

# 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 13 July 2021 at 7.00pm**

**Roberto Bria**  
CHIEF EXECUTIVE OFFICER



## Ordinary Council Meeting Agenda

### 1. OPENING

*The Chief Executive Officer 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 – Mayor A Wilson, Councillor R Abley, Councillor P Chabrel

5.2 Absent

### Nominations

In the absence of the Mayor and Deputy Mayor, the Chief Executive Officer will call for nominations for an Acting Presiding Member.

### 6. REPRESENTATION REVIEW REPORT SUBMISSIONS

Under Section 12(10) of the *Local Government Act 1999*, Council provided an opportunity for any person who made a written submission in response to the public consultation on the Representation Review Report an opportunity to appear personally before the Council and be heard on their submission.

Her Worship the Mayor received submissions from Mr Kevin Decean.

### 7. ITEMS PRESENTED TO COUNCIL

### 8. 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.*

## **9. CONFIRMATION OF MINUTES**

### **Motion**

**That the minutes of the Ordinary Meeting of Council held on 22 June 2021 be taken as read and confirmed.**

Moved Councillor \_\_\_\_\_, Seconded Councillor \_\_\_\_\_ **Carried**

## **10. PUBLIC PRESENTATIONS**

- 10.1 **Petitions** - Nil
- 10.2 **Presentations** - Nil
- 10.3 **Deputations** - Nil

## **11. QUESTIONS BY MEMBERS**

- 11.1 **Without Notice** - Nil
- 11.2 **On Notice** - Nil

## **12. MEMBER'S ACTIVITY REPORTS - Nil**

## **13. MOTIONS ON NOTICE**

- 13.1 Permeable Paving – Councillor Clancy (Report No: 230/21)
- 13.2 Leave of Absence – Councillor Chabrel (Report No: 231/21)
- 13.3 Boundary Realignment for the Development Site on Scholefield Road, Seacliff Park – Councillor Lonie (Report No: 232/21)
- 13.4 Brighton Winter Solstice – Councillor Fleming (Report No: 233/21)

## **14. ADJOURNED MATTERS - Nil**

## **15. REPORTS OF MANAGEMENT COMMITTEES, AND SUBSIDIARIES**

- 15.1 Draft Minutes – Alwyndor Management Committee – 24 June 2021 (Report No: 213/21)
- 15.2 Minutes – Audit Committee – 30 June 2021 (Report No: 219/21)
- 15.3 Alwyndor Management Committee: Appointment of an Elected Member and Amendment to Terms of Reference (Report No: 228/21)

## **16. REPORTS BY OFFICERS**

- 16.1 Items in Brief (Report No: 209/21)
- 16.2 Nominations for the West Beach Trust (Report No: 222/21)
- 16.3 Green Adelaide Initiatives (Report No: 214/21)
- 16.4 Draft Events Strategy 2021-2025 (Report No: 223/21)
- 16.5 Local Heroes Memorial (Report No: 224/21)
- 16.6 Suicide Prevention Network (Report No: 225/21)

- 16.7 Glenelg Oval Masterplan Stages 3 and 4 Funding Deed of Agreement (Report No: 226/21)

**17. 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.*

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

**19. ITEMS IN CONFIDENCE**

- 19.1 Minutes – Audit Committee – 30 June 2021 (Report No: 220/21)

*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.**

- 19.2 Alwyndor Draft Investment Management Strategy and Amendment to the Treasury Management Policy (Report No: 227/21)

*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.**

- 19.3 Somerton Surf Life Saving Club – Request to Extend Council’s Approval of Management Agreement (Report No: 211/21)

*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.**

- 19.4 Claim Against Council (Report No: 221/21)

*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:*

- h. **legal advice.**
- i. **information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council.**



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

Item No: **13.1**

Subject: **MOTION ON NOTICE – PERMEABLE PAVING – COUNCILLOR CLANCY**

Date: 13 July 2021

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### **PROPOSED MOTION**

Councillor Clancy proposed the following motion:

**That Administration bring back a report to Council, on the implications of using permeable paving where possible in its capital renewal program.**

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### **BACKGROUND**

The initial cost is higher however the effect on our environment outweighs the cost. It may be necessary to do fewer footpaths. Permeable applications provide better soil health, tree health, reduced storm water flows and less infrastructure upheaval which provides a flow on effect of huge cost savings.

Item No: **13.2**

Subject: **MOTION ON NOTICE – LEAVE OF ABSENCE – COUNCILLOR CHABREL**

Date: 13 July 2021

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**PROPOSED MOTION**

Councillor Chabrel proposed the following motion:

**That Councillor Philip Chabrel be granted a leave of absence from Council from 13 July 2021 until 29 October 2021 inclusive, due to increased work commitments and other personal matters.**

**During this period of leave Councillor Chabrel requests that he does not receive his Elected Member allowance payments.**

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Item No: **13.3**

Subject: **MOTION ON NOTICE – BOUNDARY REALIGNMENT FOR THE DEVELOPMENT SITE ON SCHOLEFIELD ROAD, SEACLIFF PARK – COUNCILLOR LONIE**

Date: 13 July 2021

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### **PROPOSED MOTION**

Councillor Lonie proposed the following motion:

**That Council endorse Administration to submit a proposal to the South Australian Boundaries Commission for a realignment of the boundary for the development site on Scholefield Road, Seacliff Park (commonly known as Cement Hill) so that the parcel of land is wholly located within the City of Holdfast Bay council boundary.**

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### **BACKGROUND**

In November 2020, the Minister for Planning approved a Development Plan Amendment (DPA) for a large parcel of land located along the southern side of Scholefield Road, Seacliff Park, from Ocean Boulevard.

The site currently crosses both the City of Holdfast Bay and City of Marion council boundaries. The DPA now allows for the site to be developed with a mix of commercial and residential development. With the site crossing council boundaries, this creates some difficulties with the assessment of these future developments as well as future maintenance and renewal of the infrastructure.

Council should support a realignment of the boundary so that the site falls within one council area. In August 2019, Council carried a resolution for Administration to investigate community support for the realignment of boundaries for the suburb of Marino. Through this investigation it has been identified that there are strong social, economic and environmental connectivity with the communities living along our southern boundary. Members of these communities heavily utilise community services of the City of Holdfast Bay.

Due to this strong communities of interest, it is proposed that the site fall within the boundary of the City of Holdfast Bay. Diagram 1 proposes a realignment of the boundary. The yellow dash line depicts the current boundary and the red dash line depicts the proposed boundary. A proposal for an administrative boundary realignment must be presented to the South Australian

Boundaries Commission, and therefore it is recommended Council endorse for Administration prepare a submission.

# Attachment 1





Item No: **13.4**

Subject: **MOTION ON NOTICE – BRIGHTON WINTER SOLSTICE**

Date: 13 July 2021

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**PROPOSED MOTION**

Councillor Fleming proposed the following motion:

**That Administration investigate the Brighton Winter Solstice community event being conducted seasonally along Jetty Road Brighton and provide a report to council outlining the total cost and timings of proposed event delivery for consideration.**

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Item No: **15.1**

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 24 JUNE 2021**

Date: 13 July 2021

Written By: General Manager, Alwyndor, Ms B Davidson-Park

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### **SUMMARY**

The draft minutes of the Alwyndor Management Committee meeting held on 24 June 2021 are provided for information.

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### **RECOMMENDATION**

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 24 June 2021 be noted.**

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

2. **That having considered Attachment 2 to Report No: 213/21 Draft Minutes – Alwyndor Management Committee – 24 June 2021 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

Culture: Supporting excellent, efficient operations

### **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. The Council has endorsed the Committee's Terms of Reference and given the Committee delegated authority to manage the business of Alwyndor Aged Care.

**REPORT**

The draft minutes of the meeting held on 24 June 2021 are attached for Members' information.

*Refer Attachments 1 and 2*

# Attachment 1



**CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove on Thursday 24 June 2021 at 6.30pm.**

**PRESENT****Elected Members**

Councillor Mikki Bouchee

**Independent Members**

Mr Kim Cheater- Chair

Ms Julie Bonnici – via Microsoft Teams

Prof Judy Searle

Prof Lorraine Sheppard

Ms Trudy Sutton

Mr Kevin Whitford

**Staff**

Chief Executive Officer – Mr Roberto Bria

General Manager Alwyndor – Ms Beth Davidson-Park

Manager Finance – Ms Leisa Humphrey

Manager, Quality and Projects – Ms Emma Burke

Personal Assistant - Ms Marisa Dinham

**1. OPENING**

The Chairperson declared the meeting open at 6.37pm.

Members noted the resignation of Cr Phillip Chabrel from the Committee and acknowledged his work on the AMC which has been key in dealing with the challenges faced over the last few years.

**2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chair 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 - Nil
- 3.2 Leave of Absence - Nil

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

Committee members were reminded to declare any interest before each item.

Nil interests declared.

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

##### **Motion**

**That the minutes of the Alwyndor Management Committee held on 27 May 2021 be taken as read and confirmed.**

Moved by Ms T Sutton, Seconded by Prof J Searle

Carried

##### **Motion**

**That the confidential minutes of the Alwyndor Management Committee held on 27 May 2021 be taken as read and confirmed.**

Moved by Prof L Sheppard, Seconded by Cr M Bouchee

Carried

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

##### **6.1 Action Items**

##### **6.2 Confidential Action items**

- 6.2.4 The Chair informed the Committee of the upcoming AMC Review process and noted that a review document would be circulated.

##### **6.3 Annual Work Plan**

- 6.3.1 Amendments to the Workplan were noted.

#### 7. **GENERAL MANAGER REPORT**

##### **7.1 General Manager Report (Report No: 28/2021)**

##### **7.1.1 COVID-19 Update**

Vaccinations: 37.5% of employees and 2% of volunteers have received at least one vaccination.

### 7.1.2 Employee and Recruitment matters

Recent recruitment efforts via marketing and communications campaigns has seen a marked increase in interest from candidates. The General Manager will include a risk assessment regarding current recruitment challenges as a part of the July Committee report.

Additionally, dedicated staffing in Support at Home through the Customer Relationship Coordinator has resulted in growth to date of 24% with a YTD value of 272 packages compared to 217 this time last year. Potential to finalise the year at 25% - an excellent result.

### 7.1.3 The Australian National Aged Care Classification

An assessment by the Australian National Aged Care Classification (AN-ACC) of every resident was conducted in June with AN-ACC on site for eight days. No information is available as yet in regard to the outcomes or of the final residential funding model which is due to be implemented 2022-23.

The General Manager will keep the Committee informed in regard to this matter and the implementation of other adopted Royal Commission recommendations as announcements are made by the Federal Government.

#### **Motion**

**That the Alwyndor Management Committee:**

- 1. Note the COVID-19 update.**
- 2. Note the update regarding employee and recruitment matters.**
- 3. Note the information regarding the Australian National Aged Care Classification (AN-ACC) review.**

Moved by Prof J Searle, Seconded by Ms T Sutton

Carried

## **8. CONFIDENTIAL REPORTS**

### **8.1 General Manager Report – Confidential (Report No: 29/2021)**

#### **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 Reports and Attachments to Report No. 29/2021 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: 29/2021 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 by Cr M Bouchee, Seconded by Ms J Bonnici Carried

## 8.2 Monthly Finance Report – June 2021 (Report No: 30/21)

### 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 Reports and Attachments to Report No. 30/2021 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: 30/2021 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 by Cr M Bouchee, Seconded by Prof L Sheppard Carried

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

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 29 July 2021** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

11. **CLOSURE**

The meeting closed at 8.30pm.

**CONFIRMED 29 July 2021**

**CHAIRPERSON**



Item No: **15.2**

Subject: **MINUTES – AUDIT COMMITTEE – 30 JUNE 2021**

Date: 13 July 2021

Written By: Personal Assistant, Strategy and Corporate

General Manager: Strategy and Corporate, Ms P Jackson

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### **SUMMARY**

The public minutes of the meeting of the Audit Committee held on 30 June 2021 are presented to Council for information and endorsement.

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### **RECOMMENDATION**

1. **That Council notes the public minutes of the Audit Committee meeting of 30 June 2021 namely:**
    - (a) **That the Audit Committee advises Council that:**
      - (i) **it has received an reviewed the draft amended Treasury Management Policy; and**
      - (ii) **it recommends that the amended Treasury Management Policy be adopted by Council.**
- 

### **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 30 June 2021 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 via Electronic Means in a Virtual Meeting Room on Wednesday 30 June 2021 at 6:00pm.**

**PRESENT**

**Members**

*Visual and Audio Presence*

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

**Staff**

*Video and Audio Presence*

Chief Executive Officer – Mr R Bria  
General Manager Strategy and Corporate– Ms P Jackson  
General Manager Alwyndor – Ms B Davidson-Park  
Management Accountant, Alwyndor– Mr C Blunt  
Financial Manager – Ms L Humphrey

**Guests**

*Video and Audio Presence*

Chairperson, Alwyndor Management Committee – Mr K Cheater  
Senior Adviser, Ord Minnett – Ms A Perrott

**1. OPENING**

The Chairman declared the meeting open at 6.00pm.

**2. APOLOGIES**

- 2.1 Apologies Received - Nil
- 2.2 Absent - Nil

**3. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

#### 4. CONFIRMATION OF MINUTES

##### Motion

**That the minutes of the Audit Committee held on 2 June 2021 be taken as read and confirmed.**

Moved by Cr Snewin, Seconded by Ms Davies

**Carried**

#### 5. ACTION ITEMS - Nil

##### Leave of the Meeting

The Presiding Member sought leave of the meeting to move Item 8.1 Alwyndor Draft Investment Strategy 2021 in the Agenda to be considered before Item 6.1 Treasury Policy Amendment.

Leave of the meeting was granted.

#### 6. REPORTS BY OFFICERS

##### 6.1 Treasury Policy Amendment (Report No: 212/21)

At its meeting held on 20 July 2020, the Audit Committee supported the recommendation of the Alwyndor Management Committee (AMC) to commence a review of investment options for Alwyndor with the intention of developing an Investment Strategy in order for Alwyndor to stay competitive in the Aged Care industry.

An investment consultant was engaged to assist with the development of Alwyndor's draft Investment Strategy which has been received by the Audit Committee.

In order to implement the strategy an amendment was required to the Council's Treasury Management Policy.

##### Motion

##### 1. The Audit Committee advises Council that:

- a) it has received and reviewed the draft amended Treasury Management Policy; and
- b) it recommends that the amended Treasury Management Policy be adopted by Council.

Moved Councillor Snewin, Seconded Ms Davies

**Carried**

**7. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING – Nil****Leave of the Meeting**

Item 8.1 Alwyndor Draft Investment Strategy 2021 on the Agenda was considered before Item 6.1 as per leave of the meeting granted.

**8. CONFIDENTIAL ITEMS****8.1 Alwyndor Draft Investment Strategy 2021(Report No: 210/21)****Motion – Exclusion of the Public –Section 90(3)(b & d) Order**

1. That pursuant to Section 90(2) of the *Local Government Act 1999* the Audit Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer, Staff, Chair of the Alwyndor Management Committee and Ord Minnette, Senior Advisor, Investments and Portfolio Strategy in attendance at the meeting in order to consider Report No: 210/21 Alwyndor Draft Investment Strategy 2021 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* the Audit Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 210/21 Alwyndor Draft Investment Strategy 2021 on the following grounds:
  - b. pursuant to Section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would prejudice the commercial position of the Council.
  - 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.

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 Mr Powell, Seconded Councillor Snewin

Carried

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

**Having considered Agenda Item 8.1 Alwyndor Draft Investment Strategy 2021 (Report No: 210/21) in confidence under Section 90(2), 90(3)(b) and 90(3)(d) of the *Local Government Act 1999*, the Audit Committee, pursuant to section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**

Moved Mr Powell, Seconded Mr Tu

Carried

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

The next meeting of the Audit Committee will be held on Wednesday 18 August 2021 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

**10. CLOSURE**

The Meeting closed at 7.15 pm.

**CONFIRMED 18 AUGUST 2021**

**PRESIDING MEMBER**

Item No: **15.3**

Subject: **ALWYNDOR MANAGEMENT COMMITTEE: APPOINTMENT OF AN ELECTED MEMBER AND AMENDMENT TO TERMS OF REFERENCE.**

Date: 13 July 2021

Written By: General Manager, Alwyndor

General Manager: Alwyndor, Ms B Davidson-Park

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### **SUMMARY**

Under the requirements of its Terms of Reference the Alwyndor Management Committee (AMC) consists of up to 9 persons including two (2) Elected Members. Councillor Mikki Bouchee was appointed in February 2021 and Councillor Philip Chabrel has been an AMC member since November 2018. Councillor Chabrel has resigned from this position. As such Council is required to nominate an Elected Member to this position.

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### **RECOMMENDATION**

#### **That Council:**

- 1. Appoint Councillor ..... to the Alwyndor Management Committee for the remainder of the Council term.**
  - 2. Endorse the amended Alwyndor Management Committee Terms of Reference (Attachment 2).**
- 

### **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

### **STATUTORY PROVISIONS**

*Local Government Act 1999, Section 41*

### **REPORT**



### **Alwyndor Management Committee -Elected Member Vacancy**

The Alwyndor Management Committee (AMC) is a Section 41 Committee of Council.

Under the requirements of its Terms of Reference the Alwyndor Management Committee (AMC) consists of up to 9 persons including two (2) Elected Members. Councillor Mikki Bouchee was appointed in February 2021 and Councillor Philip Chabrel has been an AMC member since November 2018. Cr Chabrel has resigned from this position. As such Council is required to nominate an Elected Member to this position.

AMC is Chaired by Kim Cheater, Julie Bonnici is Deputy Chair and there are four (4) independent members: Judy Searle, Lorraine Shepard, Trudy Sutton and Kevin Whitford with one independent member vacancy.

The Committee meets on the fourth Thursday of each month January – November. Additional commitments may include seasonal events at Alwyndor and AMC workshops on specific matters from time to time.

### **Alwyndor Management Committee – Terms of Reference Amendment**

It has been identified that two sections of the Terms of Reference as adopted by Council on 14 July 2020 are incorrect.

Section 8 should be amended as follows:

#### **8 MEMBERSHIP**

*8.1 The AMC consists of up to 9 persons constituted as follows:*

*8.1.1 Two (2) Elected Members as determined and appointed by the ~~CEO~~ Council.*

And section 14.2 should be amended as follows:

#### **14 ADMINISTRATION**

*14.2 The General Manager shall be responsible for:*

*14.2.1 ensuring the appropriate leadership, management and administration of Alwyndor's operations in accordance with the requirements of the AMC, Council (the Trustees) and applicable legislation under the direction of ~~Council, the CEO, the AMC, the Trust and applicable legislation.~~*

The revised Terms of Reference with the above amendment are attached to the report.

*Refer Attachments 1 and 2*

### **BUDGET**

Honorarium payments are made to Independent Members but do not apply to Elected Member representatives.

# Attachment 1





## ALWYNDOR MANAGEMENT COMMITTEE (AMC)

### TERMS OF REFERENCE

#### 1. BACKGROUND

Alwyndor is a provider of quality care and services to older people within the City of Holdfast Bay and surrounding metropolitan areas. It offers a continuum of care including residential care, allied health and wellness programs and in-home care and support.

Alwyndor is owned and operated by the City of Holdfast Bay, ('the Council') as the trustee of the Dorothy Cheater Trust, established in 1973. The key requirement of the Trust is that the Council establish and maintain a home for the aged on the property at 52 Dunrobin Road and keep in good order and condition the gardens and the grounds.

Alwyndor is a registered charity with the Australian Charities and Not-for-profits Commission.

Alwyndor is accredited by the Aged Care Quality and Safety Commission. The approved provider is the City of Holdfast Bay.

#### 2. ESTABLISHMENT

The Alwyndor Management Committee (AMC) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999*.

#### 3. OBJECTIVES

3.1 The AMC is established to assist the Council by providing effective governance over the strategy, operations and performance of Alwyndor, and to advise Council on:

3.1.1 The provision of a range of quality care and accommodation options at Alwyndor primarily for aged persons including:

- 3.1.1.1 ageing in place accommodation and care
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3.2 The provision of services to the community including:

- 3.1.1.4 home care
- 3.1.1.5 health and wellness
- 3.1.1.6 rehabilitation
- 3.1.1.7 exercise and therapy programs to improve and maintain health and mobility.

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The AMC is responsible for assisting the Council as follows:

- 4.1 Ensure compliance with the terms of the Trust in the management and operations of Alwyndor.
- 4.2 Ensure Alwyndor has adequate processes in place to comply with the requirements of the *Aged Care Act 1997* (and the related Principles) and the rules and standards applied by the Aged Care Quality and Safety Commission.
- 4.3 Ensure Alwyndor has adequate processes in place to comply with all relevant legislative obligations, relevant Council policies and financial reporting obligations.
- 4.4 Ensure that Alwyndor has a Strategic Plan and supporting Financial Plan that sets out the objectives, strategies and performance targets and measures for Alwyndor. The AMC will review the Strategic Plan and supporting Financial Plan before it is presented to the Council for consideration and adoption.
- 4.5 Review and recommend an annual budget, including key financial targets, to Council for consideration and adoption.
- 4.6 Ensure that Alwyndor has appropriate operational plans and sufficient resources to achieve its Strategic Plan.
- 4.7 Ensure the monitoring of organisational culture including the application and modelling of appropriate Alwyndor values by the employees and the AMC.
- 4.8 Monitor the performance of Alwyndor against its Strategic Plan, supporting business plans and budgets and ensure that the Council is provided with relevant and timely information on the performance (both operational and financial) of Alwyndor. Review and monitor all significant strategic or business initiatives.
- 4.9 Review any external reporting for completeness and accuracy. This includes, but is not limited to, the Financial Statements of Alwyndor, reporting to the Australian Charities and Not-for-profits Commission, reporting to the Aged Care Quality and Safety Commission or any reporting to State or Federal Governments.
- 4.10 Ensure Alwyndor has established an effective risk management framework and processes. This includes ensuring that the key risks that Alwyndor is exposed to are clearly identified and that appropriate processes are in place to mitigate those risks. This includes the management of clinical risk in aged care services.
- 4.11 Ensure appropriate policies, internal controls and quality assurance and compliance processes are in place to manage the operational, financial and compliance risks of Alwyndor.
- 4.12 Ensure Alwyndor and the AMC acts in accordance with the delegations approved by the Council.
- 4.13 Consider the social, ethical and environmental impact of Alwyndor's activities.

## 5. DUTIES AND CONDUCT OF AMC MEMBERS

- 5.1 All members of the AMC are required to operate in accordance with the General Duties and Code of Conduct set out in s62 and s63 of the *Local Government Act 1999* as well as the mandatory Code of Conduct for Council Members.
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- 5.5 Each AMC member must attend relevant education and training programs as required from time to time.

## 6. MEETINGS

- 6.1 Meetings will be held a minimum of 8 times per year.
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  - 6.4.3 The decision of the Chairperson at the meeting of the AMC in relation to the interpretation and application of meeting procedures is final and binding on the AMC.
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- 7.3 Where a verbal update or report is required, the minutes of AMC will include commentary relevant to such a report and any associated resolutions of the meeting but will not be a verbatim record of the meeting.

## 8. MEMBERSHIP

- 8.1 The AMC consists of up to 9 persons constituted as follows:
  - 8.1.1 Two (2) Elected Members as determined and appointed by the **CEO Council**.
  - 8.1.2 Up to seven (7) and no less than three (3) other independent persons as determined and appointed by the Council for a term not exceeding three (3) years.
  - 8.1.3 On expiry of their term, members of the AMC may seek reappointment. The CEO, the Chairperson and one of the appointed Elected Members will consult and make a recommendation to Council who will decide on the reappointment.
  - 8.1.4 An AMC member may only serve a maximum of three (3) consecutive terms.
- 8.2 An AMC Member appointment will become vacant if:
  - 8.2.1 In the case of the Elected Members - ceasing to hold office
  - 8.2.2 In the case of the other AMC Members:
    - 8.2.2.1 upon the Council removing that person from office
    - OR
    - 8.2.2.2 the member resigning their position from the AMC.
  - 8.2.3 If Council proposes to remove a member from the AMC, it must give written notice to the member of its intention to do so.
  - 8.2.4 If any AMC member is absent for three consecutive meetings of the AMC without leave of the AMC, the AMC may recommend to the Council that it remove that member from the AMC.

## **9. METHOD OF APPOINTMENT OF NEW AMC MEMBERS**

- 9.1 The method of appointment of new AMC Members will be as follows:
- 9.1.1 As required, the Council will advertise the vacancies and seek nominations for the position of member of the AMC.
  - 9.1.2 Nominations will be called for from appropriately skilled, experienced or qualified people.
  - 9.1.3 The selection panel will comprise one of the elected members appointed to AMC, the AMC Chairperson and the CEO.
  - 9.1.4 The selection panel will make a recommendation to Council as to the appointment of the AMC members for consideration and appointment by the Council.
  - 9.1.5 The selection panel will take into consideration the current and required skills for the AMC to fulfil its responsibilities, the current term of existing members and the gender diversity of the AMC.
  - 9.1.6 If required, to fulfil the minimum number requirements of AMC, Council may second a person to act as a member until such time as the above appointment process can be undertaken.

## **10. OFFICE BEARERS**

- 10.1 The AMC shall nominate a Chairperson from amongst the AMC Members (not including Elected Members of the City of Holdfast Bay) for consideration and approval of appointment by Council.
- 10.2 The AMC shall nominate a Deputy Chairperson from amongst the AMC Members (not including Elected Members of the City of Holdfast Bay) for consideration and approval of appointment by Council.
- 10.3 Each of the Chairperson and Deputy Chairperson shall serve a three (3) year term in those positions unless removed from the position by the Council. On expiry of their term, the Chairperson and Deputy Chairperson can re-nominate for a further term (and for up to 3 terms).
- 10.4 The Deputy Chairperson will act in the absence of the Chairperson and, if both the Chairperson and Deputy Chairperson are absent from a meeting of the AMC, the AMC will choose a Member from those present, who are not Elected Members of the City of Holdfast Bay, to preside at the meeting as the Acting Chairperson.
- 10.5 The Chairperson of the AMC shall be an ex-officio member of all sub-committees of the AMC.

## **11. VOTING RIGHTS**

- 11.1 All members have equal voting rights.
- 11.2 All resolutions of the AMC shall be made on the basis of a majority decision of the AMC members present.
- 11.3 Unless required by legislation not to vote (including for reasons of Conflict of Interest), each of the Elected Members who are members of AMC must vote on every matter which is before the AMC for decision.

- 11.4 The Chairperson has a deliberative vote but does not, in the event of an equality of votes, have a casting vote.

## **12. ROLES AND RESPONSIBILITIES**

### **12.1 Chairperson:**

- 12.1.1 To provide leadership to the AMC.
- 12.1.2 To act as the presiding member at all meetings of the AMC, ensuring that the meeting is conducted in a proper and orderly manner, complying with the requirements of the *Local Government Act 1999*.
- 12.1.4 To act as the AMC's primary contact with the General Manager.
- 12.1.5 To regularly liaise with the General Manager Alwyndor in relation to the work of the AMC.
- 12.1.6 To provide input to the CEO on the appointment and performance of the General Manager.

### **12.2 Deputy Chairperson:**

- 12.2.1 In the absence of the Chairperson, to fulfil the role of the Chairperson.

### **12.3 AMC Members:**

- 12.3.1 To make effective and appropriate contribution as an individual member so that AMC can carry out its role effectively.
- 12.3.2 To attend all meetings of the Committee as practical.
- 12.3.3 To prepare thoroughly for each AMC meeting.
- 12.3.4 To review all Agenda's and Meeting papers for AMC meetings unless granted a leave of absence.
- 12.3.5 To listen to alternate views and act respectfully to other AMC Members.
- 12.3.6 AMC members have no authority to direct the General Manager or employees of Alwyndor in any matter. Any issues or concerns with either the General Manager should be raised with the Chairperson and the CEO, any issues or concerns with employees of Alwyndor should be raised with the General Manager.

## **13. SITTING FEES**

- 13.1 AMC Members, except for City of Holdfast Bay Elected Members, are entitled to a sitting fee for their attendance at AMC meetings.
- 13.2 The applicable rates will be determined by the Council.
- 13.3 Claims for payment of the sitting fees, will be based on attendance at meetings as recorded in the minutes.

## **14. ADMINISTRATION**

- 14.1 The Council shall employ and appoint a General Manager Alwyndor who shall have full responsibilities for the effective management of Alwyndor and reports directly to and is accountable to the CEO. The CEO consult with the Chairperson on any key decision regarding the appointment or performance of the General Manager. The



General Manager will provide full support to the AMC to enable them to fulfil their responsibilities.

14.2 The General Manager shall be responsible for:

14.2.1 ensuring the appropriate leadership, management and administration of Alwyndor's operations in accordance with the requirements of the AMC, Council (the Trustees) and applicable legislation under the direction of ~~Council, the CEO, the AMC, the Trust and applicable legislation.~~

14.2.2 Keeping the AMC informed in a timely manner of all matters relevant to their responsibilities or that may materially impact on Alwyndor's operations or reputation.

## **15. FINANCIAL MANAGEMENT**

15.1 Financial records of Alwyndor will be maintained by the General Manager and will comply with the relevant financial policies and procedures adopted by Council and Alwyndor. The annual financial statements of Alwyndor will be reviewed by the AMC to enable them to make the declaration required under subdivision 60-B of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

15.2 In accordance with the preparation of the annual Council budget cycle, the General Manager will present to the Council for its consideration and adoption, a proposed annual budget for Alwyndor's activities including those matters relating to the management, operations and capital expenditure of Alwyndor for the ensuing financial year before adoption by Council of its annual budget. This will be reviewed and considered by the AMC prior to being presented.

## **16. REPORTING REQUIREMENTS**

16.1 The AMC shall, at least once every two years, review its own performance, terms of reference and membership and provide a report to the Council including any recommended changes. The CEO of Council can approve an extension of this timeframe if circumstances require.

16.2 The Chairperson and the General Manager will report to the Council annually summarising the activities of the AMC during the previous year.

## **17. SUB-COMMITTEES**

17.1 The AMC may appoint such sub-committees as it sees fit to assist it with carrying out its responsibilities. Any subcommittee must regularly report to the AMC on its activities and will have no decision-making powers.

# Attachment 2





## ALWYNDOR MANAGEMENT COMMITTEE (AMC)

### TERMS OF REFERENCE

#### 1. BACKGROUND

Alwyndor is a provider of quality care and services to older people within the City of Holdfast Bay and surrounding metropolitan areas. It offers a continuum of care including residential care, allied health and wellness programs and in-home care and support.

Alwyndor is owned and operated by the City of Holdfast Bay, ('the Council') as the trustee of the Dorothy Cheater Trust, established in 1973. The key requirement of the Trust is that the Council establish and maintain a home for the aged on the property at 52 Dunrobin Road and keep in good order and condition the gardens and the grounds.

Alwyndor is a registered charity with the Australian Charities and Not-for-profits Commission.

Alwyndor is accredited by the Aged Care Quality and Safety Commission. The approved provider is the City of Holdfast Bay.

#### 2. ESTABLISHMENT

The Alwyndor Management Committee (AMC) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999*.

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15.2 In accordance with the preparation of the annual Council budget cycle, the General Manager will present to the Council for its consideration and adoption, a proposed annual budget for Alwyndor's activities including those matters relating to the management, operations and capital expenditure of Alwyndor for the ensuing financial year before adoption by Council of its annual budget. This will be reviewed and considered by the AMC prior to being presented.

## **16. REPORTING REQUIREMENTS**

16.1 The AMC shall, at least once every two years, review its own performance, terms of reference and membership and provide a report to the Council including any recommended changes. The CEO of Council can approve an extension of this timeframe if circumstances require.

16.2 The Chairperson and the General Manager will report to the Council annually summarising the activities of the AMC during the previous year.

## **17. SUB-COMMITTEES**

17.1 The AMC may appoint such sub-committees as it sees fit to assist it with carrying out its responsibilities. Any subcommittee must regularly report to the AMC on its activities and will have no decision-making powers.

Item No: **16.1**

Subject: **ITEMS IN BRIEF**

Date: 13 July 2021

Written By: Personal Assistant

General Manager: Strategy and Corporate, Ms P Jackson

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## **SUMMARY**

These items are presented for the information of Members.

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

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## **RECOMMENDATION**

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

1. **Coast Protection Board – Beach Replenishment, Glenelg North Beach**
  2. **Parks and Leisure Australia Awards – SA/NT**
  3. **Hove Level Crossing Removal**
  4. **Brighton Road Corridor Planning Study**
  5. **Involvement in COVID -19 Compliance Activities**
  6. **Food Organics Garden Organics (FOGO) Grant**
  7. **Removal of Artificial Turf on Brighton Road**
  8. **Weekly FOGO – Phase 2 Trial to commence in July**
  9. **Use of Australia Post Vintage Post Box in front of Cibo, Moseley Square**
  10. **100 Years of Glenelg Football Club Civic Reception**
- 

## **COMMUNITY PLAN**

Culture: Supporting excellent, efficient operations

## **COUNCIL POLICY**

Not applicable

## **STATUTORY PROVISIONS**

Not applicable

**REPORT****1. Coast Protection Board – Beach Replenishment, Glenelg North Beach**

At the Council meeting held on 8 June 2021, Councillor Smedley raised various questions relating to the beach replenishment at Glenelg North. The attached letter has been emailed to the Coast Protection Board, please find attached for Elected Members information.

*Refer Attachment 1*

**2. Parks and Leisure Australia Awards – SA/NT**

On Wednesday 16th May, the Brighton Oval Sporting Precinct redevelopment received a High Commendation award from the Parks and Leisure Australia judges in the category of “Community Facility of the Year” for SA/NT. The awards presentation was held at the Victoria Park racecourse café with Matthew Rechner and Jeff Thomas accepting the High Commendation certificate on behalf of the City of Holdfast Bay (CHB).

Parks and Leisure Australia are the peak industry association in the sector advocating for high quality and professionally planned and managed public facilities and to recognise outstanding project delivery, they hold annual awards.

*Refer Attachment 2*

**3. Hove Level Crossing Removal**

Presented for the interest of Elected Members is correspondence received on 22 June 2021 from the Hon Corey Wingard MP, Minister for Infrastructure and Transport regarding the Hove Level Crossing.

*Refer Attachment 3*

**4. Brighton Road Corridor Planning Study**

On the 23 June 2021, the Chief Executive Officer (CEO) wrote to Mr Tony Braxton-Smith, Chief Executive, Department for Infrastructure and Transport (DIT) to proactively and formally express the City of Holdfast Bay’s interest to be involved in the Brighton Road Corridor study.

*Refer Attachment 4*

**5. Involvement in COVID- 19 Compliance Activities**

South Australia’s Chief Public Health Officer, Professor Nicola Spurrier wrote to the Chief Executive Officer thanking CHB for our involvement in monitoring the Emergency Management (Public Activities) Direction. From 1 July 2021, along with 16 metropolitan councils, CHB will incorporate COVID-19 compliance activities with other public health duties.

*Refer Attachment 5*

**6. Food Organics Garden Organics (FOGO) Grant**

The Mayor received correspondence from The Hon David Speirs MP, Minister for Environment and Water advising that CHB had been awarded \$46,380 towards phase two of the expansion for the FOGO trial.

*Refer Attachment 6*

**7. Removal of Artificial Turf on Brighton Road**

Attached for the information of members is correspondence from the Hon Corey Wingard MP advising removal of artificial turf along Brighton Road remains Council's responsibility.

*Refer Attachment 7*

**8. Weekly FOGO – Phase 2 Trial to commence in July**

The City of Holdfast Bay was recently successful in obtaining a \$46,380 Green Industries SA Council Modernisation grant. This matched funding will be used to roll out Phase 2 of the weekly FOGO trial which includes:

- extending phase 1 (opt in) trial until at least April 2022;
- undertaking two focus group consisting of Weekly FOGO participants and non-Weekly FOGO participants in order to understand residents' attitudes and perceptions of the program and motivations and barriers for signing up; and
- trialling an opt-out Weekly FOGO model across at least 2 streets within the current trial zone where the Weekly FOGO and fortnightly landfill and recycling model becomes the default bin collection service. Households have the opportunity to opt-out back to the standard service through phoning council or filling in a simple form online.

As households must sign up to an opt-in trial, the maximum expected participation rate associated with opt-in models is approximately 30%. Trialing an opt-out model is often found to result in participation rates around 70-80%. This higher associated participation rate will assist Council in determining what diversion and contamination rates would be expected if weekly FOGO and fortnightly landfill collections were made the default collection service. Trialing an opt-out model would also allow for feedback from all members of the community, including those that are and are not conscious about separating their waste.

**9. Use of Australia Post Vintage Post Box in front of Cibo, Moseley Square**

In response to the Motion on Notice raised at the Council meeting 8 December 2020. C081220/2158:

*That the Chief Executive Officer (CEO) arrange for Australia Post to be approached in relation to the approvals and requirements needed for*

*the use / signage of the vintage de-commissioned post box adjacent to Cibo in Moseley Square to be used as a "Santa Post Box" for 2021 season.*

*Moved Councillor Bouchee, Seconded Councillor Miller Carried Unanimously*

Correspondence was sent to Australia Post on 23 April 2021 requesting a meeting to discuss the restoration of the heritage post box and establish annually a 'Santa's Post Box'. Australia Post responded and since then the General Manager, Community & Business has had an initial meeting, with a working meeting scheduled for this month. The outcome, is that Australia Post will activate the mailbox as part of the already established Australia Post Santa Mail program. Working with Administration, Australia Post will manage the clearance of Santa's mail, respond to senders and together both parties will promote the annual activation.

#### **10. 100 Years of Glenelg Football Club Civic Reception**

On Tuesday 29 June 2021, a civic reception was held to mark and celebrate the 100 Years of Glenelg Football Club. This event also acknowledged the SANFLW Premiership team, with Mayor Amanda Wilson presenting the keys to the City. Hosted by Mayor Amanda Wilson and Elected Members of the City of Holdfast Bay, the event was attended by the Hon Corey Wingard MP, Minister for Infrastructure and Transport and Minister for Recreation, Sport and Racing, the Hon Stephen Patterson MP, local Member for Morphett, and Minister for Trade and Investment, representing the South Australian Government, Dr Rachel Swift, the Liberal Candidate for Boothby representing Ms Nicolle Flint, Board Members, and Senior staff from the Glenelg Football Club.

The event was adapted to meet the revised government COVID restrictions.

# Attachment 1





[holdfast.sa.gov.au](http://holdfast.sa.gov.au)

Brighton Civic Centre 24 Jetty Road, Brighton SA 5048  
PO Box 19 Brighton SA 5048  
P 08 8229 9999 F 08 8298 4561

Glenelg Customer Service Centre and Library  
2 Colley Terrace, Glenelg SA 5045

15 June 2021

Mr Jeff Tate  
Presiding Member  
Coast Protection Board  
Department for Environment and Water  
GPO Box 1047, Adelaide, SA 5001, AUSTRALIA

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

Dear Mr Tate.

### **Beach Replenishment – Glenelg North Beach**

At a recent Council meeting, Council administration were requested to write to the Coast Protection Board regarding the condition of Glenelg North Beach (in particular the southern end). The Glenelg North Beach has been starved of sand since the construction of the Holdfast Shores Marina which has blocked the natural northerly movement of sand which would otherwise replenish Glenelg North beach. Council acknowledges the significant effort of the CPB and DEW in managing and funding the sand pumping project from Glenelg to Kingston Park.

Council formally requests that the CPB provide a long term strategy around sand replenishment at Glenelg North Beach, and in particular:

- What is the strategy for remediation of the southern end of Glenelg North Beach?
- Is there a long term solution to the loss of sand from Glenelg North Beach?
- Is the seawall in the region at risk without the benefit of a sand buffer, including consideration of sea level rise?
- At the time establishment of the Holdfast Shores Marina development was approved, was the problem recognised? Were development conditions imposed to address it, and were those conditions met?
- Council understands that infrastructure was installed at the time of construction of Holdfast Shores Marina, for the transfer of sand from Glenelg Beach, south of the breakwater, to Glenelg North Beach. Is this operational or can it be made operational?
- In determining to build the Semaphore to West Beach sand replenishment pipeline, was the extension of the pipeline to Glenelg North considered, and If so, why did this not receive approval. Is it a future stage?

Please contact the undersigned if you have any queries. I look forward to your reply.

Yours sincerely,

Michael de Heus  
Acting General Manager  
Assets & Delivery



# Attachment 2







PARKS & LEISURE  
AUSTRALIA  
SA/NT

2021

REGION  
AWARDS OF  
EXCELLENCE

PARKS & LEISURE AUSTRALIA (SA/NT)

Award for

**Community Facility of the Year Award**

**HIGH COMMENDATION**

to

City of Holdfast Bay

for

Brighton Oval Community Sports Precinct

A handwritten signature in black ink, appearing to read 'Sue Suter'.

Sue Suter  
President, SA/NT Region  
Parks and Leisure Australia

Date of Issue - May 2021

# Attachment 3



Hon Corey Wingard MP



**Government  
of South Australia**

**Minister for Infrastructure  
and Transport**

**Minister for Recreation,  
Sport and Racing**

GPO Box 668  
ADELAIDE SA 5001  
DX 450

T: (08) 8490 6200

E: [MinisterWingard@sa.gov.au](mailto:MinisterWingard@sa.gov.au)

21INF0249

Ms Amanda Wilson  
Mayor  
City of Holdfast Bay

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

Dear Mayor *Amanda*

Thank you for your recent correspondence regarding the Hove Level Crossing Removal project.

The state government has been extensively consulting the community regarding the options for the removal of the railway level crossing at Brighton Road, Hove.

The community drop-in sessions were constructive with over 400 stakeholders attending over the three sessions. In addition, community feedback was received through around 1,000 responses to the community survey as well as direct feedback provided to my office and Department for Infrastructure and Transport.

Following this extensive stakeholder consultation, the Hove level crossing project will not be proceeding.

The detailed analysis of both the rail-over and rail-under design options found the least costly of the two would be around \$120 million more than the available budget.

The current budget allocation of \$171 million is inadequate to remove the level crossing with the rail-over option estimated to cost \$290 million and the rail-under option estimated to cost \$450 million.

Given the significant budget required and community views, it is only prudent that the state government acts on this information to ensure taxpayer dollars are spent as responsibly and efficiently as possible.

As such, the state government will now focus on a Ten Year Level Crossing Removal Program that will prioritise and identify the highest priority level crossings for removal.

As you may be aware, earlier this year the state government was successful in adding the *Adelaide Level Crossings* program to the Infrastructure Australia Priority List as a new priority initiative.

There are 127 at-grade level crossings of the road and rail network in South Australia that contribute to safety concerns and traffic congestion. The state government has identified 31 level crossings that pose the highest risk to users and create the greatest disturbances to commuters and industry on our road and rail network.

The state government will now proceed to further prioritise and identify the highest priority crossings for inclusion in the 10 year level crossing removal program.

Level crossings are archaic and in a growing state like South Australia we need to get on the front foot and find solutions that are affordable and fit in with community expectations.

We got it right with Oaklands in my community and Ovingham in the city's inner north and we can get it right across the rest of South Australia if we prioritise the projects appropriately.

I thank you for your interest and feedback provided throughout the extensive consultation on this project and look forward to continuing to work with the experts and local communities to get the best infrastructure outcomes for our great state.

Yours sincerely



**Hon Corey Wingard MP**  
Minister for Infrastructure and Transport

22 / 6 / 2021

# Attachment 4







[holdfast.sa.gov.au](http://holdfast.sa.gov.au)

Brighton Civic Centre 24 Jetty Road, Brighton SA 5048

PO Box 19 Brighton SA 5048

P 08 8229 9999 F 08 8298 4561

Glenelg Customer Service Centre and Library

2 Colley Terrace, Glenelg SA 5045

23 June 2021

Mr Tony Braxton-Smith  
Chief Executive  
Department for Infrastructure and Transport

VIA EMAIL: [tony.braxton-smith@sa.gov.au](mailto:tony.braxton-smith@sa.gov.au)

Dear Tony,

### **Brighton Road Corridor Planning Study**

Further to our telephone discussion yesterday and the email received later that afternoon via the Hove Crossing Project consultation list advising of the Brighton Road Corridor Planning Study, I would like to formally express our interest in being engaged in this Study and future planning for Brighton Road.

As expressed by many members of our community during the consultation regarding the Hove Crossing Project, there are a number of issues with the Brighton Road corridor which our community are keen to see resolved, including access to the corridor from local roads, east-west connectivity, walking/cycling accessibility, and congestion.

I am aware that engagement regarding the Brighton Road Corridor Planning Study has commenced at officer level and that we have supplied information to support the Study. Officers who attended the two workshops held to date advise that the data provided during the presentations is extremely valuable and could contribute positively to the development of Council's own Integrated Transport Strategy, which is currently in progress.

I am also aware that contact at officer level is occurring regarding specific traffic-related issues raised previously by Council such as the intersection between Brighton Road and Edward Street.

In order to continue to build on these positive collaborations, it is important to also engage Council's Elected Members in planning processes, as they are direct representatives of our community. To this end, we request that consideration be given to providing Elected Members with an opportunity to hear the presentations given to officers regarding the Brighton Road Corridor Planning Study. I'm advised that some data presented is not yet ready for public release however, as there are mechanisms to close Council workshops to the public, I believe there are ways we can manage the need for confidentiality.

I would appreciate your assistance in organising for the consultants to provide the presentations at a Council workshop.

Yours sincerely,

Roberto Bria  
Chief Executive Officer



# Attachment 5



OFFICIAL



**Health**  
Department for  
Health and Wellbeing

Ref: A2831594

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

Chief Public Health Officer  
Health Regulation and Protection

Citi Centre Building  
11 Hindmarsh Square  
Adelaide SA 5000

PO Box 287, Rundle Mall  
Adelaide SA 5000  
DX 243

Tel 08 8226 6302  
Fax 08 8226 0720

ABN 97 643 356 590

[www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)

Dear Mr Bria

**Re: Metropolitan Council Involvement in COVID-19 Compliance Activities**

South Australians have all played their part to effectively manage the COVID-19 pandemic, putting our state in a position that is the envy of the rest of the world.

Local Government has played a crucial role in keeping their communities informed and supported during this challenging time.

The Emergency Management (Public Activities) Direction was put in place to manage the COVID-19 pandemic. The Direction sets out rules for businesses, community and sporting clubs, religious groups, and the general public. These rules are designed to reduce risk to the community and to keep us safe. It is essential that these measures are maintained as there is still a risk of transmission of COVID-19 in our community.

So far, much of the work to monitor compliance with these rules has been conducted by SA Police.

As you may be aware, from 1 July 2021, SA Health and Local Government in metropolitan Adelaide will be supporting SA Police to monitor compliance and I would like to personally thank you in advance for agreeing to this initiative. While SA Police will retain an important role in COVID-19 compliance, this new arrangement will support SA Police to return critical resources to their other duties to keep our communities safe.

This transition to shared compliance monitoring reflects a long history of SA Health and Local Government working in partnership to protect public health and is reflective of the role taken by Local Government in the earlier stages of the pandemic.

A shared model to monitor COVID-19 compliance has been developed between SA Health, the Local Government Association of SA, and metropolitan council operational staff.

OFFICIAL



## How will the new model work?

- **SA Health:**
  - SA Health will be coordinating the monitoring and compliance of the *Emergency Management (Public Activities) Direction* in metropolitan Adelaide with the assistance of Local Government and SA Police.
  - SA Health will be responsible for monitoring sectors outside of those normally visited by Local Government, and for responding to businesses found to be non-compliant by Local Government authorised officers.
  - Community complaints will be received and managed through a central process by SA Health.
- **Local Government:**
  - Seventeen metropolitan councils will integrate COVID-19 compliance monitoring with their other public health duties (e.g. food inspections).
  - COVID-19 compliance operations have been designed to integrate smoothly with the existing duties performed by council officers, who are already authorised to undertake public health monitoring activities under existing legislation.
  - Council staff will be supported by an app-based compliance tool for reporting purposes.
- **SA Police:**
  - SA Police will retain compliance activities in regional areas and for certain activities for which they have other responsibilities (e.g. some liquor licensed premises such as nightclubs).

This new model should have minimal resource impact on individual councils, but its power is in the collective effort of all participating agencies.

This shared compliance approach will be formally reviewed after 6 months. However, ongoing assessment and contact with the participating councils will occur to monitor activities and respond to any issues.

On behalf of SA Health and the South Australia community, I'd like to express my sincere gratitude to your council for embracing this important role in the COVID-19 response.

If you would like more information about the new COVID-19 compliance monitoring model, please contact Dr Chris Lease, Deputy Chief Public Health Officer by telephone on 8226 7108 or via e-mail at [chris.lease@sa.gov.au](mailto:chris.lease@sa.gov.au).

Yours sincerely



**PROFESSOR NICOLA SPURRIER**  
Chief Public Health Officer  
Health Regulation and Protection

22 / 06 / 2021

# Attachment 6



21EW0013086



**Government  
of South Australia**

Office of the Minister for  
Environment and Water

81-95 Waymouth Street  
Adelaide SA 5000

GPO Box 1047  
Adelaide SA 5001

Tel 08 8463 5680  
minister.speirs@sa.gov.au

Mayor Amanda Wilson  
City of Holdfast Bay  
Email: [awilson@holdfast.sa.gov.au](mailto:awilson@holdfast.sa.gov.au)

Dear Mayor

A handwritten signature in blue ink that reads 'Amanda'.

I am writing to congratulate the City of Holdfast Bay on being awarded funding by the Marshall Liberal Government through my portfolio agency, Green Industries SA (GISA). GISA runs a number of funding programs each year to assist councils in modernising their waste management services and increasing their diversion of waste from landfill.

The state government has awarded councils with funding totalling more than \$1.11 million in this most recent round of Council Modernisation Grants. This is in addition to the \$1.04 million in Kerbside Performance (Food Waste) Incentives awarded earlier this year.

I am pleased to advise that your council has received a Council Modernisation Grant of \$46,380 towards phase two of the expansion of its food waste collection frequency trial for up to 250 households.

The results of the initial trial are very promising, and you should be proud of the team that have led this program. I am excited to hear about the outcomes of phase two of the trial.

I encourage you to continue to make the most of the state government's reinvestment of the solid waste levy back into the sector. Information on funding opportunities can be found on GISA's website: [www.greenindustries.sa.gov.au/funding](http://www.greenindustries.sa.gov.au/funding).

Yours sincerely

A handwritten signature in blue ink that reads 'David Speirs'.

**DAVID SPEIRS MP**  
Minister for Environment and Water

Date: 24/06/2021

# Attachment 7



Hon Corey Wingard MP



Government  
of South Australia

Minister for Infrastructure  
and Transport

Minister for Recreation,  
Sport and Racing

GPO Box 668  
ADELAIDE SA 5001  
DX 450

T: (08) 8490 6200

E: [MinisterWingard@sa.gov.au](mailto:MinisterWingard@sa.gov.au)

21MTR0607

Mr Roberto Bria  
Chief Executive Officer  
City of Holdfast Bay

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

Dear Mr Bria *Roberto*

Thank you for your recent correspondence regarding the removal of artificial turf on the median strip along Brighton Road between Anzac Highway and Scholefield Road.

After receiving your correspondence, I asked the Department for Infrastructure and Transport (DIT) for advice about this matter.

DIT has advised that in 1992 the then City of Brighton (now Holdfast Bay) sought to enhance the median amenity on Brighton Road by installing synthetic grass and planter boxes.

Following discussions between the Council and the then Department of Road Transport, Council was permitted to install the grass and planter boxes on the understanding that Council would take over full care and management of the medians and kerbing. This was confirmed and the department provided a one-off contribution of \$40,000 toward the project.

The median planter boxes were later removed by Council and replaced with trees as the planter boxes proved to be a safety hazard.

As the synthetic grass was installed by Council and Council at that time agreed to take over full care and control of the medians, removal of the grass is deemed a Council responsibility.

I trust this information is of assistance.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Corey Wingard'.

Hon Corey Wingard MP  
Minister for Infrastructure and Transport

*23 / 6 / 2021*



Item No: **16.2**

Subject: **NOMINATIONS SOUGHT FOR THE WEST BEACH TRUST**

Date: 13 July 2021

Written By: Team Leader Governance

General Manager: Strategy and Corporate, Ms P Jackson

---

### **SUMMARY**

The Hon Vickie Chapman MP, Deputy Premier, Attorney- General and Minister for Planning and Local Government has written to Council advising that the term of appointment for Councillor Abley on the West Beach Trust (the Trust) expires on 28 February 2022.

It is required that the City of Holdfast Bay provide a panel of three proposed nominees to represent the Council on the Trust pursuant to Section 7 of the *West Beach Reserve Act 1987* (the Act) by 31 August 2021.

The proposed nomination must include at least one male and female as per the Act. The Act also requires that the nominees must have knowledge of, and experience in business or management, tourism, accounting and finance, environmental protection and management, operation of regional recreational facilities or government. Council can re-nominate the existing member.

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### **RECOMMENDATION**

**That Council nominates Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Hon Vickie Chapman MP for consideration for appointment to the West Beach Trust.**

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### **COMMUNITY PLAN**

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

### **COUNCIL POLICY**

Not Applicable.

## STATUTORY PROVISIONS

*West Beach Recreation Reserve Act 1987*

### BACKGROUND

The West Beach Trust (the Trust- trading as West Beach Parks) is established under the *West Beach Recreation Reserve Act 1987* (the Act) and is vested with the responsibility of administering and developing the 135 hectare “Adelaide Shores” as a sporting, cultural and recreational complex, and as a tourist attraction and resort. The Trust promotes and encourages the use and enjoyment of the Reserve by the public and also has an environmental responsibility. The precinct includes two accommodation properties, two public golf courses, diverse competition level sporting facilities, meeting and event venue, a boat haven and a range of lessees.

The Trust governance structure comprises seven (7) members appointed by the Minister, including representatives of the Cities of Holdfast Bay, Charles Sturt and West Torrens and independent members.

Council is required to nominate a panel of three persons for the Minister to choose from. Nominated persons need not be members or employees of the council.

Council recommended three (3) nominees in September 2016 (Report No: 235/16) and Councillor Clancy was appointed to the West Beach Trust for 4 years.

Council nominated three (3) nominees on 8 September 2020 (Report No: 261/20 Nomination to the West Beach Trust), resolving to nominate Councillors Abley, Lindop and Snewin (Resolution No: C080920/2030). Council was notified on 9 November 2020 that Councillor Abley was appointed as a member of the Trust for a term commencing on 1 January 2021 to 28 February 2022 (Report no: 379/20 – Item in Brief – Appointment to West Beach Trust – Councillor Abley).

### REPORT

The Hon Vicki Chapman MP wrote to Council on 15 June 2021 requesting that the City of Holdfast Bay provide proposed nominees pursuant to Section 7 of the Act by 31 August 2021.

*Refer Attachment 1*

The Trust is accountable to the Minister for the effective stewardship of the West Beach Recreation Reserve in accordance with the Act. The general powers and functions of the Trust are outlined in Attachment 2.

*Refer Attachment 2*

In accordance with Section 7(2)(a) and (b) of the *West Beach Recreation Reserve Act*, any person nominated by a council, or otherwise selected by the Minister for appointment, must have qualifications or experience in one of the following:

- business or management
- tourism

- accounting and financial
- environmental protection and management
- the provision or operation of regional recreation facilities
- government.

Further, in constituting a panel, Council:

- must nominate at least one woman and one man, and
- must give reasonable consideration to nominating persons who provide a range of the qualifications and experience referred to above, and
- need not nominate persons who are members or employees of the council.

*Refer Attachment 3*

The West Beach Trust meets eleven times per calendar year with each member having further representation on one of the five sub committees constituted by the Trust.

Council must provide a panel of three nominees. Council can re-nominate the existing member. The nominees from Council can be any member of the community including staff. The term of appointment to the Trust is determined by the Minister.

#### **BUDGET**

Council does not contribute financially to the Trust.

The term of appointment to the Trust is determined by the Minister. Members will receive a sitting fee for attendance at meetings.

#### **LIFE CYCLE COSTS**

Not applicable.



# Attachment 1



**The Hon Vickie Chapman MP**



WBT2021-013

15 June 2021

Mr Roberto Bria  
Chief Executive Officer  
City of Holdfast Bay

By email: [rbria@holdfast.sa.gov.au](mailto:rbria@holdfast.sa.gov.au)

**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

Dear Mr Bria

I write to you regarding the appointment of members to the West Beach Trust (the Trust), as the term of the current City of Holdfast Bay (Council) member, Ms Rebecca Abley, expires on 28 February 2022.

The Trust is a statutory body under the *West Beach Recreation Reserve Act 1987* (the Act) and its members include representation from the Cities of Charles Sturt, West Torrens and Holdfast Bay. Accordingly, I invite Council to provide advice on nominees that you consider suitable for the role as member of the Trust.

In making your nominations, please note that the Act requires that the nominees must have some knowledge of, and experience in business or management; tourism; accounting and finance; environmental protection and management; operation of regional recreation facilities or government.

The Act also requires under section 7(2)(b) that at least one nomination of Council must be a woman and one must be a man. Council need not nominate members or employees of Council. In providing nominations, I request you give due consideration to the requirements of the Act.

Further, the Trust is a Government Board and is subject to the Department of Premier and Cabinet – Government Boards and Committees Guidelines with remuneration allocated in accordance with the *Boards and Committees Remuneration Framework*. A copy of the Guidelines are available at:

<https://www.dpc.sa.gov.au/responsibilities/boards-and-committees/resources-and-publications/Boards-and-Committees-Guidelines.pdf>

I would be grateful if you could provide your nominations, including the curriculum vitae to my Office at [attorneygeneral@sa.gov.au](mailto:attorneygeneral@sa.gov.au) by no later than 31 August 2021.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Vickie Chapman', written over a circular stamp or seal.

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

# Attachment 2



- (b) a majority of members express concurrence in the proposed resolution by letter or by facsimile transmission or other electronically transmitted written communication setting out the terms of the resolution.
- (5) The Trust must cause accurate minutes to be kept of its proceedings at meetings.
- (6) Subject to this Act, the business of the Trust will be conducted in such manner as the Trust may determine.

## **12—Validity of acts of Trust**

- (1) An act or proceeding of the Trust is not invalid by reason of a vacancy in its membership, or a defect in an appointment.

## **Division 2—Functions and powers of the Trust**

### **13—General functions and powers of Trust**

- (1) The functions of the Trust are as follows—
  - (a) to administer and develop the Reserve in accordance with its strategic and business plans—
    - (i) as a sporting, cultural and recreational complex of State-wide significance; and
    - (ii) as a tourist attraction and resort; and
    - (iii) within a designated area—as a place where boats may be launched, moored or stored (and where any ancillary or associated services may be provided); and
  - (b) to promote and encourage the use and enjoyment of the Reserve by the public; and
  - (c) to perform any other function assigned to the Trust by this Act or the Minister.
- (2) For the purpose, or in the course, of performing its functions, the Trust may—
  - (a) establish committees (which may, but need not, consist of, or include, members of the Trust) to advise the Trust on any aspect of its functions;
  - (b) delegate any of its powers under this Act to a committee, member of the Trust or other person;
  - (c) acquire, deal with or dispose of real or personal property or any interest or right in relation to real or personal property;
  - (d) provide facilities for accommodation, refreshment, sport or entertainment and any other amenities on the Reserve;
  - (e) grant (on such conditions as the Trust thinks fit) leases, licences or other rights of occupation or use in relation to any part of the Reserve or any building or facility on or over any part of the Reserve;
  - (f) carry out work and undertakings for the improvement or maintenance of the Reserve;

**West Beach Recreation Reserve Act 1987—1.2.2010**

Part 2—The West Beach Trust

Division 2—Functions and powers of the Trust

---

- (g) construct on the Reserve any buildings or structures that it considers appropriate;
  - (h) fix charges for admission to the Reserve or any part of it;
  - (i) fix charges for any services or amenities provided by the Trust;
  - (j) enter into any contract or arrangement relevant to the functions of the Trust;
  - (k) do any other thing that is necessary for, or incidental to, the performance of its functions.
- (3) A delegation under subsection (2)(b) is revocable at will and does not derogate from the power of the Trust to act itself in any matter.
- (4) Despite any other provision of this Act, the Trust must not sell any of the land bounded by bold black lines in the Schedule.
- (5) Despite any other provision of this Act (but subject to subsection (7)), the Trust must not—
- (a) sell any of its other real property (being real property not within the ambit of subsection (4)); or
  - (b) grant a lease or licence over the Reserve, or a part of the Reserve, so as to result in a situation where the Trust has, in effect, transferred its responsibility to administer and develop the Reserve in accordance with section 13(1)(a) to another party; or
  - (c) enter into any partnership, joint venture or other profit sharing arrangement, unless the Minister has approved a proposal for the transaction and has, at least two months before the proposed transaction is entered into—
    - (d) given notice of the proposed transaction in the Gazette and in a newspaper circulating generally throughout the State; and
    - (e) provided a written report on the proposed transaction to the Economic and Finance Committee of the Parliament.
- (6) Despite any other provision of this Act (but subject to subsection (7)), the Trust must not grant a lease or licence over the Reserve, or a part of the Reserve, for a term exceeding ten years (not being a lease or licence to which subsection (5)(b) applies) without the approval of the Minister.
- (7) If the Trust proposes to grant a lease or licence over the Reserve, or a part of the Reserve, for a term exceeding 20 years, the Trust must not do so except in pursuance of an approval granted by a resolution passed by both Houses of Parliament (and subsections (5) and (6) will then not apply with respect to the lease or licence).
- (8) Notice of a motion for a resolution under subsection (7) must be given at least 14 sitting days before the motion is passed.
- (9) A lease or licence that is subject to the operation of subsection (5), (6) or (7) must be consistent with the Trust's strategic and business plans (as applying at the time that the lease or licence is granted).
- (10) In subsection (1)(a)(iii)—
- designated area** means an area designated by the Minister by notice in the Gazette for the purposes of that subsection.

- (6) The Minister may, after consultation with the Trust, amend the charter at any time.
- (7) The charter or any amendment to the charter comes into force and is binding on the Trust on a day specified in the charter or amendment (but without affecting any contractual obligations previously incurred by the Trust).

#### **14C—Performance agreements**

- (1) The Minister must, when preparing the charter for the Trust, also prepare, after consultation with the Trust, a performance agreement setting the various performance targets that the Trust is to pursue in the coming financial year or other period specified in the agreement and dealing with such other matters as the Minister considers appropriate.
- (2) The Minister must, after consultation with the Trust, review the performance agreement when reviewing the Trust's charter.
- (3) The Minister may, after consultation with the Trust, amend the performance agreement at any time.

#### **14D—Business plans**

- (1) The Trust must prepare—
  - (a) a long-term strategic plan; and
  - (b) a business plan.
- (2) The business plan must set out or include, in respect of the ensuing year—
  - (a) strategies to achieve the Trust's performance targets, and a statement of the financial and other resources that will be required to achieve those targets; and
  - (b) the performance measures that are to be used to monitor and assess performance against the Trust's targets.
- (3) A plan must be submitted to the Minister for approval and, when approved, adopted by the Trust.
- (4) The Minister may, after consultation with the Trust, require that a plan be amended.
- (5) The Trust may review a plan from time to time and must review its business plan before the end of each financial year, or whenever directed to do so by the Minister.
- (6) An amendment to a plan does not have effect unless or until approved by the Minister.

### **Division 3—Staff of the Trust**

#### **15—Officers and employees**

- (1) There will be—
  - (a) a chief executive officer of the Trust; and
  - (b) such other officers and employees of the Trust as are necessary for the administration of this Act.
- (2) Officers and employees of the Trust will be appointed by the Trust on such terms and conditions as the Trust may determine.

# Attachment 3



## 7—Membership of Trust

- (1) The Trust consists of seven members appointed by the Minister, of whom—
  - (a) one must be a person from a panel of three persons nominated by the City of Charles Sturt; and
  - (b) one must be a person from a panel of three persons nominated by the City of Holdfast Bay; and
  - (c) one must be a person from a panel of three persons nominated by the City of West Torrens; and
  - (d) the remainder will be selected by the Minister.
- (2) For the purposes of subsection (1)—
  - (a) any person nominated by a council, or otherwise selected by the Minister for appointment, must have qualifications or experience in—
    - (i) business or management; or
    - (ii) tourism; or
    - (iii) accounting and financial; or
    - (iv) environmental protection and management; or
    - (v) the provision or operation of regional recreation facilities; or
    - (vi) government; and
  - (b) a council, in constituting a panel—
    - (i) must nominate at least one woman and one man; and
    - (ii) must give reasonable consideration to nominating persons who provide a range of the qualifications and experience referred to above; and
    - (iii) need not nominate persons who are members or employees of the council.
- (3) At least two members of the Trust must be women and at least two must be men.
- (4) The Minister will appoint a member of the Trust to be its presiding officer and another to be its deputy presiding officer.
- (5) The Minister should, before making an appointment under subsection (1), consult with persons who, in the opinion of the Minister, have an interest in the matter.

## 8—Conditions of membership

- (1) A member of the Trust will be appointed for a term, not exceeding four years, specified in the instrument of appointment and will, at the expiration of a period of appointment, be eligible for reappointment.
- (2) The Minister may remove a member of the Trust from office—
  - (a) for breach of, or non-compliance with, a condition of appointment; or
  - (b) for misconduct; or
  - (c) for failure or incapacity to carry out official duties satisfactorily; or



Item No: **16.3**

Subject: **GREEN ADELAIDE INITIATIVES**

Date: 13 July 2021

Written By: Team Leader Environment & Coast

General Manager: Assets & Delivery, Mr M de Heus

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### **SUMMARY**

Green Adelaide has written to all Metropolitan Council Mayors and Chief Executive Officers with two proposals, to co-fund an important Urban Heat and Tree Canopy Mapping project; and to commit to signing the Adelaide National Park City Charter.

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### **RECOMMENDATION**

#### **That Council:**

- 1. approve additional budget up to \$15,000 to contribute to a second Adelaide-wide urban heat and tree canopy cover mapping project;**
  - 2. shows in-principle support for Adelaide becoming a National Park City; and**
  - 3. that a further report be brought back to Council for consideration once the Adelaide National Park City Charter has been developed.**
- 

### **COMMUNITY PLAN**

Community: Building a healthy, active and resilient community

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Boosting our visitor economy

Environment: Protecting Biodiversity

Environment: Building an environmentally resilient city

Environment: Fostering an environmentally connected community

**COUNCIL POLICY**

Not Applicable.

**STATUTORY PROVISIONS**

Not Applicable.

**BACKGROUND**

Green Adelaide has written to all Metropolitan Council Mayors and Chief Executive Officers with two proposals, to co-fund an important Urban Heat and Tree Canopy Mapping project; and to commit to signing the Adelaide National Park City Charter.

*Refer Attachment 1*

**1. Second Adelaide-wide Urban Heat and Tree Canopy Mapping Project**

In the recent past the City of Holdfast Bay has been involved in three data capture projects that provided us with data at the times shown below:

- **Thermal Imagery** – Surface temperatures and heat maps, February 2016 (Resilient South).
- **LiDAR** – Vegetation and digital terrain, June 2018.
- **Multispectral Imagery** – Vegetation health and greenness, September 2018.

In February 2016, the four Resilient South councils (Cities of Holdfast Bay, Marion, Mitcham and Onkaparinga) were the first to capture urban heat data. However, we missed out on the opportunity to capture night time heat, and social vulnerability data within urban heat islands, which is an important way to determine spatial greening requirements to improve urban hot spots for those that need it most.

The LiDAR data captured in 2018 provided invaluable data about our tree canopy, as well as building footprints and permeable surfaces.

However, some of these data captures happened out of sync with the rest of metropolitan Adelaide, which creates higher costs and inconsistent data for comparisons.

In the last 6 months, Administration has been in discussion with the Department of Environment and Water (DEW), Green Adelaide and all other metropolitan councils to determine future data capture requirements and alignment with timing. A proposal has been received from Green Adelaide (Refer Attachment 2) sent to the 17 metropolitan councils (and the Town of Gawler) to undertake a co-ordinated approach to recapture these datasets all together during the summer of 2021/22.

*Refer Attachment 2*

Doing so will, for the first time, ensure contiguous datasets are available across the entire metropolitan Adelaide region and will establish a framework for a co-ordinated recapture cycle for these datasets into the future.

## **2. National Park City (NPC) Proposal**

Green Adelaide has invited all of the metropolitan Adelaide councils to support a proposal for Adelaide to become the world's second National Park City (NPC).

The National Park City concept was developed in London by Daniel Raven-Ellison, a teacher and geographer. It is not a reference to a national park in the sense of a protected conservation area, but in the sense that a city can be a place where community connects with and celebrates their surroundings, builds a sense of place, and commits to a shared vision to bring and make nature part of their lives every day. In February 2019, London became the first National Park City.

This is an exciting prospect for metropolitan Adelaide, and one that has proven popular with the metropolitan Adelaide community – over 500 people expressed their support online within 4 days of the Adelaide National Park City website going live on June 5 (to coincide with World Environment Day and media exposure in The Advertiser).

The “NPC Journey Book” features twenty-three (23) criteria that must be met, to the satisfaction of the NPC Foundation, for Adelaide to be invited to declare NPC status. These criteria range from the development of a Vision, Charter and Action Plan, through to widespread community support and formation of a governance structure to ensure an Adelaide National Park City is sustainable.

Becoming a NPC will bring international recognition to the collective effort of citizens, businesses, non-governmental organisations, and local and State Governments towards creating a physical and social urban landscape. It will improve the health and wellbeing of individuals and communities, the liveability, sustainability and natural elements of the city, and the financial resilience of the city by creating nature-based employment and circular economies. We all stand to benefit from this collective movement towards living with nature in a city.

While London became a NPC via a 5-year led grassroots community campaign, Green Adelaide is pursuing a government-lead approach initially. While these are different in nature, the intended outcome is the same – a city where people and nature are better connected, all of the time. The support of local government can play a key role in Adelaide becoming a National Park City, as the form of government closest to the community and most reflective of their voice. Much of the environmental and social work that local government currently delivers aligns to the NPC concept, and the benefits of this title will include an even more engaged and active community that cares for each other and their local environment.

**REPORT**

**1. Second Adelaide-wide Urban Heat and Tree Canopy Mapping Project**

Administration considers the Green Adelaide proposal to be extremely worthwhile and excellent value for money. The data products that have been produced from the past data captures have been very useful. The proposal provides value for money because if we attempted to undertake this work ourselves, it would be prohibitively expensive.

The proposal includes the following information about the timing of the proposed data capture for 2021/22 and a proposed recapture cycle. See the table below for details.

	<b>Thermal imagery</b> (Surface temperatures and heat maps)	<b>LiDAR</b> (Vegetation and digital terrain)	<b>Multispectral imagery</b> (vegetation health and greenness)
<b>Proposed recapture</b>	Summer 2021/22: - 2021/22 FY - 6-8 months away - 6 years since last capture	Summer 2021/22: - 2021/22 FY - 6-8 months away - ~3 ½ years since last capture	Summer 2021/22: - 2021/22 FY - 6-8 months away - ~3 ½ years since last capture
<b>Proposed recapture cycle (future)</b>	Every 6 years: - i.e. summer 2027/28 - Capture with every second LiDAR and multispectral capture	Every 3 years, i.e. summer 2024/25	Every 3 years, i.e. summer 2024/25

The proposal includes a funding model where state government agencies will contribute 50% of the total cost and the remaining 50% is contributed from the 18 local governments that are included in the proposal. Final project costs are subject to a competitive procurement process to be run by the state government but local government contributions are likely to be between \$10,000 and \$15,000 per council, with an expectation that if most metro councils participate then the cost per council may be less than \$10,000. This is exceptional value for money.

**2. National Park City Proposal**

By signing the Adelaide NPC Charter as a show of united support, Adelaide will become the world’s second NPC. The Adelaide NP Charter will be very similar to the Universal Charter for National Park Cities (Refer Attachment 3). However, as yet Green Adelaide have not developed the Adelaide NPC Charter and so it is unclear what it is we are being invited to sign. We have been invited to attend a local government workshop to ‘influence’ the Charter which we will be attending. Once the Charter is developed, Administration will bring it back to Council for approval and signing by the Mayor.

*Refer Attachment 3*

This proposal aligns well with our current environmental aspirations, strategies and actions. Assuming that Council approves the signing of the Adelaide NPC Charter, then the Environment and Communications Teams will discuss opportunities to reference the Adelaide NPC. There is no budget requirement and appears to create little additional work for administration.

The Green Adelaide goal is to have a multi-jurisdictional signing of the Adelaide NPC Charter in late July/early August and for Green Adelaide to submit the application by October/November 2021.

#### **BUDGET**

It is requested that Council approve up to \$15,000 to contribute to the Green Adelaide Urban Heat and Tree Canopy Mapping proposal.

There is no required budget for the National Park City Proposal.

#### **LIFE CYCLE COSTS**

Nil.

# Attachment 1



17 June 2021

Dear Mayors and CEO's

**Re: Local Government and Green Adelaide 3 June forum**

Thank you for taking the time to again meet with the Green Adelaide board on 3 June at the Thebarton Community Centre. Your commitment to the day highlights our shared aspiration to have strong partnerships based on our common grounds as they relate to each of our greening agendas.

On the day, we acknowledged our December 2020 meetings with you and how your shared green agendas have been incorporated and recognised in both our **Regional Landscape Plan 2021-26** and our **Annual Business Plan 2021-22**. Both these documents are currently with the Minister for Environment and Water, seeking his endorsement. We will provide copies as soon as we are able.

In highlighting our annual business plan we talked about the four iconic programs being pursued. We spoke in particular about the first two, and signalled our interest in progressing conversations in relation to the second two at a future meeting.

*Iconic projects*

Greening our streets and backyards  
Making Adelaide a National Park City  
Rewilding our rivers and coastline  
Restoring culture

We also provided an overview of our financial status and highlighted that we are wanting to better synchronise our budget planning cycle and priorities with the collective of Councils, and that this may take a few funding cycles to resolve. This is also in acknowledgement of our different legislative responsibilities. Until then, we feel that our 2021/22 annual Business Plan is nudging us closer together.

Also on the back of our December meetings, you asked us to take the lead on coordinating the **canopy cover and heat mapping** across the 17 councils, to ensure a consistent and comparable dataset from which good decisions can be made. To that end, we have gone to market and can confirm that estimates for this work are in the order of \$500,000. The majority of the costs can be sourced from Green Adelaide and collaborating state agencies. The outcomes of this work can be made better if Councils could contribute up to \$10,000 each, to enable all partners to consistently make strategic, evidence based decisions to maximise the impact of our collective greening investments. For further details, please see the attached proposal for your consideration.



The final matter discussed was **Adelaide National Park City**. Green Adelaide is vying for metro-Adelaide to become the second city to gain National Park City status. London became the first National Park City in 2019 and there's the goal of 25 cities by 2025 having this title. Being a National Park City brings international recognition to the collective effort of citizens to create an urban landscape that results in stronger social connections and wellbeing because of their care for the environment and being active in transforming how we live while facing the challenges of climate change and urban densification.

Earning the reputation of being a National Park City (NPC) is expected to improve the wellbeing of people, the liveability of the city and the financial strength of the city by creating nature based employment and circular economies to name a few outcomes. We all stand to benefit from this collective movement towards living with Nature in the city.

There is a rigorous assessment path that needs to be taken to achieve NPC status. One of them is to have majority community support, and another is for the city to have a Charter for people to sign. Green Adelaide is currently connecting with over 100 key influencers across Adelaide to start crafting this Charter, one that is built on the Universal NPC Charter. From our investigations, the collective effort of all the Greater Adelaide Councils, in delivering on your own community strategies, means that we're already meeting the expectations of a National Park City. Some of you are already Tree City members or Mayors for Climate Change Action. These are examples of the attributes that make for a multi-jurisdictional push towards being a NPC. Our intention is to keep building on that momentum, for being a city who lives with nature and is transforming to being a liveable city in the face of climate change.

We're starting as a government (Green Adelaide) led movement, but we want to hand this movement over to the community when the time is right. We want to co-design this Charter with key influencers - including Councils. Who from your staff should we connect with, to start shaping the vision and Charter for Adelaide as a National Park City? Will you join with Green Adelaide to sign the Adelaide NPC Charter in late July, when we have it completed? To coordinate your support, we propose to draft a motion for your Council to consider. We will also work with the Greater Adelaide Regional Organisation of Councils to consider and promote this approach to your organisations.

This is an exciting new venture, and The Advertiser's polling of the citizens of South Australia on World Environment Day (5 June) will help us shape the journey. Within days, over 600 people indicated that they want to play a role – this ranges from individuals to businesses. The movement has started.

To summarise the feedback we are seeking from each council: can you please contact Brenton Gear (Director Green Adelaide) directly, with your response to:

- **Would your Council be able to contribute \$10,000 towards the heat mapping and canopy cover work?**
- **Is Council, through the Mayor, willing to join Green Adelaide in signing an Adelaide National Park City Charter in late July?**
- **Who, from Council, can be part of a LG workshop to influence this Charter over the coming weeks?**
- **With support of a suitable motion "template" (initial draft version enclosed) are you able to discuss this in the Council Chamber?**





This letter is both a summary of the forum of 3 June and also an update for the Mayors and Chief Executives who were unable to attend on the day. To keep the momentum going, I look forward to your responses to our questions. I have included a copy of the presentations used on the day as a reminder of the content.

I appreciate hearing back from you on the above matters, and equally I look forward to our next steps. Please contact Brenton Gear at [Brenton.grear@sa.gov.au](mailto:Brenton.grear@sa.gov.au) or 0428 823 622 with your thoughts on these questions.

Yours sincerely

A handwritten signature in blue ink that reads "Chris Daniels".

**Chris Daniels**  
Presiding Member  
Green Adelaide Board

Enc. 1. Urban Heat & Canopy Cover Proposal  
2. NPC motion template  
3. Presentation – 3 June





# Attachment 2



# Urban heat and canopy cover mapping: repeat capture proposal

April 2021

## Project overview

Multiple existing projects undertaken by state and local government have mapped and analysed urban heat and canopy cover across metropolitan Adelaide – using varying project extents and at varying times (see the [overview page](#) on the Urban Heat and Tree Mapping Viewer for more detail).

Green Adelaide is seeking to build on these existing projects and lead a coordinated approach to recapture three key datasets (described further below) in the summer of 2021/22 in collaboration with key partners. Doing so will, for the first time, ensure contiguous datasets are available across the entire metropolitan Adelaide region and will establish a framework for a coordinated recapture cycle for these datasets into the future. These datasets will form a monitoring baseline and establish a point of truth on which to detect trends, as well as enable Green Adelaide and its partners to make strategic evidence-based decisions to maximise the impact of our greening investments.

<b>Thermal imagery</b>	Thermal imaging cameras mounted on a purpose built aircraft can be used to capture surface temperature. In order to assess the distribution and impact of urban heat on the landscape during extreme heat events, thermal imagery will be collected after two consecutive days with the average temperature greater than 33°C. Heat maps generated from this data will identify thermal patterns in the landscape including heat islands and localised hot spots, and can be combined with other datasets such as social vulnerability to identify communities most at risk during extreme heat events.
<b>LiDAR</b>	LiDAR (Light Detection and Ranging) can accurately map the landscape in three dimensions by measuring the time taken for a laser pulse to travel from the airborne sensor, reflect from a surface, and return to the sensor. Data products from LiDAR include a classified point cloud (points are classified into specific features including ground, vegetation (low, medium and high), buildings, water etc.), digital terrain and surface models, canopy height and foliage cover models and building footprints. These models in conjunction with thermal imagery can help explain why urban heat islands exist in certain locations (i.e. lack of shade bearing trees of sufficient magnitude, significant building footprint sizes).
<b>Multispectral imagery</b>	Multispectral imagery is imagery that consists of at least four bands of the electromagnetic spectrum (e.g. red, green, blue and near infrared). The inclusion of bands in the near infrared and short wave infrared provides additional information on vegetation health and greenness, improves the identification and classification of features, and allows for further analysis using remote sensing indices and analysis techniques.

The key partners that Green Adelaide is seeking to partner with include local government and state government agencies, and we will also explore opportunities to partner with other organisations where appropriate. From a state government perspective, these datasets will seek to inform progress against various plans and policies (e.g. Green Adelaide Regional Landscape Plan, Climate Change Action Plan, 30 Year Plan for Greater Adelaide, Quality Green Open Spaces Action Plan), as well as to better understand drivers of change, inform greening strategies and prioritise greening investment.

Local governments have significant experience in the capture and application of these datasets, having led the previous capture of urban heat mapping through their respective Regional Climate Partnerships as well as the analysis of LiDAR data to derive canopy cover. Councils have also used these datasets to inform and drive practical on-ground action, to provide an evidence-base to support grant applications and as a communication product to engage the public and elected members. Green Adelaide is therefore keen to partner with all metropolitan councils to deliver this recapture project, and to achieve outcomes which benefit both the local and state government sectors.

This project proposal aims to seek partner involvement and outlines a cost-sharing model to fund the project. Each of the sections below contain further details on the project (e.g. specifications, timing and costs).

## Delivery model

**Green Adelaide** will provide a central project coordination role and liaise with project partners regarding the recapture requirements. Green Adelaide will also contribute financially towards the project, in conjunction with other project partners.

**Department for Environment and Water** (DEW) will provide technical expertise and coordinate the procurement of remotely sensed products. They will also update data in the Urban Heat and Tree Mapping Viewer following delivery of the data.

**Other organisations and agencies** will also be invited to partner on the project. Project partners will contribute financially towards the project, resulting in cost-sharing benefits to all project partners. In return, partners will have an opportunity to define the recapture requirements (e.g. specifications and data products) and will receive all imagery, data products and reports that are produced as a result of this project. These data products will provide a common baseline for all project partners. See 'Project partners' section below for more detail.

## Data capture and specifications

We are proposing the recapture of the following imagery:

- Thermal imagery to map urban heat
- LiDAR to map canopy cover
- Four-band multispectral imagery to map vegetation greenness and green spaces

The table below summarises the proposed imagery specifications and data products, and has been based on those produced through previous thermal and LiDAR projects, plus additional data products to indicate change since last data capture. We will also work with project partners to incorporate any learnings and recommendations from previous urban heat and LiDAR projects into this repeat capture. The specifications and a final package of data products will need to be agreed on by all partners prior to approaching the market for a request for quote.

Two separate but concurrent tender processes will be undertaken – one for the thermal imagery, and another which combines the LiDAR and multispectral imagery. The tenders will be separated in this way so as to not limit any potential suppliers (fewer suppliers are able to capture thermal imagery) and to ensure the most appropriate supplier is selected for each product. Furthermore, we hope that combining the LiDAR and multispectral imagery results in a more efficient data capture process, which may in turn lead to cost savings for the project (i.e. by minimising flight mobilisation costs).

While there is some interest from partners in capturing hyperspectral imagery, this has been assessed as being cost-prohibitive for this project.

	Thermal imagery	LiDAR	Multispectral imagery
Imagery specifications	<ul style="list-style-type: none"> <li>• 2 m spatial resolution (or better)</li> <li>• Day and night* acquisition (captured after a minimum of two consecutive days above 33°C)</li> <li>• Ground validation thermal sensors*</li> </ul>	<ul style="list-style-type: none"> <li>• Point density of 8 points per m<sup>2</sup> (or better)</li> <li>• 15 cm vertical accuracy (or better)</li> <li>• 50 cm horizontal accuracy (or better)</li> </ul>	<ul style="list-style-type: none"> <li>• 50 cm spatial resolution (or better)</li> <li>• Four bands (red, green, blue, near infrared)</li> </ul>
Data products	<ul style="list-style-type: none"> <li>• Localised hot spots (2m x 2m) – day and night</li> <li>• Heat islands (125m x 125m) – day and night</li> <li>• Social vulnerability within heat islands – day and night</li> </ul>	<ul style="list-style-type: none"> <li>• Digital canopy model</li> <li>• Tree canopy boundaries</li> <li>• Canopy stratification</li> <li>• Canopy cover classified by land use</li> <li>• Canopy cover classified by land ownership</li> <li>• Canopy cover per unit area (100m x 100m)</li> <li>• Canopy cover by suburb</li> <li>• Building footprints</li> <li>• Digital terrain model</li> <li>• Contours*</li> <li>• Permeable and impermeable surfaces</li> <li>• Canopy cover increase and decrease</li> </ul>	<ul style="list-style-type: none"> <li>• NDVI</li> <li>• Green cover</li> </ul>

<b>Maps and statistics</b>	Overall and by individual council area: <ul style="list-style-type: none"> <li>Urban heat map and stats</li> <li>Heat island map and stats</li> <li>Social vulnerability map and stats</li> </ul>	Overall and by individual council area: <ul style="list-style-type: none"> <li>Digital canopy model map</li> <li>Canopy cover map and stats</li> <li>Canopy stratification map and stats</li> <li>Canopy cover by land use map and stats</li> <li>Canopy cover by land ownership map and stats</li> <li>Canopy cover increase and decrease maps and stats</li> </ul>	Overall and by individual council area: <ul style="list-style-type: none"> <li>NDVI map</li> <li>Green cover map and stats</li> </ul>
<b>Report</b>	<ul style="list-style-type: none"> <li>Methodology</li> <li>High level summary of results</li> <li>Analysis of thermal properties of land surface / material types*</li> <li>Comparative analysis to identify areas of change</li> <li>Discussion of drivers of change</li> <li>Case studies*</li> </ul>	<ul style="list-style-type: none"> <li>Methodology</li> <li>High level summary of results</li> <li>Comparative analysis to identify areas of change</li> <li>Discussion of drivers of change</li> <li>Case studies*</li> </ul>	

\*These items scored low in the council survey and are subject to further discussion to determine their inclusion

## Timing

It is proposed that the thermal, LiDAR and multispectral imagery are all recaptured in the summer of 2021/22, which corresponds to 4-6 years since the last thermal captures across Adelaide and 3 ½ years since the majority of the last LiDAR capture.

There is a narrow window of opportunity to capture thermal imagery since it requires consecutive hot days (a minimum of two consecutive days above 33°C). This imagery is therefore likely to be captured between January and March. The capture of the thermal imagery will trigger to capture of the LiDAR and multispectral imagery, which should be captured within six weeks of the thermal imagery. Capturing these datasets coincidentally will allow for better comparison between thermal, LiDAR and multispectral data and reduces the impact of potential mismatch between the datasets (e.g. due to construction, clearing, etc.).

The table below summarises the proposed recapture dates in the context of previous projects, and also proposes a forward schedule for repeat captures.

	<b>Thermal imagery</b>	<b>LiDAR</b>	<b>Multispectral imagery</b>
<b>Previous capture</b>	February 2016 (Resilient South) February 2017 (Adapt West) March 2018 (Resilient East and Salisbury) 2020 (Onkaparinga)	June 2018 and October 2019 <ul style="list-style-type: none"> <li>Additional areas of Salisbury, Tea Tree Gully, Burnside, Mitcham and Onkaparinga captured in October 2019</li> </ul>	September 2018
<b>Proposed recapture</b>	Summer 2021/22 <ul style="list-style-type: none"> <li>2021/22 FY</li> <li>1 year away</li> <li>4-6 years since last capture</li> </ul>	Summer 2021/22 <ul style="list-style-type: none"> <li>2021/22 FY</li> <li>1 year away</li> <li>~ 2 ½ - 3 ½ years since last capture</li> </ul>	Summer 2021/22 <ul style="list-style-type: none"> <li>2021/22 FY</li> <li>1 year away</li> <li>~ 3 ½ years since last capture</li> </ul>
<b>Proposed recapture cycle (future)</b>	Every 6 years <ul style="list-style-type: none"> <li>i.e. summer 2027/28</li> <li>Capture with every second LiDAR and multispectral capture</li> </ul>	Every 3 years <ul style="list-style-type: none"> <li>i.e. summer 2024/25</li> </ul>	Every 3 years <ul style="list-style-type: none"> <li>i.e. summer 2024/25</li> </ul>

There is a preference among some partners for project deliverables, and therefore costs, to be split between the 2021/22 and 2022/23 financial years. One option to achieve this could be to specify the delivery of the raw data in 2021/22 (e.g. by June 2022) and delivery of data products and a report in 2022/23 (e.g. by August 2022). Green Adelaide will work with partners to determine the optimal timing for deliverables, and incorporate these into the final specifications.

## Extent

It is proposed that the extent of the recapture includes the 17 metropolitan councils, plus the Town of Gawler (see map). This extent is consistent with the previous capture of both datasets, but extends the LiDAR coverage to include the full extent of City of Playford and Town of Gawler. It will also extend the urban heat mapping to include City of Playford and Town of Gawler.

Further discussions with partners will determine if any non-urban areas within these councils should be excluded from the urban heat mapping.

## Project partners

Green Adelaide are looking to partner with all 18 councils within the project area, as well as key state government agencies including Attorney General's Department, Department for Infrastructure and Planning, Wellbeing SA and potentially SAFECOM. We will also undertake broader engagement with other state government agencies through Location SA working groups, as well as explore opportunities to partner with other organisations where relevant and appropriate.

For the purpose of this project, partners are considered to be those who contribute financially towards the project. In return for their financial contribution, partners will receive:

- Access to best available urban heat and LiDAR data for metropolitan Adelaide, including access to all imagery, data products and reports that are produced as a result of this project
- An opportunity to contribute towards scoping the specifications and project details (within overall project scope)
- Value for money, due to the ability to leverage and share costs amongst multiple organisations
- An opportunity to contribute to a project that informs an evidence-base and drives on-ground action across metropolitan Adelaide
- Recognition of your involvement, through the inclusion of your organisation's name and logo on the project and any project communications and promotion
- Information on canopy cover trends and change in urban heat patterns (where possible using existing data)
- The ability to further analyse the data for your organisation's own requirements, both for known use-cases and as-yet unexplored use-cases and research (i.e. the "collect once, use many" principle)

Organisations that choose not to partner or contribute financially will receive access to publicly available data and information only.

## Estimated costs

The indicative costs received from the suppliers varied (sometime considerably) and are summarised below. Based on the information from suppliers, it is expected that the overall project cost will be in the order of \$500,000 (incl. GST). The specifications that the costs were based on are included in the table below, noting that these still need to be refined with project partners and may impact the overall cost.

Final project costs will be subject to a competitive procurement process once the specifications are finalised.



<b>Thermal imagery data capture</b> (i.e. flights and processing costs) at a resolution of 2 m or better, captured at both day and night	\$55,000 - \$300,000 (average of ~\$150,000)
<b>LiDAR data capture</b> (i.e. flights and processing costs) at a minimum 8 points per m <sup>2</sup>	\$120,000 - \$220,000 (average of ~\$170,000)
<b>Multispectral imagery data capture</b> (i.e. flights and processing) at a resolution of 50 cm or better	\$15,000 - \$95,000 (average of ~\$50,000)
<b>Report and derived products</b> , indicative costs were initially based on <ul style="list-style-type: none"> <li>• Urban heat island mapping</li> <li>• Social vulnerability mapping (impact of urban heat islands in areas where vulnerable members are located)</li> <li>• Tree canopy height mapping and boundaries at &gt;2m and &gt;3m (including canopy stratification, canopy cover, and canopy classification based on land use and land ownership)</li> <li>• Canopy coverage per unit area mapping (in 100m x 100m cells)</li> <li>• Building footprints</li> <li>• Normalised difference vegetation index / relevant vegetation greenness indices</li> <li>• Project report describing analyses and results</li> </ul>	\$33,000 - \$205,000 (average of ~\$75,000)
<b>Total estimated cost</b>	<b>\$223,000 to \$820,000 (average of ~\$445,000)</b>

*NB: all costs are GST inclusive*

## Funding model

The funding model being proposed is for a 50% contribution from state government agencies and 50% contribution from local government.

It is suggested that the local government portion be based on an equal contribution from all 18 councils within the project extent. Based on an estimated project cost of \$500,000 (incl. GST; ~\$455,000 ex. GST), this would equate to \$13,889 per council (incl. GST; ~\$12,626 ex. GST), noting that the final contribution will be dependent on the final project cost. Councils may want to suggest an alternative method to apportion costs if it can be agreed on by all councils.

Green Adelaide will directly pursue contributions from other state government agencies to comprise the 50% contribution from state government.

There is a preference among some partners for costs to be split between the 2021/22 and 2022/23 financial years. Based on the timing of deliverables, Green Adelaide will work with individual partners to determine a preferred payment schedule within the bounds of the overall procurement (i.e. to either pay their entire contribution in 2021/22 or 2022/23, or split between financial years).

## Next steps

In order to progress the project, Green Adelaide is seeking confirmation from potential partners of their willingness to participate and contribute financially to the project by the end of May 2021. These partners will be engaged further to refine and finalise the project specifications by late July, ahead of commencing procurement in August.

Once preferred suppliers and final financial costs are known, formal confirmation of partner involvement and financial contributions will be sought.

These next steps and proposed dates are summarised below.

- Receive confirmation from project partners of involvement (late May 2021)
- Finalise specifications with project partners (late July 2021)
- Release requests for quote to the supplier panel (early August 2021)
- Complete evaluation panel to assess supplier responses (mid-August 2021)
- Confirm project partners and financial contributions (late August 2021)



- Award contracts to preferred suppliers (late August 2021)
- Undertake flights to capture imagery (summer 2021/22)
- Receive data products and report (estimated June-August 2022)

### Contact us

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Regional Data Officer

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[greenadelaide.sa.gov.au](http://greenadelaide.sa.gov.au)

# Attachment 3



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**OUR VISION IS TO MAKE CITIES WHERE PEOPLE, PLACES AND NATURE ARE BETTER CONNECTED.**

Let's make National Park Cities that are rich with nature and where everyone benefits from exploring, playing and learning outdoors. Cities where we all enjoy high quality public and green spaces, where the air is clean to breathe and it's a pleasure to swim in their waters. Together we can make cities greener, healthier, fairer and more harmonious places to live. *Why not?*

A National Park City is a shared vision and journey for a better life. *Everyone in a National Park City is able to benefit and contribute everyday.*

It is a large-scale and long-term vision that is achievable through many actions. Much is already happening but by working, learning, sharing and acting together, across communities and governments, we can achieve even more.

# UNIVERSAL CHARTER FOR NATIONAL PARK CITIES\*

July 2019

## WE ARE WORKING TOGETHER FOR BETTER:

- 1 LIVES, HEALTH AND WELLBEING
- 2 WILDLIFE, TREES AND FLOWERS
- 3 PLACES, HABITATS, AIR, WATER, SEA & LAND
- 4 TIME OUTDOORS, CULTURE, ART, PLAYING, WALKING, CYCLING AND EATING
- 5 LOCALLY GROWN FOOD AND RESPONSIBLE CONSUMPTION
- 6 DECISIONS, SHARING, LEARNING AND WORKING TOGETHER
- 7 RELATIONSHIPS WITH NATURE & EACH OTHER

**THIS CHARTER CONFIRMS THAT WE COLLECTIVELY SHARE THE AMBITION, RESPONSIBILITY AND POWER TO DELIVER THESE THINGS AND MORE.**

## SIGNATURES

*By signing this document, I/we pledge to play an active role in making the National Park Cities a success.*

## WHAT IS A NATIONAL PARK CITY?

What is a National Park City? It's a place, a vision and a city-wide community that is acting together to make life better for people, wildlife and nature. A defining feature is the widespread commitment to act so people, culture and nature work together to provide a better foundation for life.

It is a timely cultural choice, a commitment to a sense of place and way of life that sustains people and nature in cities and beyond.

People and cities around the world can draw from the goals, principles and aspirations of this Universal Charter for National Park Cities. We hope that there will be a strong National Park City Family that works together to fulfil the aspirations of this Universal Charter.

The National Park City Foundation will work with others to publish a regular State of the National Park Cities report to highlight actions and progress being made to support the National Park City vision internationally.

*\*What if we restored nature wherever we can? \*What if everybody could lose themselves in nature without leaving the city? \*What if we shared more knowledge, ideas, tools and experiences? \*What if there were more beautiful sights, smells, sounds and colours in the city? \*What if we thought more about those who will be living in the city seven generations from now? \*What if there was more celebration and spontaneity? \*What if we did more things to care for the people, places and nature we are interdependent with? \*What if there was more space for reconciliation? \*What if we had more balance and harmony within ourselves, our city and globe?*

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Item No: **16.4**

Subject: **DRAFT EVENTS STRATEGY 2021-2025**

Date: 13 July 2021

Written By: Team Leader, Events

General Manager: Community & Business, Ms M Lock

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### **SUMMARY**

Events are an integral part of the City of Holdfast Bay local and business communities. Council, business and community recognises events play an important role in connecting community and to creating stronger sense of place. They act to bring people together, foster creativity and provide opportunities for new experiences and understanding. In doing so, events encourage greater participation, important indicators of community wellbeing and quality of life. To ensure events continue to build and strengthen the City's reputation, the City of Holdfast Bay Events Strategy provides a clear framework and direction for the development, management and investment in events in a creative, sustainable and economically responsible way for the next five years.

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### **RECOMMENDATION**

**That Council note the report and endorse the draft Events Strategy and Action Plan 2021-2025 for final design and publishing.**

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### **COMMUNITY PLAN**

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

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

## **BACKGROUND**

Vibrant community events play a vital role in increasing visitation and economic development. One of Holdfast Bay's greatest strengths is its impressive calendar of public events. More than 250 public events and festivals are staged throughout the year, attracting more than 500,000 event-specific visitors and generating \$49 million to the local economy and reaching an audience of 53.9 million people.

Thanks to its close proximity to the SA Aquatic and Leisure Centre, sporting fields and golf courses, the City of Holdfast Bay provides a variety of accommodation options for people attending many large sporting events that take place in Adelaide including the Australian Women's Golf Open, Pacific School Games, Australian Swimming Championships and Lifesaving Championships, each with more than 4,000 competitors.

## **REPORT**

The City of Holdfast Bay Events Strategy provides a clear framework and direction for the development, management and investment in events in a creative, sustainable and economically responsible way for the next five years. It explains why and how Council supports and assesses events, key priority areas and an outline of Council's role. It also establishes a clear pathway for Council to maximise outcomes and optimise its resources, while outlining the activities associated with identifying, attracting and supporting events in Holdfast Bay.

*Refer to Attachment 1*

Council's aspiration is for Holdfast Bay to be a must visit destination with a vibrant events calendar that connect people and place. For this to occur, Holdfast Bay must be a place alive with festivity and offer our community and visitors a combination of significant major events, as well as a range of community events that tell our story and celebrate our unique attributes.

## **Objectives**

- Utilising events to create reasons to visit Holdfast Bay across the whole year and strengthen the quieter seasons
- To increase economic activity, community pride and participation and add to the cultural fabric of the City of Holdfast Bay
- Align with and attract Council's desired target markets to achieve the best return on investment for Council and the community
- Enhance the appeal of Holdfast Bay as a great place to live, visit and do business
- Identify, attract and support new events to drive the visitor economy
- Support the sustainability and development of existing events through individuals, community groups, businesses and organisations to deliver quality events
- Continue to build partnerships with government, private sector, not-for-profit, community and sporting groups

## STRATEGIC PRIORITIES

### Key Priority 1 – Economic Value

- Attract external visitation and increase length of stay and spend.
- Attract target audiences from regional areas, interstate and internationally.
- Generates new investment and business.
- Increases visitation to local mainstreets and surrounding retail businesses.
- Sponsorship opportunities.

### Key Priority 2 - Destination Awareness

- Promotes our image and reputation as Adelaide’s premier seaside destination.
- Build Holdfast Bay’s profile as a leading events destination.
- Opportunities to showcase Holdfast Bay to new markets and encourage travel to the region.
- Achieves a high level of positive awareness and engagement.
- Attracting positive media attention and word of mouth recommendations.

### Key Priority 3 – Lifestyle and Awareness

- Brings people and communities together to create a sense of identity and activates public spaces.
- Encourages community support and participation and/or involvement.
- Embraces cultural heritage.
- Creates an event legacy with return visitation.

### Key Priority 4 - Sustainability

- Demonstrates financial sustainability and a commitment to safety and risk management.
- Demonstrates partnering with local businesses to stimulate local activity and/or employment.
- Contributes to off-peak and shoulder seasons.
- Zero or negligible negative impact on the environment and incorporates ‘green’ initiatives.
- Attendance and resources can be effectively measured.

### 2023 Target

Success will be measured via visitation and visitor expenditure to return visitation and expenditure to pre-COVID levels

## RESOURCES

The City of Holdfast Bay has a dedicated Events Team and number of staff allocated across departments who deliver on events.

Additional resources will be required to deliver specialist projects and extended assistance may be required to develop and deliver any increase in events.

**MONITORING AND REVIEW**

To ensure the currency and continued relevance of the Events Strategy, an annual review of its strategies will be undertaken. Given the changing nature of the industry, it is expected that modifications will occur over time to ensure the plan remains relevant, achievable and measurable.

The review will incorporate:

- Progress against the strategies and actions outlined in the plan
- A review of event numbers and expenditure
- A review of trends and changes which may impact the plan
- Review of responsibilities and resources
- Consideration of upcoming actions and their implementation
- A review of event research and economic impact
- Estimated ROI for Council - for every dollar invested by Council on events what is returned to the local economy

Council will be briefed with a written report annually on the progress of the Events Strategy, following the review process.

**BUDGET**

Contained within the draft 2021/2022 operating budget.

# Attachment 1





**City of Holdfast Bay  
Events Strategy  
2021 - 2025**

## Contents

1. Overview .....	3
2. Introduction .....	4
Strategic Context.....	4
Value of Events .....	4
Event Capacity.....	4
Councils Role.....	5
3. Our Vision.....	6
Objectives .....	6
Key Priority Areas.....	6
4. Events Portfolio.....	8
Events Matrix .....	8
Calendar of Events .....	11
5. Action plan .....	13
6. References .....	18
7. Appendix .....	19
SWOT Analysis.....	19
Market Research 2019.....	20

## 1. Overview

Vibrant community events play a vital role in increasing visitation and economic development. One of Holdfast Bay's greatest strengths is its impressive calendar of public events. More than 250 public events and festivals are staged throughout the year, attracting more than 500,000 event-specific visitors and generating \$49 million to the local economy and reaching an audience of 53.9 million people.

Thanks to its close proximity to the SA Aquatic and Leisure Centre, sporting fields and golf courses, the City of Holdfast Bay provides a variety of accommodation options for people attending many large sporting events that take place in Adelaide including the Australian Women's Golf Open, Pacific School Games, Australian Swimming Championships and Lifesaving Championships, each with more than 4,000 competitors.

The City of Holdfast Bay Events Strategy provides a clear framework and direction for the development, management and investment in events in a creative, sustainable and economically responsible way for the next five years. It explains why and how Council supports and assesses events, key priority areas and an outline of Council's role. It also establishes a clear pathway for Council to maximise outcomes and optimise its resources, while outlining the activities associated with identifying, attracting and supporting events in Holdfast Bay.

Council's aspiration is for Holdfast Bay to be a must visit destination with a vibrant events calendar that connect people and place. For this to occur, Holdfast Bay must be a place alive with festivity and offer our community and visitors a combination of significant major events, as well as a range of community events that tell our story and celebrate our unique attributes.

## 2. Introduction

### Strategic Context

The City of Holdfast Bay's Event Strategy aligns to Council's Strategic Plan Our Holdfast 2050+ which encompasses three strategic focus areas which outlines objectives and aspirations to effectively build for our future;

- **Wellbeing** – Foster an inclusive, healthy, creative and connected community that supports economic prosperity and develops a built and natural environment that supports living well.
- **Sustainability** – Encourage socially responsible, sustainable and innovative economic development by supporting local, inclusive, Aboriginal, green businesses and innovators.
- **Innovation** – Apply creativity in all aspects of thought and action to build an economy and community that are inclusive, diverse, sustainable and resilient.

The Events Strategy also aligns to the Tourism Recovery Plan 2023, a post COVID-19 rebuilding strategy, together with the Economic Activation Plan 2023, to restimulate tourism in our region.

### Value of Events

Events are an integral part of the City of Holdfast Bay local and business communities. Council, business and community recognises events play an important role in connecting community and to creating stronger sense of place. They act to bring people together, foster creativity and provide opportunities for new experiences and understanding. In doing so, events encourage greater participation, important indicators of community wellbeing and quality of life.

Events also provide economic benefits of;

- Showcasing the destination and attracting visitors from outside the City
- Injection of new spend in the City
- Stimulating multiple industries – tourism, accommodation, retail, dining, transport
- Opportunity for local business to develop partnerships
- Employment opportunities for the local community
- Catalyst for infrastructure improvements and commercial investment

Hosting events strengthens the City's reputation and brand as a regional, national and international visitor and events destination.

### Event Capacity

- 30 commercial accommodation properties offering 1500 rooms
- 15 Conference and function venues
- 7 Outdoor bookable event spaces including Foreshore Reserves, Moseley Square, Beaches, Chapel Street

- Regional hub sporting facilities including Glenelg Oval, Brighton Sporting Complex, Kauri Sports Centre and 3 Surf Clubs

### Councils Role

To realise the event vision, a collective partnership between event organisers, the tourism industry, private enterprise and all levels of government and the community will be required. The event roles and responsibilities of the City of Holdfast Bay Council are outlined below.

<p><b>Leader and Provider</b></p>	<p>Provide a framework for the growth and development of events for economic and community benefit. Provide approval, advice and guidance for events to ensure safe and successful events that minimise impacts on the environment. Activate potential venues and open spaces. Provide advice and information to event organisations to assist in event development and delivery.</p>
<p><b>Facilitator</b></p>	<p>Collaborate and foster partnerships between key stakeholders, organisers and businesses. Provide access to event planning resources and other opportunities that help build capacity and enhance event sustainability. Facilitating event monitoring and post evaluation of the economic and social impact of events.</p>
<p><b>Creative Designer and Attractor</b></p>	<p>Curate an annual events calendar to showcase the diversity and quality of events dispersed throughout the City. Develop events that connect people and place providing community, social, cultural or economic benefit. Attract, bid and sustain events that attracts visitation from outside the City, increasing spend and length of stay.</p>
<p><b>Promotor and Supporter</b></p>	<p>Evaluate opportunities to invest as an in kind and/or cash sponsor for events that align with the key priority areas and event vision. Provide administrative support and mentoring for event applications and bookings. Develop a marketing plan to effectively promote events to the community, local businesses and visitors.</p>

### 3. Our Vision

Events are a key driver of positive economic, social wellbeing and quality of life. A vibrant, diverse and inclusive calendar of events across Holdfast Bay creates community pride and economic prosperity.

#### Objectives

- Utilising events to create reasons to visit Holdfast Bay across the whole year and strengthen the quieter seasons
- To increase economic activity, community pride and participation and add to the cultural fabric of the City of Holdfast Bay
- Align with and attract Council's desired target markets to achieve the best return on investment for Council and the community
- Enhance the appeal of Holdfast Bay as a great place to live, visit and do business
- Identify, attract and support new events to drive the visitor economy
- Support the sustainability and development of existing events through individuals, community groups, businesses and organisations to deliver quality events
- Continue to build partnerships with government, private sector, not-for-profit, community and sporting groups

#### Key Priority Areas

Events are reviewed periodically to ensure a well-balanced calendar of activities across the City throughout the year which deliver community and economic benefit. The key priority areas below form the framework for assessing Council support for events, such as providing in-kind assistance and/or funding, in line with the event vision and objectives.

<b>1. Economic Value</b>	Attracts visitation from outside the City, increasing spend and length-of-stay. Attract target audiences from regional areas, interstate and internationally. Generates new investment and business. Increases visitation to local mainstreets and surrounding retail businesses. Sponsorship opportunities.
<b>2. Destination Awareness</b>	Promotes our image and reputation as Adelaide's premier seaside destination. Build Holdfast Bay's profile as a leading events destination. Opportunities to showcase Holdfast Bay to new markets and encourage travel to the region. Achieves a high level of positive awareness and engagement. Attracting positive media attention and word of mouth recommendations.

<b>3. Lifestyle and Legacy</b>	Brings people and communities together to create a sense of identity and activates public spaces. Encourages community support and participation and/or involvement. Embraces cultural heritage. Creates an event legacy with return visitation.
<b>4. Sustainability</b>	Demonstrates financial sustainability and a commitment to safety and risk management. Demonstrates partnering with local businesses to stimulate local activity and/or employment. Contributes to off-peak and shoulder seasons. Zero or negligible negative impact on the environment and incorporates 'green' initiatives. Attendance and resources can be effectively measured.

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## 4. Events Portfolio

The City of Holdfast Bay has an established portfolio of events from local to major events incorporating a range of requirements and types such as sports, entertainment and cultural events. Council has identified a gap of food and wine events which market research has shown that these events would encourage more visitation from South Australians and visitors.

The events matrix outlines the different types of events, their characteristics and examples to maintain a well-balanced calendar of events. Destination events are events of international significance that will attract international and interstate visitors and provide a substantial economic benefit to the host region and state. Major events are those that strongly identify with the spirit of a city or region and gain recognition and awareness. They will attract visitors from interstate and will provide a significant local economic impact. Local and community events predominantly attract visitors from within and surrounding the host region which benefit the local community.

### Events Matrix

TYPE OF EVENT	CHARACTERISTICS	EXAMPLES
<b>Destination Events</b>	<ul style="list-style-type: none"> <li>• Internationally recognised event</li> <li>• Attracting people from intrastate, interstate and internationally</li> <li>• Significant Events Team input, coordination and involvement</li> <li>• Significant Council Sponsorship or hosting (this can be either/or money or in kind support)</li> <li>• High value economically and brand promotion</li> <li>• Depot and facilities support: labour, asset management, infrastructure and equipment</li> <li>• Road closures/traffic management</li> <li>• Focus on ensuring safety and security</li> <li>• Additional permits/licensing (Food permits, vehicle permits, stall holders, amusements, liquor licensing)</li> <li>• Emergency Services involvement, i.e. SAPOL with preplanning</li> <li>• High risk potential</li> </ul>	<p>Tour Down Under</p> <p>Lifesaving World Championships</p> <p>Australian Masters Games</p>
<b>Major Events (managed and sponsored)</b>	<ul style="list-style-type: none"> <li>• Unique to the region</li> <li>• Attract people from intrastate and interstate</li> <li>• Significant Events Team management or input, mentoring and involvement</li> </ul>	<p>New Years Eve</p> <p>Glenelg Christmas Pageant</p> <p>Street Parties</p> <p>Brighton Jetty Sculptures</p>



	<ul style="list-style-type: none"> <li>• Enhancement of the destination image encouraging repeat visitation and positive word of mouth</li> <li>• Council Sponsorship (money or in kind support)</li> <li>• Depot and facilities support – bins, cleaning, irrigation, infrastructure and equipment</li> <li>• Additional permits/licensing (Food permits, vehicle permits, stall holders, amusements, liquor licensing)</li> <li>• Emergency Services involvement, i.e. SAPOL with preplanning</li> <li>• High risk potential</li> </ul>	Beach Music Concerts
<b>Sporting Events, Competitions and Carnivals</b>	<ul style="list-style-type: none"> <li>• Supports local sporting organisations</li> <li>• Attracts participants + accompanying visitors</li> <li>• Encourages day trip and overnight visitation</li> <li>• Events team to facilitate application requirements</li> <li>• Large sporting events will require depot support</li> </ul>	City to Bay Bay Sheffield Brighton Jetty Classic Volleyball Competitions Surf Lifesaving Carnivals Triathlons
<b>Local and Community Events</b>	<ul style="list-style-type: none"> <li>• Attract locals and people from surrounding LGA's and Regional SA</li> <li>• Events Team manage the operations, regulatory compliance or facilitate event application</li> <li>• Engagement of local community groups</li> <li>• Offers community interest or benefit</li> <li>• Broad participation</li> <li>• Short term use of Council assets</li> <li>• Located in a position not impacting on local businesses but can drive trade to local retail precincts</li> <li>• Car shows promote overnight visitation</li> <li>• Low investment and risk</li> </ul>	Winter Activation Meet the Machines School Holiday Activation Markets Car Shows Charity Walks
<b>Civic and Cultural Events</b>	<ul style="list-style-type: none"> <li>• Open and accessible events that provide a social benefit of arts, culture, tradition or community life</li> </ul>	Proclamation Day Australia Day NAIDOC week Reconciliation week
<b>Promotional and Commercial Activations</b>	<ul style="list-style-type: none"> <li>• Offers community interest or benefit</li> <li>• Short term use to attract attention to produce, service or experience</li> </ul>	Giant Ferris Wheel Moseley Beach Club Moseley Igloos

	<ul style="list-style-type: none"> <li>• Attracts new target markets</li> <li>• Good media exposure</li> <li>• Filming activities help promote the area</li> <li>• Located in a position not impacting on local businesses</li> <li>• Approved on a commercial rental basis</li> </ul>	
<b>Business Events</b>	<ul style="list-style-type: none"> <li>• Introduces first time visitors to the City</li> <li>• Attracts 2 to 3 nights overnight visitation</li> <li>• Represent high yield per delegate spend and create midweek bookings</li> <li>• Use of local suppliers</li> <li>• Activates existing venues</li> </ul>	<p>Meetings  Conferences  Incentives  Exhibitions</p>

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## Calendar of Events

Events have been strategically placed to stimulate demand across the year. December, January and February are peak event months. May, June and August are typically the low season for tourism and events.

<p><b>JANUARY</b></p> <p>Blessing of the Waters            Summer Street Party            Tour Down Under stage start            Australia Day            Sunset Market            Car Shows            Volleyball SA Open            Giant Ferris Wheel            Moseley Beach Club            Beach concert</p>	<p><b>FEBRUARY</b></p> <p>Car Shows            Brighton Jetty Classic            Brighton Jetty Sculptures            Seacliff Summer Nights            Beach Concerts            Adelaide Fringe            Giant Ferris Wheel            Moseley Beach Club            Outdoor Cinema            Rendez-vous market</p>	<p><b>MARCH</b></p> <p>Car Shows            Charity walks            Giant Ferris Wheel            Moseley Beach Club            Surf Life Saving Beach            Championships            Sunset Market            State Opera            Citizenship Ceremony</p>
<p><b>APRIL</b></p> <p>Food and Wine Festival            School Holiday Activities            Giant Ferris Wheel            Car Shows            Anzac Day commemoration            Volleyball Schools carnival            Variety Bash Car Rally            Rendez-vous market            Brighton Oval Gala Day            Hounds of Holdfast</p>	<p><b>MAY</b></p> <p>Car Shows            History Festival            Tasting Australia</p>	<p><b>JUNE</b></p> <p>Winter Solstice            Moseley Igloos            Reconciliation Week            Rendez-vous market</p>
<p><b>JULY</b></p> <p>Winter Activation            School Holiday activities            Music SA Umbrella Festival            Moseley Igloos            NAIDOC week</p>	<p><b>AUGUST</b></p> <p>SALA            Moseley Igloos            Stihl Timber Sports National            Championships</p>	<p><b>SEPTEMBER</b></p> <p>City to Bay            School holiday activities            e.g. Meet the Machines            Volleyball            Citizenship Ceremony</p>
<p><b>OCTOBER</b></p> <p>Ice Cream Festival            Car Shows            Spring Street Party            Charity walks            Fork on the Road</p>	<p><b>NOVEMBER</b></p> <p>Remembrance Day            Christmas Pageant            Rendez-Vous Market            Car Shows            Moseley Beach Club</p>	<p><b>DECEMBER</b></p> <p>Rendez-Vous Market            Sunset Market            Beach Concerts            Bay Sheffield            Bay Sports Festival</p>

Outdoor Community Cinema Car Shows Charity Walks Giant Ferris Wheel Volleyball	Tutti Markets Sunset Market Volleyball Giant Ferris Wheel	Proclamation Day New Year's Eve Giant Ferris Wheel Moseley Beach Club Outdoor cinema Neighbourhood Christmas Street Parties Volleyball
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## 5. Action plan

The Action Plan outlines the actions that will achieve the event objectives aligned to the key priority areas;

1. **Economic Value**
2. **Destination Awareness**
3. **Lifestyle and Legacy**
4. **Sustainability**

### 1. Economic Value

Ref	Strategy	Action	Timeframe	Teams
1.1	Encourage events that offer the best opportunity for economic growth and add value to residents wellbeing and the local business community	Define and categorise events.  Review calendar of events – timing and locations.  Develop a communication database with other event organisers, stakeholders and operators, performers, stallholders and musicians  Continue strong partnership with Jetty Rd Coordinator & Business Development Partner to ensure the local business community is engaged in events that will increase visitor spending  Creatively produce a diverse selection of events that encourage community participation Create a Neighbourhood Street Gathering initiative to build a community spirit (tie in with Christmas at the Bay and Cultural programs)  Develop and/or partner with unique and bespoke events that attract niche markets (prestige car shows, artisan events, live music)	On going             September 2021	Events Team   Jetty Road Team          Events, Jetty Road, Business Development Partner, Tourism Development, Commercial   Event Coordinator

1.2	Ensure Council event sponsorship and funding is achieving the maximum return on investment	Review Sponsorship process and documents to ensure they align with this strategy – criteria, funding, measuring outcomes, acquittal process and Council reports.	July 2021	Team Leader Events
1.3	Events, Promotional Activities, Commercial Activation Applications	<p>Review online event toolkit useability</p> <p>Continue to curate a regular program of events and festivals that activate our outdoor, public and natural environment, while protecting natural assets and managing expectations and concerns of residents.</p>	<p>July 2021</p> <p>Ongoing</p>	<p>Event Coordinator</p> <p>Events Team</p>

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## 2. Destination Awareness

Ref	Strategy	Action	Timeframe	Teams
2.1	Promote a higher profile of Holdfast Bay through unique events that showcase the destination and local experiences	<p>Identify, attract, and develop key events that generates destination awareness with potential to attract significant long-term tourism and economic benefits in particular around food and wine.</p> <p>Actively seek funding sources and sponsorship for major and significant events by developing a sponsorship prospectuses for iconic events</p>	<p>April 2022</p> <p>Ongoing</p>	<p>Events, Jetty Road, Business Development Partner, Tourism Development, Commercial, Communications</p> <p>External contractor Team Leader Events</p>
2.2	Increase length of stay of event attendees	<p>Develop communications and marketing plan to promote events to visitors, businesses and residents. Develop packaging around events and pre and post touring options by initially targeting national sporting events, music festivals and winter activation.</p>	Ongoing	<p>Events, Jetty Road, Business Development Partner, Tourism Development, Commercial, Communications. Tourism operators</p>
2.3	Event Branding and positioning	<p>Improve awareness of the City of Holdfast Bay's events in order to attract new market segments by incorporating contemporary marketing and promotional actions that are aligned with the character of the event.</p> <p>Increase social media reach and engagement at City of Holdfast Bay managed events</p> <p>Develop event branding guidelines</p>	<p>Ongoing</p> <p>2021-20211</p>	<p>Events Team Communication Team</p>

### 3. Lifestyle and Legacy

Ref	Strategy	Action	Timeframe	Teams
3.1	Build the capacity of local event organisers and industry	<p>Create and implement evaluation program for events and festival for economic as well as social, infrastructure and environmental pressures/opportunities that were created because of the event.</p> <p>Ensure openness and continuous improvement through grant programs, expressions of interest for the delivery of events.</p> <p>Face to Face interviews at Events with participants by undertaking qualitative and quantitative market research of residents and visitors to establish satisfaction, needs, expectations and opportunities (including Council managed events and external event).</p>	<p>October 2021</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Events, Jetty Road, Business Development Partner, Tourism Development, Commercial, Communications.</p> <p>External contractor</p>
3.2	Facilitate investment in event infrastructure, open spaces and precincts across the city	<p>Undertake an audit of event infrastructure.</p> <p>Undertake a gap analysis to identify potential areas for infrastructure investment i.e. lighting or power upgrades, installation of seating, staging or shade infrastructure, permanent toilet facilities, storage for external events.</p>	<p>August 2021</p> <p>On going</p>	<p>Events Team and Depot</p> <p>Events, Jetty Road, Business Development Partner, Tourism Development, Commercial</p>
3.3	Facilitate continual improvement of event development and servicing	<p>Benchmarking against other Councils – fees, restrictions, processes.</p> <p>Provide assistance to community groups in providing successful events by reviewing the event toolkit and grant programs</p> <p>Review existing processes, guidelines and regulations and focusing on making the process easier and faster</p>	<p>On going</p> <p>Ongoing</p> <p>Ongoing</p>	Events Team
3.4	Review staff capabilities and plan a comprehensive development program to build the capabilities needed to achieve the outcomes in this Event Strategy	<p>Review PD's, processes and event timing</p> <p>Review event team structure and align PD's with event strategy</p>	December 2021	<p>Team Leader Events</p> <p>People and Culture</p> <p>Manager City Activation</p>



#### 4. Sustainability

Ref	Strategy	Action	Timeframe	Teams
4.1	Encourage events with sound environmental and sustainable practices.	<p>Embrace sustainable environmental practices into our planning and programming events and festivals in line with the Environmental Strategy 2020 - 2025</p> <p>Provide educational information for event organisers in the toolkit and encourage sustainable events.</p> <p>Establish guidelines and targets for improving the sustainable managed of local events (both external and internal)</p> <p>Protecting natural assets</p> <p>Create a 3 bin system at all events and use the wider volunteer program to educate event attendees on create waste procedures and create signage.</p>	<p>On going</p> <p>October 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>June 2022</p>	<p>Events Team</p> <p>Event Coordinator</p> <p>Events Team</p> <p>Events and Environment Teams</p> <p>Events Team and Environment Team</p>
4.2	Stakeholder Engagement	Work with key internal and external stakeholders to maximise event design and delivery and ensure longevity by creating a preferred supplier database	Ongoing	Events Team
4.3	Ensure statutory compliance with Council Policies, Federal and State Legislation and Regulations	<p>Review and update existing plans according to current legislation</p> <p>Accessibility at events.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Events Team</p> <p>Events Team</p>

## 6. References

- City of Holdfast Bay, Our Holdfast Strategic Plan 2050+
- City of Holdfast Bay, Economic Activation Plan 2018 – 2023
- City of Holdfast Bay, Open Space and Public Realm Strategy 2019-2030
- City of Holdfast Bay, Arts and Culture Strategy 2019 – 2024
- South Australian Tourism Commission, State Tourism Plan 2030
- Tourism Industry Council South Australia, Strategic Plan 2019 – 2022
- UniSA, Value of Events: Beyond the Short-term Economic Impact Report 2021
- McGregor Tan Research, 2019, *Tourism Project for City of Holdfast Bay, Group Discussions, Quantitative and Qualitative Surveys – Resident, Daytrippers, Interstate Domestic & International*
- McGregor Tan Research, 2020, *COVID-19 Effect on the South Australian Community - Consumer Sentiment*
- Intuito Market Research, 2013 & 2016, *Tourism Project for City of Holdfast Bay, Group Discussions, Quantitative and Qualitative Surveys – Resident, Daytrippers, Interstate Domestic & International*

## 7. Appendix

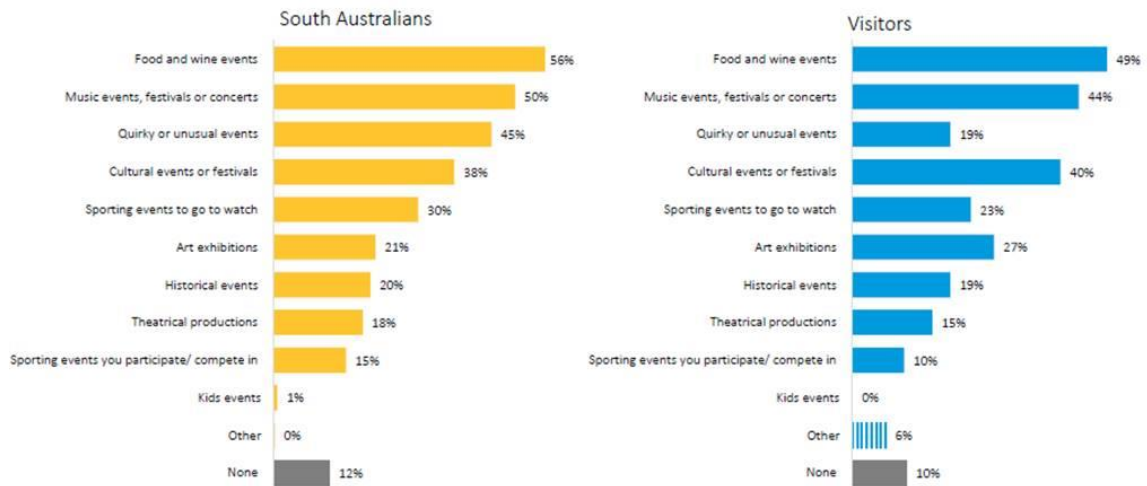
### SWOT Analysis

<b>STRENGTHS</b>	<b>WEAKNESSES</b>	<b>OPPORTUNITIES</b>	<b>THREATS</b>
Range and quality of event infrastructure, accommodation and entertainment venues available	Managing COVID protocols	Jetty Road Masterplan Chapel Hill upgrade	COVID impact – closed borders to interstate and international travel
Proximity to city and airport. Ease of access – tram, buses & parking	Strong dependency on local government to fund and deliver events	Developing new events in particular creation of destination festival	Inundation of events from January to March due to favourable weather conditions
Location – 9km coastline, foreshore reserves and beautiful beaches	No Council event attraction fund and sponsorship program	Potential to activate sport facilities and other council owned spaces and assets	Sustainability of major events - event profitability and fatigue
A growing portfolio of quality events	Event industry is highly seasonal	Embrace the heritage and culture	Loss of core tourism businesses and retailers
Hub for regional sporting events and activity	Managing event environmental impacts	Add value to existing events through bundling/packaging to extend visitation and yield	Range of accommodation offering to suit market segments
Economic impact data and market research	Last minute decision making to attend events and buy tickets	Strengthening partnerships with key stakeholders and sponsorship attraction	Intrastate market majority are visiting the regions/country
Online events portal toolkit	Lack of services in some open spaces i.e. water, power, lighting and amenities	Small corporate conferences and retreats	

# ENTICING EVENTS

Overall

Food and wine events and Music events, festivals or concerts were the main events that would attract **South Australians** (56% and 50% respectively) and **Visitors** (49% and 44% respectively) to visit Glenelg.  
 Quirky or unusual events were significantly more popular for **South Australians** (45%) than for **Visitors** (19%).  
 Women were more interested in Music events, festivals or concerts (57%), Quirky or unusual events (53%) and Art exhibitions (26%) than Men, who were more interested in Sporting events to go to watch (37%).



(online)/Q21 (Intercept) What types of events would you travel to Glenelg to attend? (multiple response)  
 : All SA respondents (n=500)/ All Visitors (n=202)



Item No: **16.5**

Subject: **LOCAL HEROES MEMORIAL**

Date: 13 July 2021

Written By: Manager, Community Wellbeing

General Manager: Community & Business, Ms M Lock

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### **SUMMARY**

This report responds to Council Resolution C090221/2219 and outlines the three pronged approach employed to recognise the mental health impacts of war and conflict on service personnel.

Budget was identified in the current financial year, which enabled the project to be brought forward and finalised in the 2020/21 financial year.

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### **RECOMMENDATION**

**That Council notes the report.**

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### **COMMUNITY PLAN**

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

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

### **BACKGROUND**

Motion on Notice by Councillor Chabrel at the meeting on 10 November 2020, for a memorial to recognise the mental health impacts of war and conflict on service personnel, resulted in council resolution (C101120/2115).

Following the resolution, Administration consulted extensively with representatives from the William Kibby Veterans Shed and Plympton/Glenelg Returned and Services League (PGRSL) and returned a report to Council at its meeting on 9 February 2021, outlining the preferences that had been identified as an appropriate response to the original motion.

Council resolution C090221/2219 outlines the decision by council to proceed:

*That Council:*

1. *install or update an existing memorial plaque at the Arch of Remembrance at Brighton and at the Moseley Square memorial with wording that encompasses all sacrifice, e.g. "the City of Holdfast Bay recognises the Service and suffering that our Veterans from all conflicts have endured whilst in the service of their Country in areas of operation, and also recognises the suffering that Veterans and their families endure upon their return".*
2. *contribute to the installation of a Local Heroes Memorial Wall at the William Kibby VC Veterans Shed Memorial Garden, specifically to offer an interactive, contemplative space for veterans and their families; and*
3. *invest into the training of volunteers from the PGRSL and the William Kibby VC Veterans Shed to ensure that veterans suffering PTSD are able to be supported with informal counselling when they do 'open up' about their ongoing challenges.*

*Moved Councillor Chabrel, Seconded Councillor Lonie Carried Unanimously*

## **REPORT**

Progression of this project was originally earmarked for the 2021/22 financial year, but budget was identified in the 2020/21 year, which enabled the project to be initiated earlier than originally anticipated.

Two memorial plaques were commissioned, with the plaques to be inlaid in the ground at the Arch of Remembrance at Brighton and in Moseley Square in Glenelg. Council's field services team will do the inlaying work in the coming month and it is anticipated that an official unveiling of the plaques will be organised once the works have been completed.

A landscaping contractor has been engaged to complete the works associated with the Local Heroes Memorial Wall at William Kibby Veteran's Shed, with the works comprising the building of a wall and establishment of a contemplative garden, including accessible pathways and plantings that encourage people to linger, pause and reflect. It is anticipated that the memorial will be fit for purpose at the end of August 2021.

Finally, both the William Kibby Veteran's Shed and the Plympton/Glenelg RSL have received a \$5,000 donation, which will be used to pay for identified training of volunteers to equip them to respond to veterans presenting with trauma.

### **BUDGET**

The total cost of the project is \$26,679.50 broken down as follows:

Memorial Plaques:	\$ 1,160.50
Local Heroes Memorial:	\$15,519.00
Volunteer Training:	\$10,000.00

### **LIFE CYCLE COSTS**

Council's contribution is a one-off allocation, with no further associated ongoing costs.

Item No: **16.6**  
Subject: **SUICIDE PREVENTION NETWORK**  
Date: 13 July 2021  
Written By: Manager Community Wellbeing  
General Manager: Community & Business, Ms M Lock

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### **SUMMARY**

This report responds to Council Resolution C241120/2141 and provides an overview of the work achieved to date to establish a Suicide Prevention Network (SPN) in the City of Holdfast Bay.

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### **RECOMMENDATION**

#### **That Council:**

- 1. notes this report and the actions taken to establish a Suicide Prevention Network within the City of Holdfast Bay; and**
  - 2. allocates the balance of \$4,000 approved for the establishment of a Suicide Prevention Network to the SPN once established and incorporated.**
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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**



The South Australian Suicide Prevent Plan 2017-2021 outlines the SA Government's approach to reducing suicide in our state. A key element of the Plan is the establishment of one Suicide Prevention Network within each local government region in the state.

An SPN is formed through the collaborative efforts of the Office of the Premier's Advocate for Suicide Prevention, Local Government and the community.

The establishment of each Network raises awareness, increases compassionate conversation and breaks down stigma associated with mental illness and suicide. Evidence from around the world has pointed to the effectiveness of suicide prevention being best achieved by a multifaceted approach of best practice activities and a layered community response to individual distress. Where SPN's have already been established in South Australia there has been a marked increase in help-seeking and community confidence in offering support.

## **REPORT**

With support from the Office of the Premier's Advocate for Suicide Prevention, Administration hosted a Suicide Prevention Network on 9 June 2021 from 6-8.30pm. The function was held at the ACH Group Stadium at Glenelg, with 39 community members in attendance on the night.

Dignitaries in attendance included Mr Dan Cregan MP, Premier's Advocate for Suicide Prevention and Community Resilience and Hon Stephen Patterson, Minister for Trade and Investment and Member for Morphett. Mayor Amanda Wilson and Councillors Chabrel, Miller and Lindop represented the City of Holdfast Bay.

Mayor Wilson and invited dignitaries spoke about the need for community action and highlighted the importance of a collective response to preventing suicide. In addition lived experience speaker and Holdfast Bay local resident, Debbie Ryan shared the her story of her daughter Maddy's experience with bullying that led to her taking her own life at the age of twenty.

The evening prompted residents in the audience to speak up about their own experiences and indicated an interest in making a meaningful difference.

Mr Brendan Kelly from Wellbeing SA outlined steps that need to be taken in establishing an SPN and provided examples of other SPN projects across the state raising awareness in their local areas. He also explained the role that Wellbeing SA would take in supporting a local SPN with advice, guidance and seed funding.

At the end of the evening sixteen people registered to be part of a local network. Representatives from the Premier's Office commented on the positive response, suggesting that the number of responses was promising for the future of a local SPN.

Administration has been contacted by representatives from Wellbeing SA, seeking a venue for the first meeting of the SPN, which has been confirmed for 21 July 2021 at Glenelg Community Centre from 5pm – 7pm.

At this meeting a committee will be selected from the interested members and their first task will be to apply to become an incorporated body, which will enable them to apply for seed funding from Wellbeing SA. They will also be tasked with developing an Action Plan for their SPN.

Nominated Elected Members will form part of the SPN and Council have committed to provide a venue for meetings and administrative support, including with marketing and promoting the SPN's activities within the City of Holdfast Bay.

### **BUDGET**

Council approved a \$5,000 budget for the forum to establish a Suicide Prevention Network.

Total costs for printing of flyers, venue hire and food and drink for the forum was \$1,000, leaving a balance of \$4,000 unallocated at the end of the financial year.

It is recommended that this unspent balance be allocated to the local Suicide Prevention Network once they have been established and incorporated.

Ongoing support offered to the SPN will not require a specific budget and will be absorbed within existing resources.

### **LIFE CYCLE COSTS**

A one-off allocation of \$4,000 budget.

Item No: **16.7**

Subject: **GLENELG OVAL MASTERPLAN STAGES 3 AND 4 FUNDING DEED OF AGREEMENT**

Date: 13 July 2021

Written By: Manager, Public Realm and Urban Design

General Manager: Strategy and Corporate, Ms P Jackson

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### **SUMMARY**

On 21 March 2021, the State Government formally advised the City of Holdfast Bay was successful in obtaining a grant of \$1,400,000 towards the costs of the Glenelg Oval Masterplan Stages 3 and 4. The grant was awarded through the State Government's Local Government Infrastructure Partnership Program (LGIPP). To finalise the funding agreement, the State Government require Council to sign and affix the Common Seal of the City of Holdfast Bay to the funding deed of agreement.

This report is seeking delegated authority for the Mayor and Chief Executive Officer to sign and affix the Common Seal of the City of Holdfast Bay to the funding deed of agreement.

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### **RECOMMENDATION**

**That Council delegates authority to the Mayor and Chief Executive Officer to sign the Local Government Infrastructure Partnership Program Deed of Agreement and affix the Common Seal of the City of Holdfast Bay.**

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### **COMMUNITY PLAN**

Placemaking: Creating lively and safe places

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

### **COUNCIL POLICY**

Not Applicable.

### **STATUTORY PROVISIONS**

Not Applicable.

**BACKGROUND**

At the 9 February 2021 Council meeting, Council resolved to commit in principle funding support of \$1,400,000 and to submit a grant application to the State Government's Local Government Infrastructure Partnership Program (LGIPP) for part funding towards the Glenelg Oval Masterplan Stages 3 and 4. This grant program is based on a dollar for dollar contribution from Council to the value of \$1,400,000.

On 21 March 2021, the State Government formally advised that Council were successful in obtaining a grant of \$1,400,000 towards the costs of the Glenelg Oval Masterplan Stages 3 and 4. The grant was awarded through the State Government's Local Government Infrastructure Partnership Program (LGIPP).

**REPORT**

With the commencement of the 2021/22 financial year, the State Government is finalising deeds of agreement for their Local Government Infrastructure Partnership Program (LGIPP). The City of Holdfast Bay's funding deed of agreement for the Glenelg Oval Masterplan Stages 3 and 4 is being finalised and will require the affixing of the common seal.

**BUDGET**

State Government LGIPP Grant of \$1,400,000 is matched by the City of Holdfast Bay's contribution of \$1,400,000.

**LIFE CYCLE COSTS**

The life cycle costs of the Glenelg Oval Masterplan Stages 3 and 4 will be determined on finalisation of design, selection of specific equipment, site fitments and amenities.