential issues) to undertake a Prudential Report in accordance with this policy.

This may be completed by any person, who does not have an interest in the proposed project, who should be skilled in the assessment of the project being undertaken (and may be an employee of Council, including temporary contractors). Skills held may include but are not limited to engineering, finance, infrastructure, project management or town planning skills.

# PRUDENTIAL MANAGEMENT POLICY

Expertise required may range from a single staff member (for the smallest projects with least risk), to a working party of staff and external specialists with expertise in certain areas (for more complicated and/or riskier projects). Adequate resources will be allocated to the prudential management of projects and staff will be appropriately trained.

A person has an interest in a project if the person or a person who is closely associated would:

- receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or a non-pecuniary benefit; or
- suffer or have a reasonable expectation of suffering a direct or indirect detriment or a non-pecuniary detriment if the project were to proceed.

A person who is closely associated with another person is defined in Section 48(6b) of the Act. A person who will not be considered as closely associated with another person is defined in Section 48(6c) of the Act.

Council's external auditor cannot be engaged but a different auditor could be.

## 2.4 Prudential Report Content

In accordance with Section 48(2) of the Act, a Prudential Report must address the following prudential issues:

- (a) the relationship between the project and relevant strategic management plans;
- (b) the objectives of the Development Plan in the area where the project is to occur;
- (c) the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;
- (d) the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
- (e) if the project is intended to produce revenue, revenue projections and potential financial risks;
- (f) the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;
- (g) the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;



# PRUDENTIAL MANAGEMENT POLICY

- h) any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the chief executive officer and to the council);
- i) the most appropriate mechanisms or arrangements for carrying out the project.
- j) if the project involves the sale or disposition of land, the valuation of the land by a qualified valuer under the Land Valuers Act 1994.

## 2.5 Prudential Management Post Project Approval

After Council have given approval to commence a project, the responsible officer will take action to manage the project so that:

- the project remains focussed on delivering expected results as identified in the Prudential Report/Project Plan, and
- risks (including financial risks) identified in the Prudential Report/Project Plan are managed and reported on appropriately.

After a project has been completed, it will be evaluated to determine the extent to which the project:

- achieved the intended results as identified in the Prudential Report/Project Plan, and
- avoided or mitigated the risks (including financial risks) identified in the Prudential Report/Project Plan.

## 2.6 Timing of the Prudential Report

If a Prudential Report is required within the scope of this policy, it must be submitted to Council as part of project planning and prior to the commitment of funds being approved.

For projects that fall within the scope of this policy, no contract may be entered into until Council has considered a Prudential Report.

## 2.7 Public Access of the Prudential Report

The Prudential Report will form part of the Council Agenda papers and will be a public document unless it been determined otherwise by the Council in accordance with Section 90 of the Act. Council may determine to prevent specific information from being publicly available to protect its commercial value or to avoid disclosing financial affairs of a person.

## 3. REFERENCES

### 3.1 Legislation

- *Local Government Act 1999*
- *Land Valuers Act 1994*

### 3.2 Other References

- LGA Prudential Management Information Paper 27- Revised December 2019

## PRUDENTIAL MANAGEMENT POLICY

- Procurement Policy
- Prudential Management Procedure
- Risk Management Policy

# Attachment 2



Classification:	Statutory Policy
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Trim Document Number:	DOC/18/15571
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Responsible Officer:	Team Leader Governance
Date Placed on Web:	<b>22/11/18</b>

**1. PREAMBLE**

**1.1 Background**

Prudential Management may be described as taking a precautionary approach to proposed projects. A key outcome of prudential management is public value, or providing local government services in a manner that delivers a community benefit. In any prudential decision it is necessary to balance the value of the community outcome against the cost of achieving those outcomes.

This policy is made pursuant to section 48(aa1) of *the Local Government Act 1999 (the Act)*, which provides that Council must develop and maintain policies practices and procedures for the assessment of projects to ensure that the Council:

- (a) ~~\_~~ acts with due care diligence and foresight; and
- (b) ~~\_identifies~~ identifies and manages risks associated with a project; and
- (c) ~~\_~~ makes informed decisions; and
- (d) ~~\_~~ is accountable for the use of Council and other public resources.

**1.2 Purpose**

The ~~Prudential Management~~ is policy ensures that decision making in respect of any project is made with reliable, accurate and timely information. This policy seeks to enhance Council's existing policies governing Council's strategic management processes.

**1.3 Scope**

Under ~~S~~ s section 48(1)(b) of the Act, there are specific prudential review requirements for projects that meet the following criteria where:

- (a) ~~\_where~~ the expected operating expenses calculated on an accrual basis expenditure of ~~the~~ Council over the ensuing five years is likely to exceed 20 per cent of the Council's average operating

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## PRUDENTIAL REVIEW POLICY

expenses over the previous five financial years (as shown in Council's financial statements); or

(ii) The expected capital costs of the project over the ensuing five years is likely to exceed \$4.5 million (indexed); or

(iii) the Council considers that it is necessary or appropriate.

Section 48(6d) states \$4 000 000 (indexed) means that that amount is to be adjusted for the purposes of this section on 1 January of each year, starting on 1 January 2011, by multiplying the amount by a proportion obtained by dividing the CPI for the September quarter of the immediately preceding year by the CPI for the September quarter, 2009.

In accordance with Section 48(3) states this policy does not apply to road construction or maintenance or drainage works.

If a project is to be undertaken in stages this does not limit the operation of the provisions in section 48(1)(b) in relation to the project as a whole.

### 1.4 Definitions

Project May include a new or discrete undertaking or activity that would involve the expenditure of money, deployment of resources.

Due diligence means the conduct of a systematic review of assumptions, risks and financial projections, prior to entering into any transaction, agreement or partnership.

### 1.5 Strategic Reference

Culture: Being financially accountable

Culture: Supporting excellent, efficient operations

## 2. PRINCIPLES

### 2.1 Prudential Report

Projects falling within the scope of this policy require a Prudential Report to be prepared and the following criteria will be applied.

Any report prepared must be considered by Council and cannot be delegated to another committee or person (although it may be considered by another committee or person).

### 2.2 Prudential Report Author

Council will engage a suitably qualified independent person (whom the Council reasonably believes to be qualified to address prudential issues) ~~author~~ to undertake a Prudential Report Reviews in accordance with this policy.

This may be completed by any person, an employee of Council; however in such instance the person must who does not have an interest in the proposed project, who should be skilled in the assessment of the project being undertaken (and may be an employee of Council, including temporary contractors). Skills held may

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## PRUDENTIAL REVIEW POLICY

include engineering, finance, infrastructure, project management, town planning skills. Council's external auditor cannot be engaged but a different auditor could be.

Expertise required may range from a single staff member (for the smallest projects with least risk), to a working party of staff and external specialists with expertise in certain areas (for more complicated and/or riskier projects). Adequate resources will be allocated to the prudential management of projects and staff will be appropriately trained.

A person has an interest in a project if the person or a person who is closely associated would:

- receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or a non-pecuniary benefit; or
- suffer or have a reasonable expectation of suffering a direct or indirect detriment or a non-pecuniary detriment if the project were to proceed.

A person who is closely associated with another person is defined in section 48(6b) of the Act. A person who will not be considered as closely associated with another person is defined in section 48(6c) of the Act.

### 2.3 Prudential Report ~~e~~Content

—In accordance with sSection 48(2) of the Act, ~~the a Prudential R~~report ~~will~~ must address the following prudential issues:

- \_\_\_\_\_ (a) the relationship between the project and relevant strategic management plans;
- \_\_\_\_\_ (b) the objectives of the Development Plan in the area where the project is to occur;
- \_\_\_\_\_ (c) the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;
- \_\_\_\_\_ d) \_\_\_\_\_the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
- \_\_\_\_\_ e) if the project is intended to produce revenue, revenue projections and potential financial risks;
- \_\_\_\_\_ f) the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;

## PRUDENTIAL REVIEW POLICY

- \_\_\_\_\_ g) the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;
- \_\_\_\_\_ h) any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the chief executive officer and to the council);
- \_\_\_\_\_ i) the most appropriate mechanisms or arrangements for carrying out the project.
- \_\_\_\_\_ j) if the project involves the sale or disposition of land, the valuation of the land by a qualified valuer under the Land Valuers Act 1994.

### 2.4 ~~Consideration~~ Timing of the Prudential Report

The author will prepare a Prudential Report in accordance with this policy and the ~~legislation Act~~ for consideration of Council prior to the project commencement.

### 2.5 Public Access of the Prudential Report

\_\_\_\_\_ The Prudential ~~Review~~ Report will form part of the Council Agenda papers and will be a public document unless it been determined otherwise by the Council in accordance with ~~s~~Section 90 of the ~~Act~~Local Government Act 1999. Council may determine to prevent specific information from being publicly available to protect its commercial value or to avoid disclosing financial affairs of a person.

## 3. REFERENCES

### 3.1 Legislation

- Local Government Act 1999
- Land Valuers Act 1994

### 3.2 Other References

- LGA Prudential Management Information Paper 27- Revised December 2019
- Procurement Policy
- \_\_\_\_\_
- Prudential Management Procedure
- Risk Management Policy
- \_\_\_\_\_

Item No: **15.7**

Subject: **APPOINTMENTS TO AUSTRALIA DAY AWARDS SELECTION PANEL**

Date: 22 September 2020

Written By: Project Officer, Active Communities

General Manager: Community Services, Ms M Lock

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### **SUMMARY**

This report seeks endorsement for the nomination of two (2) Elected Members to sit on the Australia Day Awards Selection Panel, commencing immediately until the end of the Council term.

The Selection Panel will consist of the Mayor, two (2) Elected Members, and Chief Executive Officer supported by Council Administration.

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### **RECOMMENDATION**

**That Council appoints Councillors \_\_\_\_\_ and \_\_\_\_\_ to be the two (2) Elected Members to reside on the Australia Day Awards Selection Panel, commencing immediately until the end of the Council term.**

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### **COMMUNITY PLAN**

Community: Celebrating culture and diversity

Community: Fostering an engaged and contributing community

### **COUNCIL POLICY**

Civic Functions, Awards and Ceremonies Policy.

### **STATUTORY PROVISIONS**

Not Applicable.

### **BACKGROUND**

Each year Council seeks nominations in the Australia Day Citizen of the Year Awards which also encompasses the Young Citizen of Year and the Community Event of the Year.

Nominations are submitted online via the Citizen of the Year website, which is administered by the Australia Day Council of SA. Nominations can be submitted all year round, with a targeted marketing campaign commencing on the 1<sup>st</sup> of October. Nominations for the awards close on the



third Friday in November, with the Selection Panel meeting in early December to finalise the winners to enable their entries to also be submitted in the State Awards.

The winners of each Award are recognised at Council's Australia Day celebrations which are held on 26 January at Glenelg foreshore, in conjunction with the Citizenship Ceremony.

## **REPORT**

Administration is seeking endorsement for nominations from the Elected Members for two (2) Councillors, in addition to the Mayor, to sit on the Australia Day Awards Selection Panel.

The Selection Panel utilises both 'The Australia Day Citizen of the Year Awards – Guidance and Criteria for Local Government Authorities' (this document will be updated by 1 October 2020) provided by the Australia Day Council of SA, in conjunction with Council's Civic Functions, Awards and Ceremonies Policy.

Nominations are sought in the following three (3) categories:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year

Both the '*Citizen of the Year*' and the '*Young Citizen of the Year*' use the following scoring categories, for the submissions to be assessed against:

- Contribution to the Community
- Scope of impact on the Local Government area
- Inspirational Role Model

Whilst the '*Community Event of the Year*' uses the following scoring categories, for the submissions to be assessed against:

- Quality of Event
- Scope of impact on the Local Government area
- Contribution to the Community

The score ranking guide is provided by the Australia Day Council of SA. Each of the 3 categories can receive a score between one (1) [being the lowest] and five (5) [being the highest]. All Selection Panel Members scores are added together and a percentage out of fifteen (15) is worked out, to clarify their ranking.

## **BUDGET**

Nil.

## **LIFE CYCLE COSTS**

Not applicable.

Item No: **15.8**

Subject: **BOULDERING WALL PROPOSAL – UPDATE**

Date: 22 September 2020

Written By: Community Sport and Recreation Coordinator

General Manager: Community Services, Ms M Lock

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## **SUMMARY**

In 2018, it was proposed that Administration consider the construction of a bouldering wall to be built within the Pump Track Reserve at Brighton, with preliminary investigations undertaken. In May 2019, it was resolved to proceed with community engagement at Patawilya and Wattle Reserves and the Cedar Avenue rail corridor to determine a preferred site and to consider the bouldering structure in the 2020/21 budget with all sites investigated for suitability.

Prior to engagement, all of these sites were further investigated for suitability and the bouldering structure was proposed in conjunction with the bike jump line proposal on Cedar Avenue to co-locate the two recreation assets, creating a hub. Through the next steps of planning and site analysis, the bouldering structure was removed from the site plans to maximise the space for the jump line track design. Community engagement then focused on the jump line proposal only.

A suitably designed and appropriately located bouldering structure has merit in the City of Holdfast Bay. Future sites may be investigated within the future open space and playspace planning. The final designs would need endorsement from the Local Government Mutual Liability Scheme (LGAMLS).

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## **RECOMMENDATION**

**That Council endorse that no further investigation or engagement be undertaken on a proposed bouldering structure, however in future open space and playspace planning, consideration will be given via the annual budget process.**

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## **COMMUNITY PLAN**

Community: Building a healthy, active and resilient community  
Community: Fostering an engaged and contributing community

## **COUNCIL POLICY**

Not Applicable.

## STATUTORY PROVISIONS

Not Applicable.

## BACKGROUND

In 2018, it was proposed that Administration consider the construction of a bouldering wall to be built within the Pump Track Reserve at Brighton. Preliminary investigations on a bouldering wall took place, including facility requirements, potential risks, maintenance, site assessment and indicative costs/budget implications.

At the Council meeting on 24 April 2018, it was resolved (Resolution Number: C240418/1123):

*“That Administration consider the construction of a Climbing Wall play feature to be constructed within the Pump Track Reserve area on Commercial Road, Brighton, at an estimated cost of \$50,000 in the 2019/20 Annual Budget.”*

On 24 April 2018, Community members proposing the bouldering wall presented a deputation to Council explaining the benefits of installing a bouldering structure within the City of Holdfast Bay. As a result of this presentation Council at its meeting on 8 May 2018 resolved the following (Resolution Number: C080518/1146):

*“That Administration:*

- 1.1 identify a further site within Council reserves where a climbing wall as described by Mr Mack Wagner could be installed;*
- 1.2 determine design/costings/risks to be in readiness for consideration in the 2019/2020 budget;*
- 1.3 endeavour to source any grants for this project.”*

At the Council meeting on 11 September 2018, Administration reported on the research undertaken on bouldering structures in relation to design requirements, costings, potential funding opportunities and locations and Council resolved the following (Resolution Number: C110918/1281):

*“That Council:*

- 1. notes the report;*
- 2. endorses the seeking of grant funding from State Government to fund the project.”*

In May 2019, it was resolved to proceed with community engagement Patawilya and Wattle Reserves and the Cedar Avenue rail corridor to determine a preferred site and to consider the bouldering structure in the 2020/21 budget.

These sites were investigated for suitability and the bouldering structure was proposed in conjunction with a bike jump line on Cedar Avenue to co-locate the two recreation assets and create a recreation hub.

At the meeting on 28 May 2019, Council resolved (Resolution Number: C280519/1489):

- "1. That Council notes the report.*
- 2. That administration proceed with community consultation for Patawilya, Wattle Reserves and Cedar Avenue to determine the preferred site and enable concept design development for the bouldering structure and any other sites that may be identified during the investigation/consultation.*
- 3. That the bouldering structure be considered in the 2020/2021 budget."*

Two separate community engagements were to be undertaken on the bouldering structure and bike jump line. During this time and as part of Council's 2019/20 budget process, the Bike Jump Line was included in the draft budget that went out to community engagement. However, the bouldering wall was removed from the new initiative process and administration focused on resolving the Jump Line proposal as a priority.

At the Council meeting on 25 February 2020, petitions for and against the Bike Jump Line and Bouldering Wall were noted. Council endorsed Administration to seek an alternative suitable site for the Bike Jump Line and cease any further investigation on the Cedar Avenue site.

## **REPORT**

Following the Council reports in April 2018, September 2018 and May 2019, preliminary investigations on the bouldering wall were undertaken, including facility requirements, potential risk, maintenance, site assessment and indicative costs/budget implications.

Council Administration engaged with the Local Government Mutual Liability Scheme (LGAMLS) and the Department of Planning Transport and Infrastructure (DPTI) to discuss both proposals (bouldering wall and bike jump line) on the Cedar Avenue rail corridor site, and potential implications, both LGAMLS and DPTI required detailed design to be undertaken prior to providing any formal comment or endorsement. As Council has occupancy of the land pursuant to a license agreement with DPTI, approval was needed from DPTI to undertake a project of this type.

During a series of meetings and correspondence with residents Administration received feedback via email, in writing, in person and through a petition raising concerns about the proposed Bike Jump Line and bouldering structure. Due to the sensitivity of the Cedar Avenue site, no further investigation or engagement was undertaken regarding the bouldering structure as the priority was seeking to maximise the available space on site for the proposed jump line track. Community engagement then focused on resolving the future use of the Cedar Avenue rail corridor.

## **FUTURE OPPORTUNITIES**

A suitably designed and appropriately located bouldering structure in the City of Holdfast Bay has merit and as such, future sites it is intended would be investigated within the City to locate a bouldering structure. The final designs would need endorsement from LGAMLS.

In line with Council's Open Space and Public Realm Strategy, Administration will continuously assess Council's open spaces, existing facilities and plan for development opportunities to provide flexible and quality spaces, allowing provision for organised and non-organised activity.

Administration has identified an Adelaide based company who supplies and installs bouldering structures that would be compliant with relevant playspace standards regarding height restrictions, fall zones etc. The company has a number of design options suiting a wide range of ages and abilities that could be incorporated into future open space planning and playspace designs.

## **BUDGET**

The bouldering structure has not been included in the 2020/21 budget, and a budget would only be requested in the 21/22 financial year if an appropriate location is found and community engagement is undertaken.

An indicative cost of supplying and installing a bouldering structure for teens and adults ranges from \$60,000 - \$100,000. Smaller options are available for younger children and would be suitable to be integrated into a playspace area. These range in price depending on size and complexity from \$30,000 - \$60,000. In addition to these costs, would be the installation of compliant soft fall material around the structure.

## **LIFE CYCLE COSTS**

Not applicable

Item No: **15.9**

Subject: **DRAFT VOLUNTEER POLICY**

Date: 22 September 2020

Written By: Volunteer Services Coordinator

General Manager: Community Services, Ms M Lock

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### **SUMMARY**

Administration submitted Item 15.5, Report No: 241/20 Council Policy Review to Council at its meeting on 25 August 2020.

The Volunteer Policy was presented for endorsement, however due to further considerations raised by members on the Volunteer Policy, feedback has been received and amendments where appropriate incorporated into the updated Volunteer Policy for Council review.

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### **RECOMMENDATION**

**That Council endorse the revised Volunteer Policy (Attachment 1)**

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### **COMMUNITY PLAN**

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

### **COUNCIL POLICY**

Refer to attachment

### **STATUTORY PROVISIONS**

*Disability Discrimination Act 1992*  
*Disability Inclusion Act 2018*  
*Equal Opportunity Act 1984*  
*Local Government Act 1999*  
*Volunteer Protection Act 2001*  
*Work, Health and Safety Act 2012*

**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.

A Report was presented to Council seeking endorsement on two Council policy reviews (Report No: 241/20) at the meeting held on the 25 August 2020. The Volunteer Policy was presented for approval with the Civic Functions, Awards and Ceremonies Policy, however due to Elected Member feedback on the Volunteer Policy, only the Civic Functions, Awards and Ceremonies Policy was endorsed. Therefore, the Volunteer Policy is now presented back to Council for approval and endorsement as further amendments have been incorporated.

**REPORT**

The Volunteer Policy was due for review and presented at the Council meeting held on 25 August 2020 with the Civic Functions, Awards and Ceremonies Policy. As Elected Member feedback was received this report was postponed for consideration.

Proposed changes including minor word edits that did not amend the meaning or intent of the policy were made. These are reflected in the attached draft volunteer policy (with tracked changes) for consideration.

*Refer to Attachments 1 and 2*

Other feedback received has been noted by Administration, and responses provided directly to the Elected Members who provided feedback.

Once Council approve and endorse the draft Volunteer Policy, this will be finalised and then updated on the website. As this is a policy review and update no community consultation is required.

**BUDGET**

Not applicable.

**LIFE CYCLE COSTS**

Not applicable.

# Attachment 1





DSID:	...
Trim Document Number:	
First Issued / Approved:	15/03/2010
Last Reviewed:	...
	...
Next Review:	24/07/2023
Responsible Officer:	...
Date Placed on Webpage/ Intranet:	...

**1. PREAMBLE**

**1.1 Background**

The City of Holdfast Bay (Council) involves members of the community in numerous activities through a Volunteer Program (the Program).

Council values volunteers as individuals who choose to contribute their skills and time to enrich their local community.

Council acknowledges it has a duty of care towards its volunteers and recognises that volunteers have both rights and responsibilities.

While volunteers are not covered by Awards or Work Place Agreements, Council understands they have very well defined rights as described in the *Volunteer Protection Act (SA) 2001*.

**1.2 Purpose**

This document ensures that volunteers are protected in the workplace and encouraged to commit their time, energy and skills to the City of Holdfast Bay Volunteer Program.

This document establishes a professional framework around processes involving volunteers to ensure that the Program is managed in an effective and efficient manner in accordance with National Standards for Involving Volunteers in Not-For-Profit Organisations (Volunteering Australia 2001).

**1.3 Scope**

This document applies to all volunteers providing services or expertise to Council as part of the City of Holdfast Bay Volunteer Program.

**1.4 Definitions**

*City of Holdfast Bay Volunteer Program* means the overall volunteering program as managed by the Volunteering Services Coordinator

*Employee* means a person employed by Council under a formal employment contract.

*Staff and Associates* means a person engaged through an employment agency, a contractor or volunteer who act / work on behalf of Council.

*Volunteer Supervisor* means the Council employee directly responsible for the day to day management of a Volunteer in their role with Council, usually the Volunteer Program Coordinator.

*Volunteer* means a person undertaking or performing duties for Council as part of the Volunteer Program for no direct payment or disbursement.

## 1.5 Strategic Reference

Community: Fostering an engaged and contributing community.

## 2. PRINCIPLES

### 2.1 Volunteer Rights

- 2.1.1. Council ensures that the principles and intent of the *Volunteer Protection Act* are applied in the treatment and management of Volunteers.
- 2.1.2. Volunteer Rights are included and maintained in the Volunteer Code of Conduct document and describe Volunteers' rights and responsibilities.

### 2.2 Volunteer Code of Conduct

- 2.2.1. Volunteers need to be committed to discharging their duties conscientiously and to the best of their ability.
- 2.2.2. Volunteers are expected to abide by the Council Volunteer Code of Conduct and will be required to sign a Volunteer Agreement.

### 2.3 Position Descriptions

- 2.3.1. Council recognises that volunteers require a clear, complete and current Position Description that:
  - a. confirms the status of the volunteer
  - b. ensures that the aims and objectives of the organisation are clearly understood
  - c. protects the rights of volunteers and
  - d. delineates boundaries between paid staff and volunteers
- 2.3.2. Council maintains Position Descriptions for all volunteer vacancies in accordance with the guidelines provided through Human Resources.
- 2.3.3. All volunteers will be provided with a copy of their Position Description during their corporate induction.

## 2.4 Recruitment

- 2.4.1. Volunteer recruitment is coordinated by the Volunteering Services Coordinator as determined by the needs of the Volunteer Program.
- 2.4.2. Volunteers will be recruited in a non-discriminatory manner ensuring a skills match between the applicant and the competencies contained within the relevant Position Description.
- 2.4.3. Volunteer Supervisors may carry out their own recruitment where agreed by the Volunteering Services Coordinator, to be in accordance with the Volunteer Program recruitment needs.

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- 2.5.1. A National Criminal Records Check will be undertaken for all volunteer applicants prior to placement. Council reserves the right to carry out criminal records checks on volunteers at any time.
- 2.5.2. Applicants who do not agree to a criminal records check may have their application and/or involvement as a volunteer terminated.
- 2.5.3. National Criminal Record Checks will remain valid for a maximum of three years and should be renewed prior to the end of that period.
- 2.5.4. Any information regarding convictions uncovered through the records check will be considered by the General Manager City Assets and Services in determining whether or not to offer / retain the services of the applicant / volunteer.
- 2.5.5. The Department of Human Services (DHS) check is a legislated requirement for those Volunteers working with community members with a disability e.g. additional screenings, vulnerable, aged, Working With Children Check (WWCC).

## 2.6 Volunteer Placement

- 2.6.1. The Volunteering Services Coordinator is responsible for the placement of all volunteers based on information provided through the application and interview process, paying specific attention to the interests of the volunteer, volunteer vacancies and the requirements of the Position Description.
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- 2.6.3. Volunteers may be moved between roles subject to agreement by the volunteer and the Volunteering Services Coordinator.
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The Volunteering Services Coordinator may advise an applicant that they cannot be included in the Program at any stage of their application /selection process, during their probationary period or, after discussion with the Manager Active Communities, at any time they are a Registered Volunteer within the Program. The Volunteer will receive an explanation as to reasons of the refusal and will be allowed the opportunity to meet with administration with a support person.

## 2.8 Acceptance and Registration

2.8.1. Service as a volunteer with Council may begin when the applicant has:

- a. been registered in the Volunteer Personnel database
- b. completed an Induction and Orientation Session
- c. signed a Volunteer Agreement and
- d. satisfactorily completed the Police Check process.

2.8.2. A Registered Volunteer certificate, the relevant Position Description and a copy of the Volunteer Handbook will be provided to the volunteer on completion of the Corporate Induction.

## 2.9 Induction and Orientation

2.9.1. Council ensures that volunteer applicants are provided with induction orientation in accordance with Human Resources guidelines on induction and orientation but with specific emphasis on the needs of Volunteers.

2.9.2. Volunteers will be provided with a "Volunteer Handbook" as part of the induction and orientation process.

## 2.10 Probationary Period

2.10.1. All volunteer placements shall be subject to a probationary period to be determined by the Volunteering Services Coordinator. The probation period is generally a period of three months.

2.10.2. At the end of the probationary period a written review of the volunteer's performance will be carried out by the Volunteer's Coordinator/Supervisor and forwarded to the Volunteering Services Coordinator.

2.10.3. The outcome of the review will ascertain one of the following:

- a. The volunteer's suitability to continue in the role
- b. The need to reassign the volunteer to a different position
- c. The unsuitability of the volunteer for a position within the Program.

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- 2.11.2 From time to time legislation may require that volunteers receive additional training. The Volunteering Services Coordinator will be responsible for ensuring that such training takes place and for providing opportunities for volunteers to obtain further personal development.

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- 2.12.2 Volunteers who are at any time reassigned to another position shall be interviewed for that position and receive the appropriate Induction and training for that position before they start in the role.
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- 2.13.2 A volunteer may act as a supervisor of other volunteers, provided that the supervising volunteer is under the supervision of a paid staff member.

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- 2.14.1 Council acknowledges the individual and collective efforts on Council services and that it is important to recognise the efforts of volunteers in a timely and appropriate manner.
- 2.14.2 Council will maintain a formal process for ensuring volunteers are recognised for their efforts that may include but is not limited to both verbal recognition and intrinsic demonstrations of thanks or rewards.

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- 2.15.1. All volunteers are included within the Council Conditions of Employment Policy which details explanations of Fair Treatment, Sexual Harassment, Victimisation, Workplace Harassment, and Workplace Bullying.
- 2.15.2. Complaints by volunteers are viewed as a positive involvement and all volunteers are encouraged to raise their concerns or grievances in the first instance with their supervisor or the Volunteering Services Coordinator.
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- 2.16.1. Volunteers are expected to perform their roles on a regular and timely basis unless negotiated otherwise.
- 2.16.2. If expecting to be absent from a scheduled or expected duty volunteers should inform their Supervisor or the Volunteering Services Coordinator as far in advance as possible so that alternative arrangements can be made.
- 2.16.3. Continual absenteeism may result in a review of the volunteer's role within the Program.

## 2.17 Evaluations

- 2.17.1. Volunteers shall receive annual evaluations to review their involvement and the suitability of their role within the Program.
- 2.17.2. The position description and acceptable standards of performance will form the basis of the evaluation. The evaluation shall be used to:
  - a. identify achievements
  - b. review the performance of the volunteer
  - c. suggest changes in work style and seek suggestions for improvement
  - d. seek suggestions on ways to enhance their relationship with the Program
  - e. convey appreciation and
  - f. ascertain their continued interest in fulfilling their role.

- 2.17.3. The evaluation process will provide an opportunity for both the volunteer and the organisation to examine and further develop their relationship.
- 2.17.4. An evaluation may also be carried out at any suitable time in response to poor performance or any other issue which affects on the suitability of the volunteer for a role.
- 2.17.5. A written record will be made of each evaluation and forwarded to the Volunteering Services Coordinator.

### 2.18 **Corrective Action/Discipline**

Council may instigate corrective action following an evaluation that may include but is not limited to:

- a. additional Training
- b. reassignment of the volunteer to another position
- c. suspension of the volunteer and/ or
- d. dismissal of the volunteer.

### 2.19 **Exit Interviews**

- 2.19.1. Council offers all leaving volunteers the opportunity to participate in an exit interview, with a support person.
- 2.19.2. The purpose of the exit interview is to obtain information relating to the reasons for the volunteer's cessation of involvement.
- 2.19.3. The exit interview provides the opportunity for volunteers to comment on their experience in the Program and for management to identify areas for improvement.
- 2.19.4. This also enables Council to collect data regarding volunteer turnover and trends.

### 2.20 **Volunteer Personal Files**

- 2.20.1. Council maintains a confidential personal file for each volunteer to assist in the management of its volunteers within the Program.
- 2.20.2. To protect the privacy of individuals, personal files will be maintained as confidential files and stored in a secure environment. Council maintains a system to ensure only the volunteer or others authorised through awards and legislation may gain access to the file.
- 2.20.3. Local program Volunteer Coordinators/Supervisors may only hold essential records of their volunteers, to assist them in the day to day supervision and organisation of their local volunteer program.

- 2.20.4. Any volunteer misconduct warning must be notified to the Volunteering Services Coordinator for inclusion in the personal file and record of the volunteer.
- 2.20.5. Volunteer Coordinators/Supervisors must advise the Volunteering Services Coordinator of any volunteer who leaves the Program to ensure that an Exit Interview is carried out and the personal file and volunteer data records are properly updated.

### 2.21 **Work Health & Safety**

- 2.21.1. It is every volunteer's right to expect a safe and healthy work environment and it is Council's responsibility to provide that environment.
- 2.21.2. All volunteers are included in the Council Work Health & Safety Policy and will receive appropriate training during local program induction regarding their role, hazard reporting and accident reporting. Other relevant training will be provided as such needs are identified.

### 2.22 **Volunteer Age Limits**

- 2.22.1. There is no lower age limit for volunteers within the Program. However, all volunteers under the age of 18 must be personally supervised by a parent, carer, teacher, guardian or other responsible individual who has a current and clear police check. It must be ascertained by the supervising member of staff that the volunteer is able to understand the actions and perform the role(s) assigned to them in a responsible manner.
- 2.22.2. The upper age limit for volunteers is 90 years of age, as there is no insurance available for volunteers after this age.

### 2.23 **Hour Limits/Breaks**

- 2.23.1. Volunteers should not perform any volunteering role for more than 15 hours per week unless approved by the Manager Active Communities.
- 2.23.2. Volunteers should not perform a volunteering role for more than 7.6 hours per day and should not work more than 4 hours continually without at least one break (of at least 30 minutes) before the expiry of 3 hours of continuous work.

### 2.24 **Travel Reimbursement**

- 2.24.1. Volunteers may be provided with reimbursement where they are authorised to use their vehicle as part of their volunteering duties.
- 2.24.2. Volunteers may also be reimbursed for travel costs where they may have to travel significant distances in order to perform their duties.



### 2.25 Gifts and Personal Benefits

In accordance with the Local Government Act, volunteers are:

- a. not permitted to accept gifts from clients
- b. not to enter into private arrangements with clients which could be construed to be to the volunteer's benefit
- c. not to offer or agree to buy any property belonging to clients
- d. not to sell any items to clients and
- e. not to arrange privately to undertake work (paid or unpaid) outside the parameters of The Program
- f. advise administration of any visits with client outside their volunteering time.

### 2.26 Volunteer Insurance

2.26.1. Council provides the following insurance cover for volunteers:

- a. Public Liability Insurance, subject to the terms and conditions of the Council's policy
- b. Limited Personal Accident Insurance, subject to the terms and conditions of the Council's policy

2.26.2. Where a volunteer has a motor vehicle accident in their private vehicle while undertaking approved duties the volunteer will be required to claim costs through their own vehicle insurance. Council will reimburse the volunteer for out of pocket expenses that may be outstanding after a claim has been paid by the volunteer's insurance policy, to a maximum of \$250.

### 2.27 Misconduct

2.27.1. Misconduct is defined within the Council Conditions of Employment Policy as conduct that is not serious or wilful, but nonetheless unsatisfactory.

2.27.2. Serious Misconduct is defined within the Council Conditions of Employment Policy as any matter that may include, but is not limited to:

- a. misbehaviour of any kind (e.g. assault, bullying, fraud, harassment including physical, verbal, sexual, unauthorised use or theft of Council property) which constitutes a serious impediment to the carrying out of an employee's, staff or volunteer or associate's duties or to a colleague's carrying out their duties
- b. serious dereliction of the duties required of the employee, staff Volunteer or associate and/ or
- c. conviction by a court of an offence which constitutes a serious impediment of the kind referred to above.

## 2.28 Dismissal

- 2.28.1. Volunteers who do not adhere to Council's policies and procedures of or who fail to satisfactorily perform their role may be subject to disciplinary action that may include dismissal.
- 2.28.2. Possible grounds for dismissal may include, but are not limited to, the following:
- a. two previous warnings for misconduct in the previous 2 years
  - b. anything deemed to be serious misconduct
  - c. insubordination or failure to abide by any Council policy or procedure
  - d. being under the influence of alcohol or drugs
  - e. theft or misuse of the organisation's equipment or materials
  - f. abuse or mistreatment of other volunteers or staff and/ or
  - g. failure to meet agreed standards or role performance indicators
- 2.28.3. Appeals against dismissal can be made to the Manager Active Communities. Any volunteer who has been dismissed and is pending an appeal will be suspended from the Program until a decision is reached after appeal. The Volunteer will be advised they may have a support person for their appeal.

## 3. REFERENCES

### 3.1 Legislation

- *Disability Discrimination Act 1992*
- *Disability Inclusion Act 2018*
- *Equal Opportunity Act 1984*
- *Local Government Act 1999*
- *Work Health and Safety Act 2012 and Regulations*
- *Volunteer Protection Act 2001*

# Attachment 2



DSID:	...
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## VOLUNTEER POLICY

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- 2.24.1. Volunteers may be provided with reimbursement where they are authorised to use their vehicle as part of their volunteering duties.
- 2.24.2. Volunteers may also be reimbursed for travel costs where they may have to travel significant distances in order to perform their duties.

### 2.25 Gifts and Personal Benefits

~~2.25.1.~~ In accordance with the Local Government Act, volunteers are:

- ~~a.~~ nNot permitted to accept gifts from clients
- ~~b.~~ nNot to enter into private arrangements with clients which could be construed to be to the volunteer's benefit
- ~~c.~~ nNot to offer or agree to buy any property belonging to clients
- ~~d.~~ nNot to sell any items to clients and
- ~~e.~~ nNot to arrange privately to undertake work (paid or unpaid) outside the parameters of The Program.
- ~~f.~~ advise administration of any visits with client outside their volunteering time.

### 2.26 Volunteer Insurance

- 2.26.1. Council provides the following insurance cover for volunteers:
  - a. Public Liability Insurance, subject to the terms and conditions of the Council's policy
  - b. Limited Personal Accident Insurance, subject to the terms and conditions of the Council's policy
- 2.26.2. Where a volunteer has a motor vehicle accident in their private vehicle while undertaking approved duties the volunteer will be required to claim costs through their own vehicle insurance. Council will reimburse the volunteer for out of pocket expenses that may be outstanding after a claim has been paid by the volunteer's insurance policy, to a maximum of \$250.

### 2.27 Misconduct

- 2.27.1. Misconduct is defined within the Council Conditions of Employment Policy as conduct that is not serious or wilful, but nonetheless unsatisfactory.
- 2.27.2. Serious Misconduct is defined within the Council Conditions of Employment Policy as any matter that may include, but is not limited to:
  - a. mMisbehaviour of any kind (e.g. assault, bullying, fraud, harassment including physical, verbal, sexual, unauthorised use or theft of Council property) which constitutes a serious impediment to the carrying out of an employee's, staff or

volunteer or associate's duties or to a colleague's carrying out their duties;

- b. ~~s~~Serious dereliction of the duties required of the employee, staff Volunteer or associate ~~;~~ and/ or
- c. ~~c~~Conviction by a court of an offence which constitutes a serious impediment of the kind referred to above.

## 2.28 Dismissal

2.28.1. Volunteers who do not adhere to Council's policies and procedures of or who fail to satisfactorily perform their role may be subject to disciplinary action that may include dismissal.

2.28.2. Possible grounds for dismissal may include, but are not limited to, the following:

- ~~t~~Two previous warnings for ~~M~~misconduct in the previous 2 years
- b. ~~a~~Anything deemed to be ~~s~~Serious ~~m~~misconduct
- c. ~~i~~nsubordination or ~~f~~Failure to abide by any Council policy or procedure
- d. ~~b~~Being under the influence of alcohol or drugs
- e. ~~t~~Theft or misuse of the organisation's equipment or materials
- f. ~~a~~Abuse or mistreatment of other volunteers or staff and/ or
- g. ~~f~~Failure to meet agreed standards or role performance indicators

2.28.3. Appeals against dismissal can be made to the Manager Active Communities. ~~s. 5~~. Any volunteer who has been dismissed and is pending an ~~a~~Appeal will be suspended from the Program until a decision is reached after ~~a~~Appeal. The Volunteer will be advised they may have a support person for their appeal.

## 3. REFERENCES

### 3.1 Legislation

- Disability Discrimination Act 1992
- Disability -Inclusion Act 2018~~1992~~
- Equal Opportunity Act 1984
- Local Government Act 1999
- Occupational Health, Safety and Welfare Act 1986Work Health and Safety Act 2012 and Regulations
- Volunteer Protection Act ~~(SA)~~ 2001

### ~~3.2~~ Other References

Item No: **15.10**

Subject: **ELECTION OF LOCAL GOVERNMENT AUTHORITY PRESIDENT**

Date: 22 September 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

The Local Government Authority (LGA) of South Australia previously asked councils to nominate for the position of LGA president. Three (3) nominations were received by the LGA, so an election will now take place. A copy of each candidate's information is provided for Council to determine by resolution which candidate it wishes to vote for.

Following the Council decision, Administration will return the marked ballot papers before the closing date of 5pm on Monday 19 October 2020.

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### **RECOMMENDATION**

**That Council elect Mayor \_\_\_\_\_ as their vote for the LGA President and delegate for Administration to mark the ballot paper with the vote, and return the ballot paper to the Returning Officer.**

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### **COMMUNITY PLAN**

A Place that Provides Value for Money

### **COUNCIL POLICY**

Not applicable

### **STATUTORY PROVISIONS**

Not applicable

### **BACKGROUND**

On July 2020 the LGA wrote to councils calling for nominations for the position of LGA President. To nominate, the candidates had to "be a current member of the GAROC Committee who has

undertaken the role for a period of not less than 1 year". On this basis, Council was unable to nominate any Elected Members.

## **REPORT**

The LGA received three (3) nominations from:

- Mayor Karen Redman, Town of Galwer
- Mayor Angela Evans, City of Charles Sturt
- Mayor Jan-Claire Wisdom, Adelaide Hills Council

Each candidate's completed information sheet is attached for consideration.

*Refer Attachment 1*

A letter received by Mayor Wilson from Mayor Angela Evans, City of Charles Sturt dated 3 September 2020 is also attached for consideration.

*Refer Attachment 2*

The Returning Officer, Matt Pinnegar, Chief Executive Officer of the LGA nominated the counting of the votes on Tuesday 20 October 2020 commencing at 9am via Zoom.

The successful candidate will be declared at the LGA AGM and will take office at the conclusion of the LGA's AGM for a term ending at the conclusion of the 2022 LGA Annual General Meeting.

## **BUDGET**

Not applicable.

## **LIFE CYCLE COSTS**

Not applicable.

# Attachment 1





# Candidate Information Sheet

## LGA President

(word limit is strictly 1,000 words)

Name:	<i>Karen Redman</i>
Council:	<i>Town of Gawler</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• <i>Mayor Town of Gawler (2014-)</i></li> <li>• <i>Council Member, Town of Gawler (2010-)</i></li> <li>• <i>Director Local Government Association of South Australia (LGA)</i></li> <li>• <i>Chair, Greater Adelaide Region of Councils (GAROC)- a committee of the LGA</i></li> <li>• <i>Board Member, Australian Local Government Association (ALGA)</i></li> <li>• <i>Member, LGA Audit and Risk Committee</i></li> <li>• <i>High level strategic thinking and capacity to see big picture</i></li> <li>• <i>Strong performance in governance and strategic decision making</i></li> <li>• <i>Broad-based advocacy experience on issues relevant to the local government sector</i></li> <li>• <i>Key negotiating and collaboration skills at State and Federal Level:</i> <ul style="list-style-type: none"> <li>• <i>Gawler Civic Centre Federally funded 2015 (5.6M grant success)</i></li> <li>• <i>Successfully negotiated an agreement for affordable housing locally with significant savings to the Town of Gawler</i></li> </ul> </li> <li>• <i>Experience in championing important initiatives ably demonstrated by leadership/advocacy for stronger protection for neighbourhood character and heritage as part of our new planning system</i></li> <li>• <i>Experience in mentoring others and senior leadership</i> <ul style="list-style-type: none"> <li>• <i>Mayors Young Women's Leadership Program</i></li> <li>• <i>Long term leader in health with conference speaking engagements nationally and internationally</i></li> </ul> </li> </ul>
Local Government Policy Views & Interests	<p><i>A Fresh Approach</i></p> <ul style="list-style-type: none"> <li>• <i>As someone who is passionate about the important role community plays in our society, and not afraid to advocate on issues relevant to our sector, I will bring a fresh yet experienced approach to this important leadership role.</i></li> <li>• <i>Raised in Gawler and with strong family connections to regional South Australia I am committed to ensuring our collective voice is heard on issues that matter</i></li> </ul>



- *A strong background in health and engaged at senior level on clinical governance issues ensures I will bring a high degree of ethical decision making to the Presidency*
- *Our sector is undergoing great change and requires a fresh yet experienced approach as we work through the significant reforms, not least of which is the local government reform bill currently before the Parliament.*
- *Gawler is steeped in history, so it's no surprise that planning reform and heritage has been a hot topic. My community supported me as I advocated for change to the planning reforms that are sweeping the state. Some of these reforms are needed however concern around good design, neighbourhood character and appropriate heritage protection remains.*
- *I have led GAROC as we supported advocacy on heritage matters and others such as infill development which is an emerging problem in metropolitan Adelaide. Leading this highly skilled committee of the LGA has been a privilege with more change to come as regions are formed across Adelaide.*
- *Most recently, with the COVID-19 pandemic hitting our communities, GAROC supported a series of webinars to assist local government as we navigate this new world and its impacts on our economies and our communities. As Chair I have been involved in each session, all of which have been extremely well received drawing interest from across South Australia, generating some fantastic ideas and resources we all can use going forward.*
- *As a Board Director of the LGA and in collaboration with President Mayor Sam Telfer and the secretariat, it's been a busy time as we navigate change to the LGA's constitution, a new Board structure, and a vision of sensible advocacy and support for our local government sector.*
- *The Australian Local Government Association is also facing a changing landscape with the impact of COVID-19, and the need for intelligent, effective leadership at Board level to support our national President and ensure local government has a voice that is heard by our federal decision makers.*
- *Being an active contributor to my community, the LGA, and ALGA has allowed me to develop strong advocacy, experience and knowledge relevant to local government. My background in health is a strength, with critical thinking, empathy, balance, the ability to collaborate and work with others, and a fresh, pragmatic style, central to my leadership.*
- *Over the next two years we will see a changing landscape for our communities across South Australia. A strong yet caring local government sector will be critical as we navigate this new way of living.*

	<ul style="list-style-type: none"> <li>• <i>Balanced, intelligent and compassionate leadership is required to ensure the LGA supports Councils to achieve this aim. I therefore look for your support in my nomination for President of the Local Government Association of South Australia.</i></li> </ul>
Other information	<ul style="list-style-type: none"> <li>• <i>Member, Australian Local Government Women's Association, SA Branch</i></li> <li>• <i>Master of Health Science (Nurse Practitioner, Cancer Care)</i></li> <li>• <i>Member, Senior Governance Group, Breast and Endocrine, Central Adelaide Local Health Network</i></li> <li>• <i>Board Member, Gawler Care and Share Group</i></li> <li>• <i>Member, Australian Nurses and Midwifery Federation</i></li> </ul>

# Candidate Information Sheet

## LGA President

(word limit is strictly 1,000 words)

Name:	Mayor Angela Evans
Council:	City of Charles Sturt
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• 2020-current - Climate Emergency Australia Strategic Advisory Group - Member</li> <li>• 2020-current - Central Adelaide Waste and Recycling Authority (CAWRA) Board - Member</li> <li>• 2019-current - GAROC - Member</li> <li>• 2018-current - Mayor, City of Charles Sturt</li> <li>• 2014-2018 - Mayor, City of Charles Sturt</li> <li>• 2010/11, 2013/14 - Deputy Mayor, City of Charles Sturt</li> <li>• 2010-2014 - Councillor, West Woodville Ward, City of Charles Sturt</li> <li>• 2006-2010 - Councillor, West Woodville Ward, City of Charles Sturt</li> </ul> <p><b>Other experience includes:</b></p> <ul style="list-style-type: none"> <li>• Australian Local Government Women's Association of SA – Branch Committee Member – 2009-2011</li> <li>• Local Government Association Board - Member - May 2015-August 2018</li> <li>• Metropolitan Local Government Group - Member - January 2015-September 2018</li> <li>• Metropolitan Local Government Group Executive Committee - Member - February 2017-June 2018</li> <li>• CCS Gender Matters Panel – Member – 2007-2014</li> <li>• City of Charles Sturt Working Group for Domestic Violence – Member - 2018</li> <li>• Western Business Leaders Executive Committee - Member - November 2014-current</li> <li>• Various community and sports club memberships</li> </ul>
Local Government Policy Views & Interests	<p>Key areas of interest include: to ensure the LGASA continues to connect with Councils, both regional and metro; to support their drive to innovate and improve service delivery through economic and community development, the natural and built environment; and supporting the LGASA to continue to develop and strengthen our collective ability to achieve community, professional and political excellence.</p>



	<p>I will provide a non-partisan voice for local government at the state and federal level on matters such as funding, the environment and climate change and economic recovery. I will work with the Past President, Sam Telfer and the Secretariat to ensure continuity of leadership and collaboration into the future.</p> <p>Whilst the LGASA's task is to identify issues of state-wide concern to local government and to arrive at a consensus view as to local government's position on the issues identified, I will ensure there is support and collaboration between rural and metropolitan Councils, partnering and advocating with the ALGA and other professional associations to enhance relationships and strengthen our advocacy to achieve the best outcome for the sector.</p> <p>I am passionate about identifying new opportunities within the COVID environment, focusing on how the sector can provide leadership, organisation, delivery and the promotion of SA economic development through the current and future challenges of the pandemic.</p>
<p>Other information</p>	<p>I have been the City of Charles Sturt Mayor since elected in the November 2014 Local Government Elections. Throughout my terms as Mayor, I have led a cohesive, collaborative and collegiate Council and has overseen the redevelopment of major Charles Sturt precincts, successful improvements within communities and strategically positioned the City's financial approach for future generations. I work collaboratively with Mayors across the Western suburbs with a recent example being the joint Materials Recovery Facility developed with the City of Port Adelaide Enfield to process councils' recyclables. I am a passionate driver behind Charles Sturt's important community connections work, and place making initiatives aimed at supporting grassroots communities to be innovative and collaborative.</p> <p>In 2015 and 2016, I was involved in leading economic missions to China, where I guided a delegate of aged care providers from the Charles Sturt area and forged official trade partnerships between the Shandong Province in Yantai and the City of Charles Sturt.</p> <p>I was previously the Deputy Mayor of Charles Sturt in 2010/11 and 2013/14, as well as Ward Councillor for the Woodville West Ward from 2006 to 2014. My involvement with Council, Community and Local Government committees during my time on Council is extensive and includes participation in the Gender Matters Panel, the Greater Adelaide Region Organisation of Councils, Central Adelaide Waste and Recycling Authority and the Climate Emergency Australia Strategic Advisory Group.</p> <p>The term ahead presents a range of challenges for our sector that we will need to consider and address in a way that reflects the best interests of our communities and our sector. I am determined to achieve this in a way that enhances our brand and our reputation as a constructive partner.</p> <p>I understand that issues such as the Planning Act and the Local Government Act reforms are not new to the sector, but will require our continued focus</p>



and voice. The sector's response to climate change through the very tangible local government responsibilities of waste management and infrastructure delivery positions us to be more than a vocal contributor. Additionally, my awareness of COVID and its continued effect on our community's health and connectedness is strong, and I believe this is an area where local government again plays a critical role. My belief is that the economic impacts and the role we must play – both directly and through our advocacy to support the financial and economic recovery will be vital.


I am a leader committed to providing responsible governance in a framework of strategic planning, enhancing relationships and fostering community connections. I have led a progressive Council that actively attracts positive and constructive connections, and that does not attract negative criticism. I, with the City of Charles Sturt, make every effort to enhance the brand and reputation of the sector.

My leadership style purposefully empowers and encourages respectful, collaborative and solution focused behaviours in all interactions, from the formal through to the informal. I have the ability to keep the focus on the pertinent issues at hand and debate matters in a respectful manner which is constructive and effective in bringing about the best outcomes for the community in a way that is transparent, timely and in line with strategic plans. I am committed to being a hardworking, available and inclusive President.

# Candidate Information Sheet

## LGA President

(word limit is strictly 1,000 words)

Name:	Mayor Jan-Claire Wisdom	
Council:	Adelaide Hills Council	
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <li>• 2018 – current Elected Mayor of Adelaide Hills Council</li> <li>• 2010 – current Elected Member of Adelaide Hills Council (Deputy Mayor for 6 years)</li> <li>• 2018 – current LGA Board Director</li> <li>• 2017 – current GAROC Board Member</li> <li>• 2017 – current Southern &amp; Hills LGA Director</li> <li>• 2012 – Member of AHC CEO Performance Review Panel since 2012 (Chair 2 years)</li> <li>• 2012 - AHC CEO Selection Panel</li> <li>• Member of many AHC Committees and Advisory Groups</li> <li>• 2012 – 2018 State Libraries Board Member (Ministerial appointment)</li> <li>• 2018 – State Library Director Selection and Appointment Panel</li> <li>• Key knowledge/skills: Strategic Planning, Leadership, Collaboration and Partnerships, Advocacy, Public Speaking, Policy Development and Review, Communications, Community Development &amp; Resilience, Listening, Crisis Management</li> </ul>	
Local Government Policy Views & Interests	<p><b>Support</b></p> <ul style="list-style-type: none"> <li>• sustainable funding for LGA’s Emergency Manager function including the Functional Support Group, R&amp;D, Data Collection and Mapping, Education and Training programs</li> <li>• opposition to Rates Oversight Bill 2018</li> <li>• reform of CM Code of Behaviour</li> <li>• renegotiating MOU with State Government for sustainable public libraries</li> <li>• resisting and mitigating State Government cost shifting</li> <li>• delaying implementation of parts of the new PDI code until fully tested</li> <li>• protection of local heritage and the spirit of local development plans</li> <li>• benchmarking for sector services</li> <li>• climate change mitigation including coastal protection</li> </ul>	

	<p><b>Interest</b></p> <ul style="list-style-type: none"> <li>• raising the profile and respect given to the LG sector</li> <li>• trying new initiatives to both survive and thrive in a COVID shaped future</li> <li>• tooling up to better prepare communities for emergencies through a Community Ready program including supporting mental health initiatives</li> <li>• opportunities to diversify local government revenue</li> <li>• LG leadership in waste management economy and procurement</li> <li>• building local government, university and industry sector collaboration and partnerships</li> <li>• greater role for local government in tourism development</li> <li>• developing improved community engagement processes</li> </ul>
<p>Other information</p>	<ul style="list-style-type: none"> <li>• Fellow of the Governor’s Leadership Foundation (2015)</li> <li>• Excellence in Local Government Leadership Award (2014)</li> <li>• Governor, Glenunga International High School (2009–13)</li> <li>• Qualifications:             <ul style="list-style-type: none"> <li>• Doctor of Philosophy (PhD) in Policy Analysis</li> <li>• Masters in Communications</li> <li>• BA in English and Philosophy</li> <li>• Post-graduate degrees in Dip. Library &amp; Information Systems, BLitt Journalism</li> </ul> </li> <li>• Currently Adjunct Research Fellow in Business School of UniSA</li> <li>• Member Industry Advisory Group at UniSA’s Centre for Tourism Management</li> <li>• developed Health Services Director for group of 6 SA Councils (2018-19)</li> <li>• Professionally qualified Librarian, Systems and Business Analyst, Journalist, Management Consultant, small business owner/operator</li> <li>• served 10 years as Defence Force (Army) reservist in Intelligence Corps</li> </ul>
<p>Personal Statement</p>	<p>Mayor Sam Telfer has done an excellent job over the past two years moving the organisation forward from previous difficult times and I have no doubt that the other candidates for this position known to me (Mayors Redman and Evans) would also both do an excellent job. What I bring to the position is a unique perspective and experience which I believe are particularly suited to our current COVID-impacted times.</p> <p>There is no greater test for a community leader than when a natural disaster hits home. The recent Cudlee Creek Bushfire that raged through our landscape burnt through 30% of my council district causing widespread damage and leaving physical and mental scarring in its wake. The response, relief and ongoing recovery from this event have honed my skills of empathy, communication and negotiation as well the ability to exercise diplomacy and play hardball at times when chasing down recovery funding promises. I’ve learnt to be a steady listener and key spokesperson in a crisis, and how to handle media liaison from many directions.</p>





Locally I've driven initiatives and championed not only my own fire impacted district but all SA fire-affected communities, in particular when I took an economic recovery plan to Canberra in January this year. I am still chasing down bushfire funding promises from State and Federal sources even while COVID has now muddied the funding pipeline.

I have the insight and understanding of serving on the current LGA Board and GAROC for the past two years as well as being on the Board of the Southern and Hills Local Government Association (SHLGA). For those of you in rural South Australia I have had the good fortune to visit every community in the State that has a library as part of my eight year tenure on the State Libraries Board, giving me some insight into the heartbeat of rural communities. These combined experiences mean I bring a unique value proposition to the President's role that should serve both our metro and rural communities and the sector well at a time when community capacity building, resilience, economic development, climate change mitigation and environmental management are critical for us to both survive and thrive our immediate and longer term future.

As a sector we must prepare for future disruptions while continuing to deliver quality services. We need to be both 'Council Ready' and 'Community Ready'. There are new jobs in waste recovery, tourism, renewables and building community infrastructure. Councils are influential in stimulating community and economic growth and we can change behaviours through education and sustainable initiatives. We can respond to future natural disasters and pandemics with ingenuity, pragmatism and passion if we visualise and grasp these new opportunities while never forgetting that local communities are at the heart of everything we do.

The LGA's mission is to Advocate for greater influence in matters affecting our communities; to assist members build capacity and increase sustainability; and to advance the sector through best practice and continuous improvement.

The LGA continues to have a critical role voicing the hopes and fears of Local Government and advocating for progress and betterment of communities throughout the sector, the state and the nation. Our voices need to be heard and respected.

I seek your support to spearhead the LGA SA and deliver a brighter future for us all.

# Attachment 2



72 Woodville Road, Woodville  
South Australia 5011  
PO Box 1, Woodville SA 5011

T 08 8408 1111  
F 08 8408 1122  
charlessturt.sa.gov.au



3 September 2020

### *Office of the Mayor*

Mayor Amanda Wilson  
City of Holdfast Bay

BY EMAIL: [awilson@holdfast.sa.gov.au](mailto:awilson@holdfast.sa.gov.au)  
Cc: [rbria@holdfast.sa.gov.au](mailto:rbria@holdfast.sa.gov.au)

Dear Mayor Wilson

#### **Local Government Association SA (LGA SA) President nominations**

I am writing to you regarding the upcoming LGA SA President nominations.

I love Local Government and the time to step up, to create positive change, is now.

To be President means you are 'inside the tent'; it is an opportunity to do some good, solve problems and deliver important benefits to Councils and the communities they serve.

I have the skills and experience to meet the requirements of the role. I have been in Local Government for nearly 14 years and currently, am serving a second term as Mayor of the City of Charles Sturt. I am a GAROC member and advocate directly and indirectly on many other issues through board and committee involvement.

I bring to the role of President of LGA SA:

- **Trouble-free leadership**

My leadership style is collaborative and aims for fair outcomes for all. I have a track record of partnering with Metropolitan Councils on project delivery, as well as supporting regional Councils in times of need. My track record of leading a trouble-free council is beneficial to this crucial role of sector representative and role model.

- **Fair representation**

I am non-partisan; I have a respect for all leaders in our political system and am professional in all my undertakings with them. I am committed to the regional and the metropolitan councils – we are in this together! (I am encouraged by the ongoing involvement of Sam Telfer, as the outgoing President, on the LGA SA Board.)

- **Issues focus**

Continued focus on the Planning Act and the Local Government Act reforms; the sectors response to climate change through the very tangible local government responsibilities of waste management and infrastructure delivery; and, the effects of COVID and opportunities for our community's health, connectedness and advocacy to support financial and economic recovery.



I encourage you to consider my application and to contact me on 8408 1103 or [angelaevans@charlessturt.sa.gov.au](mailto:angelaevans@charlessturt.sa.gov.au), should you wish to discuss any aspect of the information I have provided. I also request this letter be included in your Council agenda along with my nomination information. Please note the closure of the election is 5pm on Monday, 19 October 2020.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Angela Evans', with a period at the end.

**Angela Evans**  
**Mayor**

Item No: **15.11**

Subject: **NEW LEASE – SOMERTON PARK TENNIS CLUB**

Date: 22 September 2020

Written By: Property Officer

General Manager: City Assets & Services, Mr H Lacy

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## **SUMMARY**

For a considerable period, Somerton Park Tennis Club (**Club**) has held a non-exclusive licence over a portion of Paringa Reserve comprising the community tennis courts and adjoining clubrooms, toilets and shed (**Licence Area**) for the purpose of tennis coaching, playing and associated activities for the benefit of the general community.

The previous licence agreement expired on 28 February 2019 and Somerton Park Tennis Club has since occupied the said land on a holding over basis. Administration has been in discussions with the Club regarding a new licence and has determined that whilst the Club has non-exclusive use of the community tennis courts, the Club enjoys exclusive use of the land comprising the clubrooms, toilets and shed.

Accordingly, it is recommended that Council enter into a formal lease with the Club over that portion of Paringa Reserve comprising the clubrooms, toilets and shed adjoining the community tennis courts for a term of five (5) years commencing on 1 March 2019 and that the Club is granted a non-exclusive licence over the community tennis courts by way of a special condition in the proposed Lease.

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## **RECOMMENDATION**

### **That Council:**

- 1. enters into a Lease with Somerton Park Tennis Club over that portion of Paringa Reserve comprising the clubrooms, toilets and shed (marked in red as per drawing in Attachment 1 to this report) based on terms and conditions generally contained in the Sporting and Community Leasing Policy and this report for a term of five (5) years commencing on 1 March 2019;**
- 2. that the said Lease contain a special condition granting Somerton Park Tennis Club a non-exclusive licence over that portion of Paringa Reserve comprising the community tennis courts (marked in yellow as per drawing in Attachment 1 to this report) for the same term as the Lease;**

3. that an annual rent of \$666.68 (plus GST) be payable from 1 March 2019, increasing by CPI in respect of the year commencing 1 March 2020 and thereafter increasing \$130 annually as set out in the Rent Review section of the table contained in this report; and
  4. that the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to this lease and licence.
- 

## COMMUNITY PLAN

Placemaking: Creating lively and safe places

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

## COUNCIL POLICY

*Sporting and Community Club Leasing Policy*

## STATUTORY PROVISIONS

*Local Government Act 1999 (SA)*

*Retail and Commercial Leases Act 1995 (SA)*

## BACKGROUND

For a considerable period, Somerton Park Tennis Club (**Club**) has held a non-exclusive licence over a portion of Paringa Reserve comprising the community tennis courts and adjoining clubrooms, toilets and shed for the purpose of tennis coaching, playing and associated activities for the benefit of the general community.

The previous licence expired on 28 February 2019 and the Club has since occupied the land on a holding over basis. Administration has been in discussions with the Club regarding a new licence and has determined that whilst the Club has non-exclusive use of the community tennis courts, the Club enjoys exclusive use of the land comprising the clubrooms, toilets and shed.

A lease agreement which reflects the Club's exclusive use of the clubrooms, toilets and shed is proposed with a special condition which grants the Club a non-exclusive right of occupation in respect of the community tennis courts. This will formalise the arrangement between Council and the Club.

**REPORT**

It is proposed that the Lease be prepared on the following terms and conditions:

<b>Lessor:</b>	City of Holdfast Bay								
<b>Lessee:</b>	Somerton Park Tennis Club								
<b>Premises (leased area):</b>	That portion of the land comprised in Certificate of Title Volume 5658 Folio 902 delineated in red on the plan annexed hereto as Attachment 1 and more particularly comprising the clubrooms, toilets and shed forming part of Paringa Reserve.								
<b>Licence Area</b>	That portion of the land comprised in Certificate of Title Volume 5658 Folio 902 delineated in yellow on the plan annexed hereto as Attachment 1 and more particularly comprising the community tennis courts on Paringa Reserve (see special conditions below).								
<b>Term of Lease:</b>	5 years								
<b>Commencement Date:</b>	1 March 2019								
<b>Expiry Date:</b>	29 February 2024								
<b>Option to Renew</b>	Nil (to be negotiated at end of lease)								
<b>Annual Rent (as at 1 March 2019)</b>	\$666.68 (plus GST)								
<b>Payment Terms:</b>	Monthly, in advance								
<b>Rent Review:</b>	<p>The rent shall be increased by CPI in respect of the year commencing 1 March 2020 and thereafter by \$130 annually as follows:</p> <table> <tr> <td>1 March 2020</td> <td>\$676.15 (plus GST)</td> </tr> <tr> <td>1 March 2021</td> <td>\$806.15 (plus GST)</td> </tr> <tr> <td>1 March 2022</td> <td>\$936.15 (plus GST)</td> </tr> <tr> <td>1 March 2023</td> <td>\$1066.15 (plus GST)</td> </tr> </table> <p>Rent will be recalculated at start of next lease period.</p>	1 March 2020	\$676.15 (plus GST)	1 March 2021	\$806.15 (plus GST)	1 March 2022	\$936.15 (plus GST)	1 March 2023	\$1066.15 (plus GST)
1 March 2020	\$676.15 (plus GST)								
1 March 2021	\$806.15 (plus GST)								
1 March 2022	\$936.15 (plus GST)								
1 March 2023	\$1066.15 (plus GST)								
<b>Permitted Use:</b>	Provision of tennis coaching, playing and associated activities for the benefit of the general community								
<b>Floodlight Use:</b>	<p>The Club must not artificially light the tennis courts:</p> <ul style="list-style-type: none"> <li>• after 10pm on any day;</li> <li>• before 7am on any day; and</li> <li>• on more than five (5) days in any one(1) week period</li> </ul>								

<b>Outgoings:</b>	The Club will be responsible for the payment of outgoings applicable to their respective area including but not limited to rates, taxes, utilities, insurance, any costs of or in connection with general maintenance and any other costs paid or payable by Council in connection with the ownership, management, administration and operation of the Premises and Licence Area.
<b>General Maintenance:</b>	The Club is responsible for the general maintenance, repair and replacement of all fixtures, fittings and chattels in relation to the Premises in accordance with the Building Maintenance Schedule of the Lease. Council will be responsible for the community tennis courts unless caused or contributed to the act, omission, negligence or default of the Club.
<b>Structural Maintenance:</b>	Responsibility of Council, unless caused/contributed by the act, omission, negligence or default of the Club.
<b>Public Liability Insurance:</b>	The Club must have a minimum \$20 million per claim and unlimited in the annual aggregate public liability insurance.
<b>Assignment / Subletting:</b>	The Club will not assign, sublease, sub-licence or part any part of the Premises without the prior written consent of Council. .
<b>Costs of Licence Preparation:</b>	Council's lawyers to prepare the lease documentation at Council's cost and on the terms and conditions contained herein on such other terms and conditions as may be otherwise agreed between the parties or determined by Council in its absolute discretion.  The Club to be responsible for its own costs.
<b>Special Conditions</b>	That Council grant the Club a non-exclusive licence in respect of the community tennis courts and being the area delineated in yellow on the plan annexed hereto as Attachment 1.  The Club must ensure that the tennis courts are made available for the use of the public free of charge at all times (courts must be clearly open and easily accessible) except when the use of the tennis courts are reasonably required by the Club for organised activities of the Club and the Club must otherwise comply with such other terms and conditions as imposed by Council from time to time.



## Rent

Under Council's Sporting and Community Leasing Policy 2018, clubs are required to pay a market rent for Council owned properties they occupy, less any equity (capital contribution) the club has invested in the building.

The "market" rent is then discounted by a standard 70% Community Club Lease rebate to determine the "net rental". This net rental figure is then subject to further incentive discounts (up to a maximum of 70%) as outlined in the Sporting and Community Leasing Policy which reflect the club's commitment/adoption of activities and programs with specific community outcomes – being:

- Clubrooms available/hired for public access (maximum 10% discount);
- Implementation of Inclusive sports programs (maximum 10% discount);
- Quality and implementation of good club governance practices (max 20% discount);
- Implementation of youth programs (maximum 10% discount); and
- Grounds/clubrooms used for multi-code programs (maximum 10% discount).

As such, the Club has been offered the standard 70% community club discount plus an additional 50% incentive discount resulting in the below rent calculation.

Market Rent	\$6,835
Less Community Club Discount (70%)	- \$2,050
Less Lease Incentive Discounts (50%)	- \$1,025
<b>TOTAL</b>	<b><u>\$1,025</u></b>

The Sporting and Community Leasing Policy commenced in 2018 on the basis that any leases/licences entered into after its commencement would be calculated as per the above.

Accordingly, if Council and the Club had entered into the lease proposed herein prior to the expiration of the previous licence, the rent payable by the Club as at 1 March 2019 would have been set at \$1,025 (plus GST) resulting in a significant increase from the previous year's rent of \$624.71 (plus GST).

However, as Club has been holding over since its licence expired on 28 February 2019, the rent has only been increased by CPI. To soften the impact on the club, it is proposed to incrementally increase the rent by \$130 per year as and from 1 March 2021 as follows:

- Starting rent as at 1 March 2019                      \$666.68 (plus GST)
- Rent payable as at 1 March 2020                      \$676.15 (plus GST)
- Rent payable as at 1 March 2021                      \$806.15 (plus GST)
- Rent payable as at 1 March 2022                      \$936.15 (plus GST)
- Rent payable as at 1 March 2023                      \$1066.15 (plus GST)

This will bring the rent payable by the Club closer to rent of \$1025 commencing on 1 March 2019 adjusted annually by inflation. The club would then have the rent reset at the start of the next 5 years lease period (commencing 1 March 2024) based on the Sport and Community Leasing Policy formula. From that point, rent would be adjusted by CPI.

### **BUDGET**

An annual budget allocation is provided to City Assets & Services for the review and implementation of property leases and for maintenance responsibilities retained by Council under the lease. This budget includes the engagement of legal advice and services when and where necessary.

### **LIFE CYCLE COSTS**

Under the terms of the Licence, Council is already responsible for the structural maintenance of the licensed area, the costs of which is included in the Long Term Financial Plan.

# Attachment 1



ATTACHMENT 1 – SOMERTON PARK TENNIS CLUB – PROPOSED LEASE AND LICENCE AREAS



Item No: **15.12**

Subject: **ELECTION FOR THE LOCAL GOVERNMENT FINANCE AUTHORITY**

Date: 22 September 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

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### **SUMMARY**

This report is an update to the previous report to Council on 28 July 2020 (Item 15.7 –Attendance at the Local Government Finance Authority AGM, Board Nominations and Calling Notices of Motions - Report no: 210/20). Council resolved to nominate Councillor Smedley as a representative of the Board of Trustees for the Local Government Finance Authority.

Council has received correspondence from the Local Government Finance Authority (LGFA) that there were nine (9) nominations received for the two (2) representative board member positions, including Councillor Smedley’s nomination. The election for the two (2) vacancies is the next step.

Following the Council decision, Administration will return the marked ballot papers before the closing date of 5pm on Friday 16 October 2020.

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### **RECOMMENDATION**

**That Council resolves it wishes to elect Councillor John Smedley and \_\_\_\_\_ as a representative of the Board of Trustees for the Local Government Finance Authority (LGFA) and the Mayor is to mark on the Ballot Paper accordingly (as representative to the LGFA AGM).**

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### **COMMUNITY PLAN**

A Place that Provides Value for Money

### **COUNCIL POLICY**

Not applicable

### **STATUTORY PROVISIONS**

*Local Government Finance Authority Act 1983*

**BACKGROUND**

On 1 September 2020, Davin Lambert, Chief Executive Officer of the LGFA, advised of the next steps to fill the two (2) vacancies is by way of an election.

**REPORT**

In the above correspondence, Council was advised the nine (9) nominations were from:

Councillor Mary Couros	City of Adelaide
Councillor Peter Field	City of Tea Tree Gully
Councillor Karen Hockley	City of Mitcham
General Manager Business Excellence Charles Mansueto	City of Salisbury
Manager Financial Services Annette Martin	City of Charles Sturt
Chief Executive Officer Michael Sedgman	Rural City of Murray Bridge
Councillor John Smedley	City of Holdfast Bay
Councillor Sotirios Stuppos	Whyalla City Council
Councillor Michael Rabbitt	City of Unley

The above letter from the LGFA with each candidate's completed information sheet is attached for consideration.

*Refer Attachment 1*

**BUDGET**

No budget impacts arising from this proposal.

**LIFE CYCLE COSTS**

No life cycle costs arising from this proposal.

# Attachment 1



Received

11 SEP 2020



**TO: Chief Executive Officer**

CITY OF HOLDFAST BAY

**RE: Elections for the positions of Representative Members of the Board of Trustees**

Our circular of 7 July 2020 called for nominations to fill the two representative board member positions (provided by Section 7(1)(a) of the Local Government Finance Authority Act 1983) currently held by Ms Annette Martin (City of Charles Sturt) and by Mr Michael Sedgman (The Rural City of Murray Bridge).

Nine nominations have been received for the two positions and, as previously indicated in the abovementioned circular, the election will be conducted by postal ballot.

Enclosed please find details supplied by each candidate to assist councils in determining the candidates for whom they wish to vote. If councils wish to ascertain further details, they may contact the individual candidates direct.

In order to comply with the Rules of the Authority, the casting of the vote by your council must be conducted as follows:-

1. The voting must be on the enclosed ballot paper which has all the candidates listed in alphabetical order together with the closing date for the election.
2. The council must by Resolution determine which candidates (being not more than two) they wish to elect.
3. The council's representative to the AGM of the Local Government Finance Authority of South Australia (or in his absence the councillor chairing the council meeting) shall at the council meeting in his own handwriting mark the ballot paper with an "x" next to the two candidates whom the council wishes elected. Please do not type in the "x" after the meeting or mark the ballot paper in any other way.
4. (a) The ballot paper should then be inserted in the attached white small envelope addressed to the Returning Officer which is marked "Confidential Ballot Paper".
4. (b) The "Confidential Ballot Paper" envelope should then be placed in the middle sized envelope addressed to the Returning Officer and the council's name is to be recorded only on this particular envelope. It will be noted that the signature of the appointed AGM delegate should be added (if the delegate is absent the signature of the Chairman of the council meeting).
4. (c) Finally, the middle sized envelope is to be returned to the Chief Executive Officer, Local Government Finance Authority of South Australia, Suite 1205, 147 Pirie Street, Adelaide, 5000, in the self addressed large envelope which is included for that purpose.

CI... 2



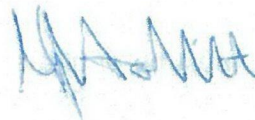
5. All votes must be received by the Returning Officer by 5.00 pm on **Friday 16 October 2020**.
6. Only use the ballot paper enclosed with the signature of G Hollitt on the reverse, and if an error is made, return the spoilt ballot paper to this office and another will be returned to you.

If you have any further queries on the matter, please contact the undersigned, or Geoff Hollitt at this office.

Kindly arrange for this circular to be included on the council's next agenda for the information of the elected members.



Davin Lambert  
**Chief Executive Officer**



Geoff Hollitt  
**Returning Officer**

1 September 2020

Ballot Paper to go into envelope -

Small size

A)

CONFIDENTIAL BALLOT PAPER

The Returning Officer  
Local Government Finance Authority of South Australia  
Suite 1205, 147 Pirie Street  
ADELAIDE SA 5000

then small envelope into middle size envelope

B)

The Returning Officer  
Local Government Finance Authority of South Australia  
Suite 1205, 147 Pirie Street  
ADELAIDE SA 5000

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COUNCIL NAME                      SIGNATURE AGM REPRESENTATIVE

then POST to LGFA in large envelope provided

C)

Chief Executive Officer  
Local Government Finance Authority of South Australia  
Suite 1205, 147 Pirie Street  
ADELAIDE SA 5000

Item No: **15.13**

Subject: **SUMMARY OF 2019-20 COMMUNITY DONATIONS PROGRAM**

Date: 22 September 2020

Written By: Community Development Coordinator

General Manager: Community Services, Ms M Lock

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### **SUMMARY**

Council provides an annual budget of \$50,000 for the Community Donations Program, Youth Achievement Sponsorship Funding and Community Chest Donations. In the 2019-20 financial year \$35,000 was allocated to the Community Donations Program to support local clubs, groups, artists, schools and organisations in a range of areas. The program is designed to support and encourage community initiatives and projects within the City of Holdfast Bay. An allocation of \$15,000 was provided to the Community Chest and Youth Sponsorship fund. The Community Donations program consists of three (3) categories: Community Recreation and Wellbeing Donations, Events and Festivals Donations and Arts and Cultural Donations.

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### **RECOMMENDATION**

**That Council notes the summary report of the 2019-20 funding program.**

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### **COMMUNITY PLAN**

Community: Building a healthy, active and resilient community  
Community: Celebrating culture and diversity  
Community: Providing welcoming and accessible facilities  
Community: Fostering an engaged and contributing community  
Economy: Boosting our visitor economy

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

## BACKGROUND

Council provides annual financial support through the Community Donations Program to support local clubs, community groups, individuals and organisations in a range of areas including sport, recreation, environment, events, community development, art, and culture. The program is designed to support and encourage community initiatives and projects within the City of Holdfast Bay that will positively influence the community and that meet identified needs.

## REPORT

Applications were assessed in accordance with the Community Donations Program Guidelines and criteria which include:

- Overall quality of the application
- Benefit to the community
- Strategic link to the Our Place 2030 Strategic Plan
- Previous donations received from Council
- Innovative nature of the project
- Capacity for self-funding and/or other funding source opportunities
- Council's own budgetary constraints.

## COVID19 AFFECTED CHANGES

Numbers of recipients were lower than in previous years due to COVID-19 closures in March 2020. However, there had been an increase in demand in Youth Sponsorship and Community Chest applications for a larger amount of funding (up to \$1000 where previously the average was \$500).

Community Donations projects were affected due to closures and extensions to contracts were given in order to complete the proposed projects.

The projects affected were:

- Brighton Primary School
- Reclink
- Splash Arts

## COMMUNITY RECREATION AND WELLBEING DONATIONS

Applications were for up to 50% of the cost of the project to a maximum of \$5,000.

Group	Project	Donation Requested	Donation Received
Somerton Park Bowling Club	Replacement shade and seating	\$3,000	\$3,000
Brighton Croquet Club	Replacement shade and seating	\$2,477.47	\$2,477.47
Reclink	Disability programs	\$5,000	\$5,000
Seacliff Recreation Centre	Projectors and screens	\$1,892.90	\$1,892.90
Glenelg Surf Life Saving Club	Culturally & Linguistically Diverse Water Safety program	\$5,000	\$5,000
Brighton Primary School	Public space Sensory Garden	\$3,000	\$3,000
<b>TOTAL</b>		<b>\$20,370.37</b>	<b>\$20,370.37</b>

### EVENTS AND FESTIVALS DONATIONS

Applications were for up to 50% of the cost of their event to a maximum of \$5,000.

Group	Event/Festival	Donation Requested	Donation Received
Minda Inc	Christmas Event and Markets	\$5,000	\$5,000
<b>TOTAL</b>		<b>\$5,000</b>	<b>\$5,000</b>

### ARTS AND CULTURAL DONATIONS

Applications were submitted under two (2) categories: Arts and Cultural Development Projects and Public Arts Projects. Under Arts and Cultural Development Projects, applicants can apply for up to 70% of the cost of their project to a maximum of \$3,500. Under Public Arts projects applicants can apply for up to 100% of project costs to a maximum of \$2,000.

Group	Project	Donation Requested	Donation Received
Splash Arts	Community Concerts	\$1,600	\$1,600
Glenelg Brass Band	Purchase of equipment -Trombone	\$2,000	\$2,000
<b>TOTAL</b>		<b>\$3,600</b>	<b>\$3,600</b>

### COMMUNITY CHEST DONATIONS

Applications were accepted throughout the year for Community Chest Donations of up to \$1000. Community Chest Donations are small 'one off' payments to assist individuals and organisations within the Council area with costs associated with community development initiatives such as small community events and projects that will have benefits to the surrounding community. There were 12 successful applications totalling \$8,350.

### YOUTH ACHIEVEMENT SPONSORSHIP

The Youth Achievement Sponsorship Program recognises and encourages the achievements of young people in the community. Council provide sponsorship for young people residing in the City of Holdfast Bay, 21 years and under, who are representing their sport or cultural activity at State and/or National level.

Applications are accepted throughout the year and are subject to budgetary limitations and available funds. In 2019/20 there were 71 recipients totalling \$8,875 in funding.

### BUDGET

Council provides an annual budget of \$50,000, of which a total of \$46,195 was allocated.

### LIFE CYCLE COSTS

Not Applicable

Item No: **15.14**

Subject: **APPOINTMENT TO THE COMMUNITY DONATIONS ASSESSMENT PANELS**

Date: 22 September 2020

Written By: Community Development Coordinator

General Manager: Community Services, Ms M Lock

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## **SUMMARY**

This report seeks endorsement for nominations from Elected Members for the Community Donations Program Assessment Panels. There are two (2) panels, each overseeing the assessment of the Community Recreation and Wellbeing Donations, Events and Festivals Donations and Arts and Cultural Donations. Panels will consist of Council staff, interested stakeholders with a level of expertise in a grant category and an Elected Member.

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## **RECOMMENDATION**

**That Council nominates:**

- 1. Councillor \_\_\_\_\_ to assess the distribution of Community Recreation and Wellbeing Donations Funds.**
  - 2. Councillor \_\_\_\_\_ to assess the distribution of Events and Festivals Donations Funds, and Arts and Cultural Donations Funds.**
- 

## **COMMUNITY PLAN**

Placemaking: Creating lively and safe places

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

Community: Celebrating culture and diversity

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

## **COUNCIL POLICY**

Not Applicable.

## **STATUTORY PROVISIONS**

*Local Government Act 1999*

## **BACKGROUND**

Council provides annual financial support through the Community Donations Program to support local clubs, groups, individuals and organisations in a range of areas including sport, recreation, environment, events, community development, art and culture. The program is designed to support and encourage community initiatives and projects within the City of Holdfast Bay, which will positively influence the community and that meet an identified need.

In previous years, there were three (3) grant assessment panels overseeing three (3) programs within the Community Donations Program which are Community Recreation and Wellbeing, Events and Festivals, and Arts and Cultural Donations.

## **REPORT**

Administration is seeking endorsement for nominations from Elected Members for the Community Donations Program Assessment Panels. Due to current COVID-19 measures, there will be two (2) assessment panels in 2020/2021, as the expectation is of low applications for the Events and Festivals category due to restrictions in social/public gatherings in place. Each panel will oversee the assessment of the Community Recreation and Wellbeing Donations, Events and Festivals Donations and Arts and Cultural Donations. Each panel will consist of Council staff members from relevant departments, interested stakeholders with a level of expertise in a grant category and an Elected Member.

Applications for grant funding will be assessed according to:

- Overall quality of the application
- Benefit to the community
- Adherence to COVID19 measures
- Strategic link to the Our Place 2030 Strategic Plan
- Previous donations received from Council
- Innovative nature of the project
- Capacity for self-funding and/or other funding source opportunities
- Council's own budgetary constraints

Applications are then ranked within their categories as per Assessment Panel scoring and feedback. Successful projects are then recommended for endorsement of funding by Council.

## **BUDGET**

The budget allocated in 2020/21 is \$35,000.

## **LIFE CYCLE COSTS**

Not Applicable