

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 14 December 2021 at 7.00pm



**Roberto Bria
CHIEF EXECUTIVE OFFICER**

Please note: This agenda contains Officers' reports and recommendations that will be considered by the Council. Any confidential items listed on the agenda will be circulated to Members separately.



Ordinary Council Meeting Agenda

1. OPENING

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

2. KAURNA ACKNOWLEDGEMENT

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

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

3. SERVICE TO COUNTRY ACKNOWLEDGEMENT

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

4. PRAYER

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

5. APOLOGIES

5.1 Apologies Received

5.2 Absent

6. ITEMS PRESENTED TO COUNCIL

7. DECLARATION OF INTEREST

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

8. CONFIRMATION OF MINUTES

Motion

That the minutes of the Ordinary Meeting of Council held on 23 November 2021 be taken as read and confirmed.

Moved Councillor _____, Seconded Councillor _____

Carried

9. PUBLIC PRESENTATIONS

9.1 **Petitions** - Nil

9.2 **Presentations** - Nil

9.3 **Deputations**

9.3.1 Mr Bob Fisk and Ms Christine Grant

Mayor Wilson has approved a deputation from Botten Levinson Lawyers, on behalf of Mr Bob Fisk and Ms Christine Grant regarding the request to remove a significant tree in front of 10A Augusta Street, Glenelg

10. QUESTIONS BY MEMBERS

10.1 **Without Notice**

10.2 **On Notice**

10.2.1 Management of Feral Pigeons – Councillor Smedley (Report No: 419/21)

10.2.2 Boundary Realignment, Glengowrie– Councillor Abley (Report No: 421/21)

10.2.3 Project Costs – Councillor Clancy (Report No: 431/21)

11. MEMBER'S ACTIVITY REPORTS - Nil**12. MOTIONS ON NOTICE**

12.1 Collaboration with West Torrens and Marion Councils – Councillor Clancy (Report No: 430/21)

12.2 Investigate Traffic Calming Methods using Greening and Water Sensitive Urban Design (WSUD) - Councillor Lindop (Report No: 432/21)

12.3 Somerton Surf Life Saving Club – Councillor Clancy (Report No: 434/21)

13. ADJOURNED MATTERS

13.1 Adjourned Report – Tree Management Policy (Report No: 422/21)

13.2 Adjourned Report – Verge Management Policy (Report No: 423/21)

13.3 Adjourned Report – Request to remove significant tree in front of 10A Augusta Street, Glenelg (Report No: 407/21). Refer to Item 18.1 under Items in Confidence.

14. REPORTS OF MANAGEMENT COMMITTEES AND SUBSIDIARIES

14.1 Minutes - Jetty Road Mainstreet Committee – 1 December 2021 (Report No: 429/21)

14.2 Draft Minutes – Alwyndor Management Committee – 25 November 2021 (Report No: 435/21)

15. REPORTS BY OFFICERS

- 15.1 Items in Brief (Report No: 406/21)
- 15.2 Glenelg Football Club – Financial Support Review (Report No: 379/21)
- 15.3 Sturt River Linear Park Concept (Report No: 408/21)
- 15.4 Waste Management Policy Review (Report No: 416/21)
- 15.5 Business Continuity Policy and Plans (Report No: 420/21)
- 15.6 Review of Items held in Confidence (Report No: 425/21)
- 15.7 Nominations Sought for Stormwater Management Authority (Report No: 426/21)
- 15.8 Nominations Sought for the SA Power Networks Community Advisory Board (Report No: 427/21)
- 15.9 Commonwealth Home Support Program (CHSP) Update (Report No: 428/21)
- 15.10 Review of Authorisations and Delegations under the Instrument of General Approval and Delegation (Dated 22 August 2013) to Council – *Road Traffic Act 1961* – Report No: 433/21)

16. RESOLUTIONS SUBJECT TO FORMAL MOTIONS

Presented for the information of Members is a listing of resolutions subject to formal resolutions, for Council and all Standing Committees, to adjourn or lay on the table items of Council business, for the current term of Council.

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

- 18.1 Adjourned Report – Request to Remove Significant Tree in Front of 10A Augusta Street, Glenelg (Report No: 407/21)

Pursuant to Section 90(3) 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:

- 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.**

- 18.2 Kerbside Waste Recycling Sustainable Services Model (Report No: 405/21)

Pursuant to Section 90(3) 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.**

18.3 Hoarding Fee Relief (Report No: 424/21)

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

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

**ROBERTO BRIA
CHIEF EXECUTIVE OFFICER**

Item No: 10.2.1

Subject: **QUESTION ON NOTICE – MANAGEMENT OF FERAL PIGEONS –
COUNCILLOR SMEDLEY**

Date: 14 December 2021

QUESTION

Councillor Smedley asked the following question:

“What is Holdfast Bay’s current policy for the management of feral pigeons, and what other steps can be taken/recommended to effectively reduce and manage their prevalence city wide?”

Background

I am receiving increasing complaints from residents concerning the prevalence of pigeons, not just in popular public areas such as Moseley Sq, but in any area where food is being sold and consumed al fresco.

Encouraged by some who feed them, they are becoming increasingly adventurous, feeding from abandoned plates at tables and hovering around those eating in parks and on the Esplanade, hoping for scraps.

Their number appear to be on the rise and most seem to be “unbanded” or feral. They are considered by many to carriers of disease and to that end I have also recently received resident complaints about unsanitary conditions being created by roosts that pigeons are making in nearby public and private buildings.

ANSWER – GENERAL MANAGER, COMMUNITY & BUSINESS

Council manage pigeons on Council buildings as part of the maintenance program. Methods include trapping and introducing deterrents to reduce roosting locations. Furthermore, food business are required to clear their tables regularly and Moseley Square has a number of signs prohibiting bird feeding. Enforcement action is taken when excessive, repeated feeding occurs.

Feral pigeons will generally breed in line with available food, water and safe nesting locations and with limited natural predators, this problem needs to be managed.

Administration have received feedback from pest control companies that not all property owners or landlords are actively controlling pigeons on their properties.

City of Holdfast Bay undertakes preventative measures which include regular cleaning within Moseley Square and the broader precinct and trimming date palms – a common roosting location.

Item No: 10.2.2

Subject: **QUESTION ON NOTICE – BOUNDARY REALIGNMENT, GLENGOWRIE – COUNCILLOR ABLEY**

Date: 14 December 2021

QUESTION

Councillor Abley asked the following question:

“Could administration please inform if /when a community meeting will occur to seek interest in Glengowrie residents making an application for a boundary realignment.

If there is no meeting scheduled, can administration please advise reason why.”

Background

A number of residents of Glengowrie have contacted Elected Members and Council requesting a boundary realignment, so that their suburb is included within the City of Holdfast Bay. Presently, it is part of the City of Marion.

The South Australian Local Government Boundaries Commission (the Commission) is the independent body that assesses and investigates council boundary change proposals and makes recommendations to the Minister.

Proposals are usually submitted to the Commission by local councils or members of the public, but can also be submitted by the Minister or Parliament.

Members of the public can submit a proposal to the Commission to consider:

- council boundary alterations;
- changes in the composition of a Council or its representative structure; and
- including unincorporated land into a Council.

Members of the public cannot initiate a council amalgamation or the creation of a new council.

When a submission is made by Council, the costs of investigation are incurred by Council. When a submission is made by a member of the public, the Minister or Parliament, costs are borne by the State.

ANSWER – MANAGER, STRATEGY AND GOVERNANCE

Administration have been in contact with the Commission several times regarding the submission process.

Most recently, Administration have been advised that if a proposal is to be community-led, relevant community leaders should get in touch with the Boundaries Reform Commission to directly request a briefing regarding the process. Council can provide some support to the community during the process but must not in effect be leading it.

Administration has responded to the community members who have enquired about a boundary proposal, advising that a community-led proposal requires a direct approach to the Commission, not via Council. Administration has, however, offered logistical support by offering to book a venue and advertise the meeting, once a date has been set by the community and Commission.

If Council was to lead a proposal, it would require a budget allocation. While the precise amount cannot be known until the Commission scopes its investigation, indicators suggest that a budget requirement in the order of \$250,000 could be required.

Item No: 10.2.3

Subject: **QUESTION ON NOTICE – PROJECT COSTS – COUNCILLOR CLANCY**

Date: 14 December 2021

QUESTION

Councillor Clancy asked the following question:

“Could Administration please provide the cost for concept designs, community consultation for:

- Glenelg Town Hall
- Buffalo site
- Civic Centre at Brighton
- Seacliff toilets including the additional \$7.5 million enhancement of the area.

In relation to Seacliff roundabout - I am unaware of any motion to Council which asked for the extensive report. Who authorised the expenditure as it was not part of the original motion for toilets and greening the roundabout”.

Background

Administration have a number of projects happening and even though federal and state elections our debt is high and other motions such as the one to seek boundary adjustment to include Glengowrie as part of Holdfast Bay have not been attended to.

ANSWER – GENERAL MANAGER, STRATEGY AND CORPORATE

The cost of the concept designs, including community consultation, are:

Project	Cost
Glenelg Townhall	\$168,160
Buffalo Redevelopment	\$72,775
Civic Centre Redevelopment	\$75,000
Seacliff Plaza Upgrade	\$133,860

Please note that costs also include geotechnical analysis, surveying, traffic analysis and quantity surveying where it was required and that all projects were endorsed by Council through Annual Business Planning processes.

The Seacliff Plaza Upgrade Stage 1 was endorsed by Council as part of the 2021-22 Annual Business Plan process. The scope of this project was to construct new amenities block and develop a detailed design for an upgrade to Seacliff Plaza which includes landscaping, new traffic controls and improved pedestrian access.

Item No: 12.1

Subject: **MOTION ON NOTICE – COLLABORATION WITH WEST TORRENS AND MARION COUNCILS – COUNCILLOR CLANCY**

Date: 14 December 2021

PROPOSED MOTION

Councillor Clancy proposed the following motion:

That the Audit Committee review the response from Administration and to recommend what opportunities it believes are possible to reduce costs by working collaboratively.

BACKGROUND

I believe that it is extremely important to work with other councils and the breadth of knowledge of the Audit Committee members may provide Council with other options which need investigating and reports from Local Government Association and comments from political parties see this as being very important to reduce costs to ratepayers.

Item No: 12.2

Subject: **MOTION ON NOTICE – INVESTIGATE TRAFFIC CALMING METHODS USING GREENING AND WATER SENSITIVE URBAN DESIGN (WSUD) – COUNCILLOR LINDOP**

Date: 14 December 2021

PROPOSED MOTION

Councillor Lindop proposed the following motion:

That Council Administration investigate and bring a report back to Council on Myrtle Road and Waratah Street, Seacliff for the installation of "Tree bays" or similar as a greening and cooling initiative by adding a space for trees or WSUD garden with the outcome also of a traffic calming measure.

BACKGROUND

Historically Myrtle Road and Waratah Street were laneways in Seacliff that were widened in the 1930's to make a roadway. However, they are very narrow and with parking on one side creates problems when cars meet coming in both directions as it can only accommodate one car travelling down it at any time.

Visually the side streets do become like "raceways", rather than being treated as a residential street and "breaking up" this raceway appearance with tree bays and garden beds has been very effective in other areas.

The streets in Seacliff are narrow and the footpaths are unable to be planted with street trees. The installation of tree bays or similar will align with our targets to green and cool the city, and increase the capture of storm water retention.

I have had correspondence from residents on Myrtle Road and Waratah Street who have complained about traffic concerns and this issue has been raised separately by many residents in Seacliff

Item No: 12.3

Subject: **MOTION ON NOTICE – SOMERTON SURF LIFE SAVING CLUB – COUNCILLOR CLANCY**

Date: 14 December 2021

PROPOSED MOTION

Councillor Clancy proposed the following motion:

That if the Council Assessment Panel

1. approves the Somerton Surf Life Saving Club's current development application, Council approval to the Club's Management Agreement with its manager Gambell & Sutton Pty Ltd be extended until after the proposed sub-lease from the club to the manager commences and the manager gains a restaurant liquor licence, or
 2. refuses the Club's application, Council approval to the Management Agreement is extended until 6 calendar months after the date of refusal.
-

BACKGROUND

1. The club first applied to the Council to sub-lease its bistro area to the manager in January 2020, but also had to gain development approval.
2. At the end of that month, to make it easier to gain approval and avoid financial risk, it put off its development application until after the introduction of the new Planning & Design Code, then expected on 1st July 2020, but subsequently deferred by the State Government until 1st September 2020 and later indefinitely.
3. The club and the manager devised an alternative arrangement which did not require development approval and entered into a management agreement. This is a temporary arrangement until all approvals can be obtained for the sub-lease.
4. In July 2020 the Council approved the management agreement for 12 months.
5. The Planning & Design Code eventually came into operation in March 2021.
6. As the club's first application for Council approval to the proposed sub-lease had not progressed within Council, the club lodged a second application in June 2020.
7. In July 2021 the Council extended its approval of the management agreement until 1st February 2022.

8. After the Planning and Design Code came into operation in March 2021, the club's development application was held up for other reasons which were beyond the club's control and the club eventually lodged its application in September 2021.
9. The club has received 13 representations opposing its application and 424 supporting representations. Two of the opposing representations gave no supporting reason/s for their opposition. They may have been mistakes. The club is meeting with 10 of the other opposing representors, who are Brighton Dunes residents. These residents have concerns but none of them want to completely close down the bistro. The club has already satisfied one of their two major concerns and partially satisfied the other and it is confident that a resolution will be reached as talks progress. The other opposing representor from The Dunes submitted her representation in support of the group of 10 and not based on personal concerns.
10. The Council Assessment Panel is expected to hear the club's development application on 27th January 2022, although if deferred, a decision may not be made until a later date. If the decision is favourable, the club's managers Kate & Charles (Gambell & Sutton Pty Ltd), who do an excellent job and were highly praised in many of the representations, will still not be able to operate their own business under a sub-lease for quite some months. After the development approval there still must be negotiations between the Council and the club regarding possible amendments to the club's lease and the terms and conditions of the sub-lease. Then these documents must be prepared by the Council's solicitors and signed by the parties. Subsequently the club must apply for a redefinition of its liquor licence and Gambell & Sutton Pty Ltd must apply for its restaurant licence. This is expected to take several months during which the business must continue to be operated by the club under its club licence. The club can only do this if approval to the management agreement is extended. If it is not, Kate and Charles will temporarily and unnecessarily be thrown out of work, staff will lose their jobs, functions and events booked in advance will have to be cancelled and the club will suffer a significant loss.
11. Although the club believes the Council Assessment Panel will approve its development application, the outcome of such an application is never certain and it is possible that the application may be refused. If that happens, the club needs to re-assess its position. It may wish to seek legal advice on an appeal and depending on that advice it may want to appeal. The club may seek to carry on the operations under an alternative arrangement. This will take time to consider. The club has in the past employed managers for the food and beverage operations which ended in financial disaster for the club. It has also previously used volunteers to perform this task, however this model resulted in operations being cut back to such an extent that they became unprofitable. It will not be easy for the club to come up with a workable arrangement and the club may need to close down its bistro and functions operations, altogether. This would have a huge financial effect on the club and Kate and Charles would need time to close the business. They have functions booked in advance and they must consider their own and their staff's future. They will need time to look for other opportunities. The club owes a

responsibility to treat Kate and Charles with decency and respect as they have worked so hard and managed the business so well for the club. With so many unknowns and uncertainties to resolve, an extension of six months is likely to be needed to transition away from the current arrangement.

Item No: 13.1

Subject: **ADJOURNED REPORT - TREE MANAGEMENT POLICY**

Date: 14 December 2021

Written By: Team Leader, Environment and Coast

General Manager: Assets and Delivery, Mr M de Heus

SUMMARY

The Tree Management Policy has had a substantial review, and has included both internal and external stakeholders, including an independent consulting arborist, as well as numerous internal Administrative staff and an Elected Member workshop.

Public consultation on the Policy is not required to be undertaken.

This report was most recently tabled at the ordinary meeting of Council on 23 November 2021 (Item 19.10 Tree Management Policy Review Report No: 396/21) and was adjourned under Regulation 19, *Local Government (Proceedings at Meetings) Regulations 2013*, to allow Council to undertake further revisions.

The adjourned motion needs to be considered before any other motion can be considered. Councillors Lindop and Clancy spoke to the motion, however Councillor Lindop has the right of reply (as the mover).

MOTION

From Council Meeting 23 November 2021:

That Council endorse the updated Tree Management Policy.

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

Community: Fostering an engaged and contributing community

Economy: Boosting our visitor economy

Environment: Protecting Biodiversity

Environment: Building an environmentally resilient city

Environment: Fostering an environmentally connected community

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Tree Management Policy

STATUTORY PROVISIONS

Disability Discrimination Act 1992

Electricity Act 1996

Environment Protection Act 1993

Local Government Act 1999

Gas Act 1997

Landscape South Australia Act 2019

Native Vegetation Act 1991

Planning, Development and Infrastructure Act 2016

Road Traffic Act 1961

Water Industry Act 2012

Telecommunications Act 1997

BACKGROUND

The *Local Government Act 1999* requires councils to keep council policies under review to ensure they are appropriate and effective (Section 59).

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

The Tree Management Policy has had a substantial review, and has included both internal and external stakeholders, including an independent consulting arborist, as well as numerous internal Administrative staff and an Elected Member workshop.

The review has included reading tree management policies of other councils, consideration of new legislation, consideration of new utilities requirements, improvements in urban forest management, the global movement for increased tree canopy and our own commitment to a target of 10% tree canopy increase by 2030.

A report was tabled at the ordinary meeting of Council on 23 November 2021 (Item 19.10 Tree Management Policy Review Report No: 396/21) and was adjourned under *Regulation 19, Local Government (Proceedings at Meetings) Regulations 2013*, to allow Council to undertake further revisions.

Refer Attachment 1

REPORT

The Tree Management Policy was adjourned to allow additional information on replacement trees to be incorporated into the report.

The City of Holdfast Bay has an ambitious target to increase canopy cover within the Council area. The Tree Management Policy refers to trees removed on Council land only. The additional

amendments to the Tree Management Policy are two new references to tree replacement at sections 2.7.7 and 2.8.8, including no net loss of tree numbers in the locality of a removed public tree and a minimum of three new trees to replace a significant or regulated tree.

Refer Attachment 2

Should Council as landowner, provide landowner consent to remove a significant or regulated tree on Council land, and this subsequently receives development authorisation, the *Planning, Development and Infrastructure Act 2016* and Regulations, mandates that two (2) trees are replaced for each regulated tree removed (2 m girth) and three (3) trees to be replaced for significant trees (3 m girth). As this is mandated we do not need to put it in our policy, although we have referred to the *Planning, Development and Infrastructure Act 2016* within the Policy. Refer *Planning, Development and Infrastructure (General) Regulations 2017*, Regulation 59 below. The *Planning, Development and Infrastructure Act 2016* does not specify replacement where trees are not regulated or significant but that is included in the proposed Council Policy.

59—Regulated and significant trees

- (1) For the purposes of section 127(4) of the Act, the prescribed number of trees is:
 - (a) if the development authorisation relates to a regulated tree—two (2) trees to replace the regulated tree; or
 - (b) if the development authorisation relates to a significant tree—three (3) trees to replace the significant tree.

- (2) For the purposes of section 127(5) of the Act, the following criteria are prescribed:
 - (a) The tree cannot be a tree within a species specified under regulation 3F(4)(b); and
 - (b) the tree cannot be planted within 10 m of an existing dwelling or an existing in-ground swimming pool.

There is no legislative requirement to undertake community consultation on this policy although the Policy has been updated based on feedback from residents and the community around the implementation of the previous Policy.

The next review period for the Policy is 13 December 2024. The Policy may be reviewed at an earlier date if deemed necessary due to legislative or other changes.

BUDGET

Within operational budget.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



Item No: 19.10

Subject: **TREE MANAGEMENT POLICY REVIEW**

Date: 23 November 2021

Written By: Team Leader, Environment and Coast

General Manager: Assets and Delivery, Mr M de Heus

SUMMARY

The Tree Management Policy has had a substantial review that has taken approximately a year, and has included both internal and external stakeholders including an independent consulting arborist, as well as numerous internal Administrative staff and an Elected Member workshop.

Public consultation on the Policy is not required to be undertaken.

RECOMMENDATION

That Council endorse the updated Tree Management Policy.

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Environment: Protecting Biodiversity

Environment: Building an environmentally resilient city

Environment: Fostering an environmentally connected community

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Tree Management Policy

STATUTORY PROVISIONS

Disability Discrimination Act 1992

Electricity Act 1996

Environment Protection Act 1993

Local Government Act 1999

Gas Act 1997

Landscape South Australia Act 2019

Native Vegetation Act 1991

Planning, Development and Infrastructure Act 2016

Road Traffic Act 1961

Water Industry Act 2012

Telecommunications Act 1997

BACKGROUND

The *Local Government Act 1999* requires councils to keep council policies under review to ensure they are appropriate and effective (Section 59).

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

The Tree Management Policy has had a substantial review that has taken approximately a year, and has included both internal and external stakeholders including an independent consulting arborist, as well as numerous internal Administrative staff and an Elected Member workshop.

The review has included reading tree management policies of other councils, consideration of new legislation, consideration of new utilities requirements, improvements in urban forest management, the global movement for increased tree canopy and our own commitment to a target of 10% tree canopy increase by 2030.

REPORT

The revised Tree Management Policy is presented to Council. This updated policy supersedes all previous policies and Council motions. The new Policy provides clear and strong messaging around the preservation of our street trees.

The key amendments are detailed below (and also highlighted on the draft Policy).

- Removed items that are no longer relevant such as the Street Tree Strategy Planting Guide. Tree selection is now directed by guidelines within the policy.
- Removed reference to tree factsheets on website.
- Removed reference to Property Owner Street Tree Planting Form' as this is superseded by the Adopt-a-Tree form.
- Updated references to new or updated legislation.

- Updated definitions.
- Updated information relating to the *Planning, Development and Infrastructure Act 2016*.
- Includes a new section about the new Adopt-a-Tree program for residents.
- The Public Tree Pruning section includes new reasons why trees will not be considered for pruning.
- The same section also includes a new item that new developments constructed under existing canopies will not be pruned to the detriment of the tree.
- This section also includes a new item about trees on private property encroaching into clearance zone.
- There is a new section about damage to private property from public trees.
- The Public Tree Removal section has new reasons why trees may be considered for removal.
- There is a new section about section 221 and development applications.
- There is a new section about Tree Damaging Activity.
- There is a new section about Consultation.
- Updated clearances in Appendix 1.

All tree management decisions will be dealt with by Administration, with the exception of significant and regulated trees, which require landowner consent prior to being assessed under the *Planning, Development and Infrastructure Act 2016*.

A new version incorporating the proposed changes (Attachment 1) and the current version (Attachment 2) are attached.

Refer Attachments 1 and 2

There is no legislative requirement to undertake community consultation on this policy although the policy has been updated based on feedback from residents and the community around the implementation of the previous policy.

The next review period for the policy is 22 November 2024. The policy may be reviewed at an earlier date if deemed necessary due to legislative or other changes.

BUDGET

Within operational budget.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1

Adjourned Report



ECM DSID Number:	
First Issued / Approved:	July 2010
Last Reviewed:	23 November 2021 C231121/
Next Review:	22 November 2024
Responsible Officer:	General Manager –Assets and Delivery
Date Placed on Web:	TBD

1. PREAMBLE

The Tree Management Policy provides a framework for tree management on Council land in the City of Holdfast Bay (the Council).

1.1 Background

The trees in the Council area provide and support neighbourhood character, human health and wellbeing, waterway health, biodiversity, shading, cooling, beautiful streetscapes, amenity, tourism and business vitality.

This policy is designed to protect and grow a flourishing urban forest and aligns with Council's Environment Strategy 2020 - 2025, which has an objective to significantly increase tree canopy coverage across the Council area. This will beautify streetscapes and open spaces, while also cooling the environment.

1.2 Purpose

The purpose of this policy is to manage and protect Council's trees as part of an urban forest, which includes street trees and trees on land owned by Council or land under Council's care and control.

This policy ensures consistency in future public tree planting, tree care and management, and provides guidance regarding best practice, ensuring reasonable decisions are applied when managing risks related to trees.

1.3 Scope

This policy applies to residents, property owners, businesses, visitors, developers, Elected Members, employees, service providers, contractors and volunteers of the Council.

A separate policy exists for the management of street verges (Verge Management Policy).

1.4 Definitions

For the purpose of this policy the following definitions apply:

Amenity tree means a public tree by virtue of its size, species, location or aesthetic qualities that provides amenity and / or significant environmental benefit.

Development means a new building or renovation in the *Planning, Development and Infrastructure Act 2016*.

Tree Management Policy

Open space	means land that is publicly accessible and provided for community benefit (e.g. park, nature reserve, linear trail, sportsground).
Regulated Tree	means a tree with size and characteristics as specified in the <i>Planning, Development and Infrastructure Act 2016</i> .
Significant Tree	means a tree with size and characteristics as specified in the <i>Planning, Development and Infrastructure Act 2016</i> .
Section 221 Application	means under Section 221 of the <i>Local Government Act 1999</i> , property owners must receive authorisation from Council to make alteration to a public road, including the verge.
Verge	means the portion of land that lies between a road and adjacent property line.

1.5 Strategic References

- a. Our Place 2030
- b. Environment Strategy 2020-2025
- c. Open Space and Public Realm Strategy 2018 - 2030

2. POLICY STATEMENT

2.1. Street Tree Species

- 2.1.1 When selecting and planting street tree species, Council must give consideration to s.232 of the *Local Government Act 1999* (the Act), must consider relevant information from utility providers and must comply with the *Landscape SA Act 2019*.
- 2.1.2 Tree species are selected by the relevant Council officer to meet specific criteria and tolerances, and for their ability to perform in our changing environment, as well as complying with s.232 of the Act. Considerations are made of the following criteria when selecting street tree species:
- i) Complement existing avenues of established and heritage trees
 - ii) Compatibility with the local environment
 - iii) Ability to provide habitat and food for native fauna
 - iv) Availability of commercial quantity and quality of stock
 - v) Allergies, berry/nut drop, and infrastructure impacts
 - vi) Diversity of species
 - vii) Suitability around existing services and infrastructure
 - viii) Environmental impact
 - ix) Amenity of the area
- 2.1.3 Tree species that have been selected for a location on public land will not be changed due to:
- i) Potential scenic view obstruction
 - ii) Tree species is disliked
 - iii) Potential nuisance by way of berry/ nut drop
 - iv) Shading of private property
 - v) Potential upheaval of private infrastructure
 - vi) Potential to attract wildlife

2.2 Tree Planting

- 2.2.1 Trees may be planted in accordance with s.232 of the Act and as per the guidelines in Appendix 1.
- 2.2.2 Council has a strong preference for block planting in areas to allow more efficient watering and maintenance and create improved amenity through consistent tree species and growth rates.
- 2.2.3 Council formulates an annual tree planting program in selected streets, to work towards Council's target of increasing canopy coverage. Streets are selected annually based on the condition of existing tree stock, surrounding development or infrastructure, or areas identified as an urban heat island.
- 2.2.4 The number and location of trees is at the discretion of the relevant Council officer, and takes into consideration all points listed in section 2.1.2.
- 2.2.5 Council plants trees in the cooler months, usually from May to September but may fall slightly outside of these times.
- 2.2.6 Where an unauthorised tree planting is identified the relevant Council officer will determine whether the planting be retained or removed considering compliance with this policy. Where removal of an unauthorised tree is determined, the resident will be given reasonable opportunity to relocate the tree onto their private property prior to removal.
- 2.2.7 To maintain a consistent tree portfolio and ownership responsibility, private property owners and occupants cannot plant their own trees on public land, including the verge, without prior Council approval, given via a Section 221 Application under the Act. See section 2.8 and the Verge Management Policy.
- 2.2.8 At the discretion of Council Administration, street trees may be individually planted by Council to replace damaged or dead trees. Sites will be reviewed on a case by case basis. There is a strong preference for individual trees to be 'adopted' as per section 2.3
- 2.2.9 Any property owner can place a request for a street tree to be planted in front of their property, providing they have applied to do so via Council's 'Adopt-a-Tree Program' (see Section 2.3).

2.3 Adopt-a-Tree Program

- 2.3.1 Property owners who wish to have a street tree planted in front their property, can apply to Council via the 'Adopt-a-Tree' program.
- 2.3.2 All requests must be in writing via the Adopt-a-Tree form on the Council website.
- 2.3.3 The Senior Urban Forest Officer will determine if the location is suitable and will determine the tree species. This will be done in consultation with the property owner.
- 2.3.4 The number of trees included in this program is capped to 100 trees for every calendar year. If the list is full upon receipt of the application, the registration then moves to the next available year.
- 2.3.5 Planting will occur during Council's planting season.
- 2.3.6 Applicants must agree to water the street tree weekly during the warmer months (nominally from November to April) for the first three to four years of its life.
- 2.3.7 Council is responsible for the pruning and maintenance of the tree, including pruning, staking, mulch, etc.

- 2.3.8 If the tree dies, is stolen or vandalised, Council will not replace it unless there is a resubmission of the 'Adopt-a-Tree' form. These are assessed on a case by case basis at the discretion of the Senior Urban Forest Officer.
- 2.3.9 Existing trees can also be adopted.

2.4 Tree Watering

- 2.4.1 Council will ensure summer watering for the first three to four years for all trees it has planted via planned planting. Property owners and occupants are also encouraged to water street trees.
- 2.4.2 Trees planted via Council's 'Adopt-a-Tree Program' are the responsibility of the resident to water.

2.5 Public Tree Pruning

- 2.5.1 Council is responsible for all maintenance pruning of public trees.
- 2.5.2 Service providers (i.e. utilities) may undertake clearance pruning, under specified legislative powers, to accommodate their infrastructure. However, Council must be notified prior to works to negotiate the best possible outcome.
- 2.5.3 Council will generally only prune street trees to the clearances outlined in Appendix 1.
- 2.5.4 Open space trees are only pruned to minimise risk.
- 2.5.5 Pruning will be only be performed to maintain tree health, provide clearances or mitigate risk.
- 2.5.6 The following reasons will not warrant consideration for pruning:
 - i) too tall
 - ii) aesthetic reasons
 - iii) perceived risk
 - iv) nuisance by way of berry or nut drop, leaf litter, bark, twigs, sap, etc.
 - v) tree shading lawns, gardens, houses, pools, solar panels, etc.
 - vi) unsubstantiated damage to infrastructure
 - vii) to enhance clear views, including advertising signage
 - viii) attracting wildlife
 - ix) to prevent animal defecation
 - x) due to allergies or health problems
 - xi) to accommodate clearance for larger vehicles beyond clearance guidelines
 - xii) for the installation of non-essential services.
- 2.5.7 Property owners or occupants are not authorised to prune trees on Council property. Where Council street trees are overhanging private property, residents should contact Council for Council to prune, to ensure that trees can exist without adverse effects on property owners and occupants.
- 2.5.8 Pruning of Council trees will typically be carried out in accordance with Australian Standard 4373, Pruning of Amenity Trees. This Standard aims to provide a guide, defining uniform tree pruning procedures and practices in order to minimise adverse or negative impact of pruning on trees.
- 2.5.9 Where practicable, Council will attempt to maintain a 1 metre clearance minimum between canopy and privately owned infrastructure, e.g. homes, carports, swimming pools, etc.

- 2.5.10 Where new developments are constructed under existing canopies, the tree canopy will not be pruned to the detriment of the tree.
- 2.5.11 Where trees on private property encroach into required clearance zones, as specified in Appendix 1, or other public safety issues have been identified, the matter will be brought to the attention of the relevant property owner or occupant for remedial action. If the property owner or occupant fails to comply with a reasonable request Council may commission a contractor to carry out necessary works. The property owner will then be invoiced for the cost of the required works to reimburse Council.

2.6 **Damage to Private Property from Public Trees**

- 2.6.1 Council is generally not liable for damage to private property from a tree planted on public land unless the property owner or occupant of the damaged property has made a written request to the Council to take reasonable action to avert the risk of damage to property from the tree and the Council fails to take reasonable action in response to the request (s.245 of the *Local Government Act 1999*). Council acts as a 'caretaker' of trees but does not have an absolute responsibility for them due to the volume of trees and community expectation to continue to plant and grow trees.
- 2.6.2 Claims are to be addressed to Council's insurance officer with details of the claim and why Council is considered negligent and should be accompanied with sufficient information, which should include photos, and that may include an arborist's report and/or an engineer's report to support the claim.
- 2.6.3 Removal of trees that are considered to be healthy, in the opinion of the relevant and qualified Council officer, will not be considered where alternative measures are reasonable and practicable. These may include:
- i) Root barrier, which can be used in circumstances where installation is considered effective and not detrimental to tree health and stability. Council can offer root barrier material, where appropriate, and installation on private property is at the property owner's expense.
 - ii) Root pruning, which can be considered to accommodate root barrier installs or to suppress root development in areas of concern. Details of root pruning parameters will be set by the relevant and qualified Council officer to outline proximities and root size limitations. Roots of concern within private properties are to be carefully exposed prior to an appointment with the Senior Urban Forest Officer, at the cost of the property owner or occupant, to enable a clear determination of actions to be taken.
 - iii) Minor maintenance.
- 2.6.4 Council may, for public amenity trees, regulated or significant trees, implement works in the public realm to reduce tree impact on private properties. This may include foliage pruning and/or installation of permeable pavers and tree inlet pits.
- 2.6.5 Property owners or occupants are encouraged to seek the advice of a qualified arborist at their own cost prior to undertaking works on private property that may affect the health of a tree on public land. For

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regulated or significant trees on public land that may be affected by works on private property, development approval may also be required.

2.7 Public Tree Removal

- 2.7.1 Generally the community has an expectation that all public trees be retained and only removed if there are compelling reasons to do so. Public trees will only be removed by Council if they meet one or more of our assessment criteria, with priority given to trees assessed as having the highest risk of failure. Trees that are healthy and structurally sound will not be removed for the following reasons:
- i) The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines).
 - ii) The tree variety is disliked.
 - iii) The tree variety causes nuisance by way of leaf, fruit or bark shedding, etc.
 - iv) The tree provides habitat to wildlife that causes nuisance by way of droppings, tree litter, etc.
 - v) The tree is in the way of a non-essential crossover or crossover widening.
 - vi) The tree shades private gardens, solar installations, etc.
- 2.7.2 Removal will not be considered for any tree because it is lifting up public infrastructure around it. Council continually aims to eliminate trip hazards and to construct more favourable environments for trees to support the urban forest.
- 2.7.3 Trees may be considered for removal when they are:
- i) Dead, dying, diseased, and/or structurally unsound.
 - ii) Are an unauthorised planting.
 - iii) Determined to be a declared species as listed under the *Landscape SA Act 2019*.
 - iv) Considered to create an unacceptable risk.
 - v) Restricting sight distances or safe access to existing dwellings, as determined by Council's traffic engineer or similar.
- 2.7.4 Property owners or occupants are not authorised to remove or relocate public trees from Council land. Council will use relevant provisions of the Act, specifically section 221, to protect the value of its urban forest where trees have been damaged or removed without Council authority. Refer to section 2.9.
- 2.7.5 Any trees defined as Significant or Regulated under the *Planning, Development and Infrastructure Act 2016* will be subject to a development application to the relevant provisions of the Planning and Design Code. Prior to submitting a development application, owner's consent will be sought via a report to Council.
- 2.7.6 All requests for removal or significant pruning of a public tree must be in writing to Council, including details of the reason for the request. All such requests will be assessed by the General Manager Assets and Delivery, or a person nominated by the General Manager Assets and Delivery. Retention of the tree is the first priority when undertaking the assessment.

2.8 Section 221 Applications and Development Applications

- 2.8.1 Council will strongly enforce legislation to protect its street tree population.

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- 2.8.2 Under s.221 of the Act a person must not make an alteration to a public road without the permission of Council (permission via a section 221 application). Section 221(2)(e) provides that an alteration to a public road includes the planting of a tree or other vegetation on the road, interfering with vegetation on the road, or removing vegetation from the road.
- 2.8.3 New developments and section 221 applications are to consider any existing street trees and space they require to coexist without conflict. No street tree is automatically removed as part of a development or section 221 application.
- 2.8.3 Trees can only be removed for a development or an approved section 221 application, if the tree has a low useful life expectancy or a very low amenity value (as assessed by the relevant qualified Council officer), and all other possible designs have been considered and are not feasible. Removal will only be considered where there is no net loss of tree numbers in the immediate locality. Additional cost is not an acceptable justification to remove a tree.
- 2.8.4 For all crossovers associated with a new development in accordance with the *Planning, Development and Infrastructure Act 2016*, the prescribed minimum distance to a tree must be maintained.
- 2.8.5 For section 221 applications, the minimum distance from the base of existing trees, will be at the discretion of Council's Senior Urban Forest Officer with guidance provided in Appendix 1.
- 2.8.6 If removal of a tree is approved for the purposes of a development or Section 221 application, the applicant will be invoiced for the following charges and must be paid before commencement:
- i) Removal fees as outlined in Council's approved Schedule of Fees and Charges for the applicable year. This includes removal costs, replacement trees and tree assessment fee.
 - ii) The lost amenity value of the tree based on the Revised Burnley Method of Tree Valuation calculated by the Senior Urban Forest Officer.
- 2.8.7 Replacement trees may not be planted back at the same location, but will be planted as determined by the relevant Council officer.
- 2.8.8 At the Senior Urban Forest Officer's discretion, the Tree Assessment Fee outlined in Council's Schedule of Fees and Charges, may be applied if the tree is being assessed without an agreement for removal.
- 2.8.9 All money received as a result of street tree removals for development or section 221 applications, will be spent on managing and renewing Council's urban forest.
- 2.8.10 Some developments, or section 221 applications, may require tree protection around the tree. Tree protection will be established prior to any works commencing on site and maintained until all works are complete. All tree protection is to comply with the Australian Standard 4970-2009, Protection of Trees on Development Sites.
- 2.8.11 Works by private owners to protect trees when undertaking works in the vicinity of trees as part of section 221 applications or approved building works, including permeable pavers and tree inlet pits, will be considered favourably.

2.9 **Tree Damaging Activity**

2.9.1 Under section 3(1) of the *Planning, Development and Infrastructure Act 2016* 'tree damaging activity' applies to all public trees and is defined as:

- i) the killing or destruction of a tree; or
- ii) the removal of a tree; or
- iii) the severing of branches, limbs, stems or trunk of a tree; or
- iv) the ringbarking, topping or lopping of a tree; or
- v) any other substantial damage to a tree,

and includes damage to tree roots and any other act or activity that causes any of the foregoing to occur but does not include maintenance pruning carried out by Council that is not likely to affect adversely the general health and appearance of a tree or that is excluded by regulation from the ambit of this definition.

2.9.2 Under s.221(2) (e) of the Act, there is a significant penalty for damages to trees. Section 233 of the Act also states that Council can recover costs for any damages. Council will enforce its rights under the Act to recover any costs associated with vandalism to a Council owned tree.

2.9.3 Members of the public are encouraged to report tree damaging activities.

2.9.4 Council will investigate any reported tree damage and prosecute where possible and necessary.

2.9.5 Measures to protect trees under threat of damage will be applied at the discretion of Council's Administration.

2.10 **Consultation**

2.10.1 In accordance with Council's Community Consultation and Engagement Policy, Council will inform relevant property owners or occupants and adjoining landowners in regard to tree removals of healthy and structurally sound amenity trees.

2.10.2 Council will also consult with applicants for the Adopt-a-Tree program and communicate with relevant residents, the proprietors of nearby businesses or advertisers in the area and adjoining landowners about block (whole street) tree planting as per the requirements of s.232 of the Act and Council's Community Consultation and Engagement Policy.

3. REFERENCES

3.1 **Legislation**

- *Disability Discrimination Act 1992*
- *Electricity Act 1996*
- *Environment Protection Act 1993*
- *Gas Act 1997*
- *Landscape South Australia Act 2019*
- *Local Government Act 1999*
- *Native Vegetation Act 1991*
- *Planning, Development and Infrastructure Act 2016*
- *Road Traffic Act 1961*
- *Telecommunications Act 1997*
- *Water Industry Act 2012*

3.2 Other References

- 30 Year Plan for Greater Adelaide
- Australian Standard 4373 -2007 - Pruning of Amenity Trees
- Australian Standard 2303 - 2018 - Tree Stock for Landscape Use
- Australian Standard 4970 – 2009 - Protection of trees on development sites
- Community Consultation and Engagement Policy
- Operational Instruction – Trees in Medians and Roadsides in the Urban Environment (Department for Infrastructure and Transport)
- SA Power Networks - Power Friendly Trees
- SA Water Tree Planting Guide
- Vegetation Removal Policy – Standard Operating Procedure under the Native Vegetation Act 1991 (Department for Infrastructure and Transport)
- Verge Management Policy

Adjourne Report

Appendix 1: Clearances for tree planting and pruning.

Planting

The following tables are a guideline and may be altered at the discretion of the relevant qualified Council officer. These clearances are not applied retrospectively:

Infrastructure	Recommended clearances
Bus Stop	10m (subject to site conditions)
Corners and Intersections	5m, maintained to provide sight lines
Driveway (non-traffic approach side)	2m
Driveway (traffic approach side)	3m
Stobie Poles	3m
Above ground and underground services	As per service utility guidelines
Stormwater inlet	2m from edge, not over stormwater infrastructure
Stop, Give Way & Speed Signs	5m (front) or 2m (behind), maintained to provide sight lines
Other Signs	2m, maintained to provide sight lines

Verge width	Tree size
Up to 600 mm	Trees cannot be planted. Refer to Verge Management Policy for landscaping alternatives.
600 mm - 2m	Small tree
2 - 3m	Medium tree
3m +	Large tree

Pruning

Council will look to achieve the following vertical clearance envelopes. If clearances cannot be achieved by pruning without damaging the trees health and/or compromising the structural integrity, alternative measures will be investigated. In cases of juvenile tree stock, young growth may occasionally enter clearance envelopes. Tolerance is to be applied in such cases with any such biomass to be considered as a temporary encroachment.

Footpath	Non-Arterial Road	Arterial Road
Footpath – 2.5m	Edge of carriage way - minimum 3 metres or to suit waste collection vehicles.	Refer to DIT Standard Operating Procedure, "Vegetation Removal Policy" under the <i>Native Vegetation Act 1991</i> .
	Centre of road – 5m	

Attachment 2

Adjourned Report



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1. PREAMBLE

The Tree Management Policy provides a framework for street and open space tree management for planting and maintenance within the City of Holdfast Bay.

1.1 Background

Trees make an important contribution to the aesthetic of the City of Holdfast Bay and provide practical amenity and add character, whilst providing a range of environmental, social and economic benefits. Planting of trees is also a central component of achieving Council’s Strategic Objective of Greening our City.

The City of Holdfast Bay recognises that the local community will have different views and sensibilities regarding trees. This policy aims to provide a consistent approach to the management of the existing and future urban forest.

1.2 Purpose

- a. The Tree Management Policy aims to manage and protect Council’s trees, both in relation to its vision for streetscapes and open spaces, and protection of trees significant or otherwise.
- b. The Policy ensures consistency in future street tree planting and management, and managing the impacts on trees.

1.3 Scope

- a. The Policy applies to Elected Members, employees, residents, contractors and volunteers of the City of Holdfast Bay.
- b. This policy provides advice and guidance on the City’s Urban Forest. A separate policy for Street Verges is outlined in the City of Holdfast Bay Street Verges Policy.

1.4 Definitions

For the purpose of this Policy the following definitions apply:

- a. Regulated Tree – tree size and characteristics as specified in the *Development Act 1993* and Regulation 6A of the *Development Regulations 2008*.
- b. Significant Tree – tree size and characteristics as specified in the *Development Act 1993* and Regulation 6A of the *Development Regulations 2008*.

1.5 *Strategic Reference*

- a. Our Place Plan 2012-2015
 - i) A Place that Values its Natural Environment - “Promote and Implement programs that enhance the greening of the City”
 - ii) A Place with a Quality Lifestyle - “Provide high quality attractive and well serviced open spaces, reserves and streetscapes”

2. POLICY STATEMENT

2.1. *Street Trees*

- a. Street tree species have been nominated for each street in Council’s Street Tree Strategy Planting Guide. This document is available via Council’s website.
- b. Street tree species have been selected to meet specific criteria and tolerances, and will be able to perform in our particular environment. Council have considered the following criteria when selecting tree species:
 - i) Compatibility with the local environment,
 - ii) Ability to provide habitat for native bird life/shade/maintenance requirements,
 - iii) Availability of commercial quantity and quality of stock, and
 - iv) Allergies, berry/nut drop, and infrastructure impacts and the like.
- c. Tree species have been selected for the location and will not be altered due to:
 - i) Potential scenic view obstruction
 - ii) Tree species is disliked
 - iii) Potential nuisance by way of berry/ nut drop
 - iv) Shading of private property.
- d. Species selected within the Council’s Street Tree Strategy Planting Guide provide a combination of exotics and natives, deciduous and evergreen, and heights.
- e. Additions to the Street Tree Strategy Planting Guide will be considered as necessary, to ensure biodiversity and adaptive management to changing environmental conditions.
- f. Alternative species may be selected to what is listed for the location within the Street Tree Planting Guide to accommodate narrow verges, provide a more suitable species where dwellings are in close proximity to the proposed tree site and for plantings that are in coastal locations.
- g. Recognising the benefits of trees, Council will continue to identify new opportunities for tree planting.
- h. Street trees will be block planted as part of the Whole Street Planting Program and will be the majority of plantings that the council will undertake. This practice will benefit the Urban Forest within the City of Holdfast Bay with the aim to achieve whole avenues of street trees that will in time grow in unison with one another, whilst having a major contribution to the amenity value of the area.
- i. Council will ensure that a number of streets are allocated in the Whole Street Planting Program each planting season. Streets selected will be balanced out

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throughout the City of Holdfast Bay with one to three Streets allocated from each ward per year. The selected streets will be based on current tree stock existing within a street.

- j. Trees will be planted within the guidelines within Appendix 1.
- k. Property owners can apply to plant their own street tree by submitting the "Property Owner Street Tree Planting Form". The tree must be the nominated tree species for the location and is planted as per the guidelines in Appendix 1 of this policy. Planting cannot commence until written notification from Council has been received. Street trees planted by residents become the property of the City of Holdfast Bay. Only property owners can submit a "Property Owner Street Tree Planting Form".
- l. Where possible, each property will have at least one street tree on each frontage, and more where there is adequate space. Exemptions will be at the discretion of the General Manager City Assets or his nominated representative, and will be required in writing, based on criteria such as future development, heritage housing, and narrowness of space available and so on.
- m. Council will heed relevant information from utilities, SA Power Networks and SA Water, in the selection and the planting location of tree species.
- n. No site shall be re-planted due to death or vandalism and no individual plantings can be put through as singular request. However, at the discretion of the General Manager or his nominated representative, singular plantings may occur in areas of high tourism exposure.
- o. Street tree planting will not occur in zones where there is a record of soil contamination or if soil contamination is evident upon digging.
- p. All residential street tree planting will be programmed and undertaken during the cooler months of the year, between May and September each year.
- q. Residents will be advised of the tree species before planting.
- r. Fact sheets on the street tree species are available via the website or available from Customer Service.
- s. Street trees planted by council in locations with high probability of, or consistent vandalism, or in high traffic areas, will be protected by tree guards (civic guards).
- t. Coastal plantings will have coastal surrounds installed at time of planting. Coastal plantings will be only undertaken during August and September to give the best chance of survival.
- u. Council is not liable for any damage to property resulting from a tree planted in the road reserve (under section 245 of the *Local Government Act 1999*) unless a written request to Council regarding the risks has been received from an adjacent owner/occupier of property. When notified in writing of any issue by an adjacent owner/occupier of property, Council will determine an appropriate response to that notification to address its exposure to any ongoing liability.
- v. To assist residents in the management of established street trees causing issues to private infrastructure, including fence, yard and driveway, Council will offer up to 10m of root barrier at Council expense, for installation at resident expense, based on an engineering report of damage provided to the General Manager, City Assets or his nominated representative.

2.2. *Open Spaces*

- a. Open space refers to land that is publically accessible and provided for community benefit (e.g. recreation park, linear trail, sportsground and natural areas). Trees planted within those areas are in accordance with the City of Holdfast Bay Open Space and Public Realm Strategy and will be a selection of Australian natives. However, the City of Holdfast Bay defined Natural Areas will only be rejuvenated with tree species native to the council area and these trees will be planted in areas to benefit the existing flora and fauna and not to suit the recreational needs of users.
- b. Open space tree planting is generally undertaken during the cooler months of the year, between May and September each year.

2.3. *Tree Pruning*

- a. Council is responsible for all formative pruning, maintenance pruning and management of the street trees it plants and those that have been planted by residents on Council verges.
- b. Council maintenance of street trees is determined through best practice standards and its street tree procedures. Residents are not authorised to prune street trees on Council property. Where Council street trees are overhanging into private property, residents should contact Council for pruning to ensure the ongoing health of the tree and that the tree is not destabilised.
- c. Council is responsible for all maintenance and management of open space trees within the Council area.
- d. Pruning of Council trees will be carried out in accordance with Australian Standard 4373, 'Pruning of Amenity Trees'. The objective of the Australian Standard is to provide a guide defining uniform tree pruning procedures and practices in order to minimise the adverse or negative impact of pruning on trees.
- e. The age, condition, shape and form for the tree will be taken into account when pruning.
- f. No street tree will be fence-lined as this will result in an unbalanced tree. This will also bring on many other negative effects in terms of the tree's health and structure.
- g. Council will reduce canopies over dwellings as much as possible within reason. Consideration of the tree's significance and heritage listing may alter the approach with the amount of pruning that can occur.
- h. New developments that are constructed under existing canopies will not be pruned to the detriment of the tree.
- i. Council owned trees that intrude into and over infrastructures within the road reserve will be pruned to the following minimum clearance:
 - i) Footpath
 - Edge of footpath – 2.4m (height)
 - Centre of footpath – 2.7m (variations depending on pedestrian traffic loads, sight line issues and extent of private residential overhang)
 - ii) Road side (variance is dependent on traffic and/or sight line issues)
 - Edge of carriage way (non-arterial) – 2.5m to 3m
 - Edge of carriage way (arterial) – 5m
 - Centre of road (non-arterial) – 5m

2.4. *Tree Watering*

- a. Council will ensure summer watering for the first four years of the street trees it has planted, or as required; and residents are also encouraged to water street trees. Council will consider water sensitive urban design installations in the planting of street trees, to maximise the opportunity for tree health and to minimise impacts on infrastructure.
- b. Street trees planted by residents will not be watered by Council.
- c. Trees in open spaces are watered in summer by the reserve irrigation (if installed) or via manual processes. Trees will be monitored appropriately to ensure they are receiving enough water during the first four years, or as required.

2.5. *Removal of Trees - General*

- a. All requests for removal must be in writing and will be assessed by, or by a person nominated by, the General Manager, City Assets. Retention of the tree is the first priority when undertaking the assessment.
- b. Trees that are healthy and structurally sound will not be removed for the following reasons:
 - i) The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines)
 - ii) The tree variety is disliked
 - iii) The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like
 - iv) The tree provides habitat to wildlife that causes nuisance by way of droppings, tree litter and the like
 - v) The tree is in the way of a non-essential crossover or verge paving option
 - vi) The tree shades private gardens, solar hot water installations and the like.
- c. Removal will not be considered for any tree on the grounds that it is lifting up infrastructure around it. Council continually aim to pro-actively eliminate trip hazards acting upon the worst situations throughout the City of Holdfast Bay as a priority.
- d. The General Manager, City Assets or his nominated representative has delegated authority to effect the removal of street trees which are:
 - i) dead, dying, diseased, and/or structurally unsound,
 - ii) a non-complying species, or
 - iii) designated as weed/nuisance species by the South Australian Government, even if healthy and structurally soundRemoval in these circumstances will be at Council expense.
- e. The General Manager, City Assets or his nominated representative has delegated authority to effect the removal of street trees which are required for access for essential and emergency services. Removal and offset replacement in these circumstances will be at the applicant's expense, as outlined below.
- f. Residents are not authorised to remove trees from Council property. Council will use relevant provisions of the *Local Government Act 1999*, specifically section 221, to protect the value of its urban forest where trees have been vandalised or removed without Council authority.
- g. All relevant legislation from the impacts of development on trees will be used by Council to protect its street tree population.

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2.6. **Removal of trees which are not Regulated or Significant trees for development**

- a. All requests for the removal of a complying species street tree which is considered structurally sound and healthy will be referred to Council for a decision.
 - i) If removal of a healthy and structurally sound street tree is agreed by Council, the applicant shall be invoiced for the following costs:
 - removal of the tree and two replacement street trees as nominated in Council's Street Tree Strategy Planting Guide, based on Council's approved Schedule of Fees and Charges for the applicable year, and;
 - the lost amenity value of the tree based on the Revised Burnley Method of Tree Valuation.
 - ii) Replacement trees will be sourced and planted by field staff. Replacement trees will be planted in a future planting season.
- b. Trees can only be removed for development if the tree has a low useful life expectancy and/or has low amenity value. This will be determined by the General Manager, City Assets or his nominated representative.
- c. All other possible designs are to be considered before tree removal is an option.

2.7. **Removal of trees which are Regulated or Significant trees**

- a. All requests for removal or non-maintenance pruning of a healthy and structurally sound Regulated or Significant tree, where the removal or pruning amounts to "tree-damaging activity" in accordance with the *Development Act 1993* and *Development Regulations 2008* must be accompanied by a report from a qualified professional (i.e. an Arborist).
- b. All requests for the removal of a complying street tree species which is considered structurally sound and healthy will be referred to Council for a decision.
- c. If Council agrees that the removal of such a tree is warranted, a Development Application will be submitted and assessed under the *Development Act 1993* with its associated processes for public consultation, appeal and decision notification.

2.8. **Replacement of Regulated and Significant Trees**

- a. If a Regulated tree is removed by Council because it is no longer structurally sound, Council will, in accordance with the *Development Act 1993*, plant two trees with the potential to become significant at a nearby reserve, or replace the street tree and plant one tree with the potential to become significant at a nearby reserve.
- b. If a Significant street tree is removed by Council because it is no longer structurally sound, Council will, in accordance with the *Development Act 1993*, plant three trees with the potential to become significant at a nearby reserve, or replace the tree and plant two trees with the potential to become significant at a nearby reserve.

2.9. **Construction Works - General**

- a. Council contractors undertaking construction works that may affect Council trees are required to follow the guidelines for work contained in Appendix 2 of this policy.

2.10. **Kerb and Watertable Infrastructure (KWT)**

- a. Where trees may be impacting on footpaths or kerb & watertable (KWT) infrastructure, different treatment options will be considered to minimise the damage impact to street trees, including the use of rubber or cement treated rubble.

2.11 **Construction Works - Crossovers**

- a. In the event of a street tree being required to be removed (subject to any approvals required under the *Development Act 1993*) to facilitate entry to a new or redeveloped property, the applicant shall be invoiced for the following costs:
 - i) removal of the tree and two replacement street trees as nominated in Council's Street Tree Strategy Planting Guide, based on Council's approved Schedule of Fees and Charges for the applicable year, and
 - ii) the lost amenity value of the tree based on the Revised Burnley Method of Tree Valuation
- b. Replacement trees will be sourced and planted by depot staff. Replacement trees will be planted in a future planting season.

3. REFERENCES

3.1 *Legislation*

- a. *Local Government Act 1999*
- b. *Development Act 1993*
- c. *Development (Regulated Trees) Amendment Act 2009*
- d. *Development (Regulated Trees) Variation Regulations 2011*

3.2 *Other References*

- a. City of Holdfast Bay Street Tree Strategy and Planting Guide
- b. City of Holdfast Bay Strategic Plan
- c. City of Holdfast Bay Development Plan
- d. City of Holdfast Bay Open Space and Public Realm Strategy
- e. AS 4373—2007

Adjourned Report

Appendix 1: Street Tree Spacing Requirements

Clearances

Infrastructure	Clearance Required
Corners	5m
Crossovers	3m
Stobie Poles	3m
Underground services pits	2m from edge
Storm water inlet	2m from edge
Stop, Give Way & Speed Signs	5m (front) or 2m (behind)
Other Signs	2m

- Trees must be planted central to verge. If there are to be multiple trees on verge, the tree must be the distance of its potential canopy spread of the selected tree species to prevent entanglement of canopies when trees reach maturity.

Verges

Verge Width	Approximate Tree Height
Up to 1m	Do not plant
1-2m	Small Tree at 5 -7m
2-3m	Medium Tree 7-10m
3m +	Large Tree 10-13m

Holes

- Hole depth must be no greater than 300mm.

Appendix 2: Guidelines for Contractors

- Construction works occurring in the vicinity of large trees, particularly Norfolk Island Pines, will not be undertaken where it is likely to damage or interfere with any part of the tree including roots without consulting with the General Manager, City Assets or his nominated representative.
- No root shall be severed closer than three metres from the base of any tree before consideration has been given to:
 - Accepting minor variations in line and level of pavement, kerbing, gutter and drainage or service system,
 - The use of permeable or replaceable surfaces, including gravel, rubble or similar around the base of the tree
 - Use of infiltration or soakage holes for minor drainage problems – with due regard to potential pollutants.
- Where root pruning is deemed necessary, work will be done under the supervision of the General Manager, City Assets or his nominated representative, generally the Manager Works & Environmental Services. In the event of any dispute, professional advice will be obtained from a qualified arborist or suitably experienced person.
- All works in the vicinity of trees shall take into account:
 - Provision of permeable surfaces up to 3 metres in diameter from the base of trees,
 - Provision of infiltration points for all trees surrounded by hard surfacing,
 - Directing run-off to the trees root zone rather than underground drainage systems.
- Any construction work or designs that are unable to meet the above criteria will not be approved, without consultation with the General Manager, City Assets. In the event of any dispute, an independent opinion shall be sought as stated above or by a report to Council for decision.
- All excavations around trees, including by Contractors, on trees larger than 10 metres will be inspected by an appropriate officer from Works & Environmental Services to consider alternate methods such as:
 - modifying design of KWT, or
 - not installing KWT in this section of road.

Attachment 2



ECM DSID Number:	
First Issued / Approved:	July 2010
Last Reviewed:	1 December 2021 C231121/
Next Review:	1 December 2024
Responsible Officer:	General Manager –Assets and Delivery
Date Placed on Web:	TBD

1. PREAMBLE

The Tree Management Policy provides a framework for tree management on Council land in the City of Holdfast Bay (the Council).

1.1 Background

The trees in the Council area provide and support neighbourhood character, human health and wellbeing, waterway health, biodiversity, shading, cooling, beautiful streetscapes, amenity, tourism and business vitality.

This policy is designed to protect and grow a flourishing urban forest and aligns with Council’s Environment Strategy 2020 - 2025, which has an objective to significantly increase tree canopy coverage across the Council area. This will beautify streetscapes and open spaces, while also cooling the environment.

1.2 Purpose

The purpose of this policy is to manage and protect Council’s trees as part of an urban forest, which includes street trees and trees on land owned by Council or land under Council’s care and control.

This policy ensures consistency in future public tree planting, tree care and management, and provides guidance regarding best practice, ensuring reasonable decisions are applied when managing risks related to trees.

1.3 Scope

This policy applies to residents, property owners, businesses, visitors, developers, Elected Members, employees, service providers, contractors and volunteers of the Council.

A separate policy exists for the management of street verges (Verge Management Policy).

1.4 Definitions

For the purpose of this policy the following definitions apply:

Amenity tree means a public tree by virtue of its size, species, location or aesthetic qualities that provides amenity and / or significant environmental benefit.

Development as defined in the *Planning, Development and Infrastructure Act 2016*.

Tree Management Policy

Open space	means land that is publicly accessible and provided for community benefit (e.g. park, nature reserve, linear trail, sportsground).
Regulated Tree	means a tree with size and characteristics as specified in the <i>Planning, Development and Infrastructure Act 2016</i> .
Significant Tree	means a tree with size and characteristics as specified in the <i>Planning, Development and Infrastructure Act 2016</i> .
Section 221 Application	means under Section 221 of the <i>Local Government Act 1999</i> , property owners must receive authorisation from Council to make alteration to a public road, including the verge.
Verge	means the portion of land that lies between a road and adjacent property line.

1.5 Strategic References

- a. Our Place 2030
- b. Environment Strategy 2020-2025
- c. Open Space and Public Realm Strategy 2018 - 2030

2. POLICY STATEMENT

2.1. Street Tree Species

2.1.1 When selecting and planting street tree species, Council must give consideration to s.232 of the *Local Government Act 1999* (the Act), must consider relevant information from utility providers and must comply with the *Landscape SA Act 2019*.

2.1.2 Tree species are selected by the relevant Council officer to meet specific criteria and tolerances, and for their ability to perform in our changing environment, as well as complying with s.232 of the Act. Considerations are made of the following criteria when selecting street tree species:

- i) Complement existing avenues of established and heritage trees
- ii) Compatibility with the local environment
- iii) Ability to provide habitat and food for native fauna
- iv) Availability of commercial quantity and quality of stock
- v) Allergies, berry/nut drop, and infrastructure impacts
- vi) Diversity of species
- vii) Suitability around existing services and infrastructure
- viii) Environmental impact
- ix) Amenity of the area

2.1.3 Tree species that have been selected for a location on public land will not be changed due to:

- i) Potential scenic view obstruction
- ii) Tree species is disliked
- iii) Potential nuisance by way of berry/ nut drop
- iv) Shading of private property
- v) Potential upheaval of private infrastructure
- vi) Potential to attract wildlife

2.2 Tree Planting

- 2.2.1 Trees may be planted in accordance with s.232 of the Act and as per the guidelines in Appendix 1.
- 2.2.2 Council has a strong preference for block planting in areas to allow more efficient watering and maintenance and create improved amenity through consistent tree species and growth rates.
- 2.2.3 Council formulates an annual tree planting program in selected streets, to work towards Council's target of increasing canopy coverage. Streets are selected annually based on the condition of existing tree stock, surrounding development or infrastructure, or areas identified as an urban heat island.
- 2.2.4 The number and location of trees is at the discretion of the relevant Council officer, and takes into consideration all points listed in section 2.1.2.
- 2.2.5 Council plants trees in the cooler months, usually from May to September but may fall slightly outside of these times.
- 2.2.6 Where an unauthorised tree planting is identified the relevant Council officer will determine whether the planting be retained or removed considering compliance with this policy. Where removal of an unauthorised tree is determined, the resident will be given reasonable opportunity to relocate the tree onto their private property prior to removal.
- 2.2.7 To maintain a consistent tree portfolio and ownership responsibility, private property owners and occupants cannot plant their own trees on public land, including the verge, without prior Council approval, given via a Section 221 Application under the Act. See section 2.8 and the Verge Management Policy.
- 2.2.8 At the discretion of Council Administration, street trees may be individually planted by Council to replace damaged or dead trees. Sites will be reviewed on a case by case basis. There is a strong preference for individual trees to be 'adopted' as per section 2.3
- 2.2.9 Any property owner can place a request for a street tree to be planted in front of their property, providing they have applied to do so via Council's 'Adopt-a-Tree Program' (see Section 2.3).

2.3 Adopt-a-Tree Program

- 2.3.1 Property owners who wish to have a street tree planted in front their property, can apply to Council via the 'Adopt-a-Tree' program.
- 2.3.2 All requests must be in writing via the Adopt-a-Tree form on the Council website.
- 2.3.3 The Senior Urban Forest Officer will determine if the location is suitable and will determine the tree species. This will be done in consultation with the property owner.
- 2.3.4 The number of trees included in this program is capped to 100 trees for every calendar year. If the list is full upon receipt of the application, the registration then moves to the next available year.
- 2.3.5 Planting will occur during Council's planting season.
- 2.3.6 Applicants must agree to water the street tree weekly during the warmer months (nominally from November to April) for the first three to four years of its life.
- 2.3.7 Council is responsible for the pruning and maintenance of the tree, including pruning, staking, mulch, etc.

Tree Management Policy

- 2.3.8 If the tree dies, is stolen or vandalised, Council will not replace it unless there is a resubmission of the 'Adopt-a-Tree' form. These are assessed on a case by case basis at the discretion of the Senior Urban Forest Officer.
- 2.3.9 Existing trees can also be adopted.

2.4 Tree Watering

- 2.4.1 Council will ensure summer watering for the first three to four years for all trees it has planted via planned planting. Property owners and occupants are also encouraged to water street trees.
- 2.4.2 Trees planted via Council's 'Adopt-a-Tree Program' are the responsibility of the resident to water.

2.5 Public Tree Pruning

- 2.5.1 Council is responsible for all maintenance pruning of public trees.
- 2.5.2 Service providers (i.e. utilities) may undertake clearance pruning, under specified legislative powers, to accommodate their infrastructure. However, Council must be notified prior to works to negotiate the best possible outcome.
- 2.5.3 Council will generally only prune street trees to the clearances outlined in Appendix 1.
- 2.5.4 Open space trees are only pruned to minimise risk.
- 2.5.5 Pruning will be only be performed to maintain tree health, provide clearances or mitigate risk.
- 2.5.6 The following reasons will not warrant consideration for pruning:
 - i) too tall
 - ii) aesthetic reasons
 - iii) perceived risk
 - iv) nuisance by way of berry or nut drop, leaf litter, bark, twigs, sap, etc.
 - v) tree shading lawns, gardens, houses, pools, solar panels, etc.
 - vi) unsubstantiated damage to infrastructure
 - vii) to enhance clear views, including advertising signage
 - viii) attracting wildlife
 - ix) to prevent animal defecation
 - x) due to allergies or health problems
 - xi) to accommodate clearance for larger vehicles beyond clearance guidelines
 - xii) for the installation of non-essential services.
- 2.5.7 Property owners or occupants are not authorised to prune trees on Council property. Where Council street trees are overhanging private property, residents should contact Council for Council to prune, to ensure that trees can exist without adverse effects on property owners and occupants.
- 2.5.8 Pruning of Council trees will typically be carried out in accordance with Australian Standard 4373, Pruning of Amenity Trees. This Standard aims to provide a guide, defining uniform tree pruning procedures and practices in order to minimise adverse or negative impact of pruning on trees.
- 2.5.9 Where practicable, Council will attempt to maintain a 1 metre clearance minimum between canopy and privately owned infrastructure, e.g. homes, carports, swimming pools, etc.

- 2.5.10 Where new developments are constructed under existing canopies, the tree canopy will not be pruned to the detriment of the tree.
- 2.5.11 Where trees on private property encroach into required clearance zones, as specified in Appendix 1, or other public safety issues have been identified, the matter will be brought to the attention of the relevant property owner or occupant for remedial action. If the property owner or occupant fails to comply with a reasonable request Council may commission a contractor to carry out necessary works. The property owner will then be invoiced for the cost of the required works to reimburse Council.

2.6 **Damage to Private Property from Public Trees**

- 2.6.1 Council is generally not liable for damage to private property from a tree planted on public land unless the property owner or occupant of the damaged property has made a written request to the Council to take reasonable action to avert the risk of damage to property from the tree and the Council fails to take reasonable action in response to the request (s.245 of the *Local Government Act 1999*). Council acts as a 'caretaker' of trees but does not have an absolute responsibility for them due to the volume of trees and community expectation to continue to plant and grow trees.
- 2.6.2 Claims are to be addressed to Council's insurance officer with details of the claim and why Council is considered negligent and should be accompanied with sufficient information, which should include photos, and that may include an arborist's report and/or an engineer's report to support the claim.
- 2.6.3 Removal of trees that are considered to be healthy, in the opinion of the relevant and qualified Council officer, will not be considered where alternative measures are reasonable and practicable. These may include:
- i) Root barrier, which can be used in circumstances where installation is considered effective and not detrimental to tree health and stability. Council can offer root barrier material, where appropriate, and installation on private property is at the property owner's expense.
 - ii) Root pruning, which can be considered to accommodate root barrier installs or to suppress root development in areas of concern. Details of root pruning parameters will be set by the relevant and qualified Council officer to outline proximities and root size limitations. Roots of concern within private properties are to be carefully exposed prior to an appointment with the Senior Urban Forest Officer, at the cost of the property owner or occupant, to enable a clear determination of actions to be taken.
 - iii) Minor maintenance.
- 2.6.4 Council may, for public amenity trees, regulated or significant trees, implement works in the public realm to reduce tree impact on private properties. This may include foliage pruning and/or installation of permeable pavers and tree inlet pits.
- 2.6.5 Property owners or occupants are encouraged to seek the advice of a qualified arborist at their own cost prior to undertaking works on private property that may affect the health of a tree on public land. For regulated or significant trees on public land that may be affected by works on private property, development approval may also be required.

2.7 Public Tree Removal

- 2.7.1 Generally the community has an expectation that all public trees be retained and only removed if there are compelling reasons to do so. Public trees will only be removed by Council if they meet one or more of our assessment criteria, with priority given to trees assessed as having the highest risk of failure. Trees that are healthy and structurally sound will not be removed for the following reasons:
- i) The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines).
 - ii) The tree variety is disliked.
 - iii) The tree variety causes nuisance by way of leaf, fruit or bark shedding, etc.
 - iv) The tree provides habitat to wildlife that causes nuisance by way of droppings, tree litter, etc.
 - v) The tree is in the way of a non-essential crossover or crossover widening.
 - vi) The tree shades private gardens, solar installations, etc.
- 2.7.2 Removal will not be considered for any tree because it is lifting up public infrastructure around it. Council continually aims to eliminate trip hazards and to construct more favourable environments for trees to support the urban forest.
- 2.7.3 Trees may be considered for removal when they are:
- i) Dead, dying, diseased, and/or structurally unsound.
 - ii) Are an unauthorised planting.
 - iii) Determined to be a declared species as listed under the *Landscape SA Act 2019*.
 - iv) Considered to create an unacceptable risk.
 - v) Restricting sight distances or safe access to existing dwellings, as determined by Council's traffic engineer or similar.
- 2.7.4 Property owners or occupants are not authorised to remove or relocate public trees from Council land. Council will use relevant provisions of the Act, specifically section 221, to protect the value of its urban forest where trees have been damaged or removed without Council authority. Refer to section 2.9.
- 2.7.5 Any trees defined as Significant or Regulated under the *Planning, Development and Infrastructure Act 2016* will be subject to a development application. Prior to submitting a development application, owner's consent will be sought via a report to Council.
- 2.7.6 All requests for removal or significant pruning of a public tree must be in writing to Council, including details of the reason for the request. All such requests will be assessed by the General Manager Assets and Delivery, or a person nominated by the General Manager Assets and Delivery. Retention of the tree is the first priority when undertaking the assessment.
- 2.7.7 Replacement trees will be planted by Council for any public tree removed. Replacement trees will be in addition to Councils normal tree planting program and will achieve no nett loss of tree numbers in the locality. Significant and regulated trees will be replaced at the rate as per the *Planning, Development and Infrastructure Act 2016* with a minimum of three trees.

2.8 Section 221 Applications and Development Applications.

Tree Management Policy

- 2.8.1 Council will strongly enforce legislation to protect its street tree population.
- 2.8.2 Under s.221 of the Act a person must not make an alteration to a public road without the permission of Council (permission via a section 221 application). Section 221(2)(e) provides that an alteration to a public road includes the planting of a tree or other vegetation on the road, interfering with vegetation on the road, or removing vegetation from the road.
- 2.8.3 New developments and section 221 applications are to consider any existing street trees and space they require to coexist without conflict. No street tree is automatically removed as part of a development or section 221 application.
- 2.8.4 Trees can only be removed for a development or an approved section 221 application, if the tree has a low useful life expectancy or a very low amenity value (as assessed by the relevant qualified Council officer), and all other possible designs have been considered and are not feasible. Removal will only be considered where there is no net loss of tree numbers in the immediate locality. Additional cost is not an acceptable justification to remove a tree.
- 2.8.5 For all crossovers associated with a new development in accordance with the *Planning, Development and Infrastructure Act 2016*, the prescribed minimum distance to a tree must be maintained.
- 2.8.6 For section 221 applications, the minimum distance from the base of existing trees, will be at the discretion of Council's Senior Urban Forest Officer with guidance provided in Appendix 1.
- 2.8.7 If removal of a tree is approved for the purposes of a development or Section 221 application, the applicant will be invoiced for the following charges and must be paid before commencement:
- i) Removal fees as outlined in Council's approved Schedule of Fees and Charges for the applicable year. This includes removal costs, replacement trees and tree assessment fee.
 - ii) The lost amenity value of the tree based on the Revised Burnley Method of Tree Valuation calculated by the Senior Urban Forest Officer.
- 2.8.8 Replacement trees will be planted as determined by the relevant Council officer. Replacement trees will be in addition to Council's normal tree planting program and will achieve no nett loss of tree numbers in the locality.
- 2.8.9 At the Senior Urban Forest Officer's discretion, the Tree Assessment Fee outlined in Council's Schedule of Fees and Charges, may be applied if the tree is being assessed without an agreement for removal.
- 2.8.10 All money received as a result of street tree removals for development or section 221 applications, will be spent on managing and renewing Council's urban forest.
- 2.8.11 Some developments, or section 221 applications, may require tree protection around the tree. Tree protection will be established prior to any works commencing on site and maintained until all works are complete. All tree protection is to comply with the Australian Standard 4970-2009, Protection of Trees on Development Sites.
- 2.8.12 Works by private owners to protect trees when undertaking works in the vicinity of trees as part of section 221 applications or approved

building works, including permeable pavers and tree inlet pits, will be considered favourably.

2.9 **Tree Damaging Activity**

2.9.1 Tree damaging activity applies to all public trees and includes:

- i) the killing or destruction of a tree; or
- ii) the removal of a tree; or
- iii) the severing of branches, limbs, stems or trunk of a tree; or
- iv) the ringbarking, topping or lopping of a tree; or
- v) damage to tree roots; or
- vi) any other substantial damage to a tree

and any other act or activity that causes any of the foregoing to occur but does not include maintenance pruning carried out by Council that is not likely to affect adversely the general health and appearance of a tree.

2.9.2 Under s.221(2) (e) of the *Local Government Act 1999*, there is a significant penalty for damages to trees. Section 233 of the Act also states that Council can recover costs for any damages. Council will enforce its rights under the Act to recover any costs associated with vandalism to a Council owned tree.

2.9.3 Members of the public are encouraged to report tree damaging activities.

2.9.4 Council will investigate any reported tree damage and prosecute where possible and necessary.

2.9.5 Measures to protect trees under threat of damage will be applied at the discretion of Council's Administration.

2.10 **Consultation**

2.10.1 In accordance with Council's Community Consultation and Engagement Policy, Council will inform relevant property owners or occupants and adjoining landowners in regard to tree removals of healthy and structurally sound amenity trees.

2.10.2 Council will also consult with applicants for the Adopt-a-Tree program and communicate with relevant residents, the proprietors of nearby businesses or advertisers in the area and adjoining landowners about block (whole street) tree planting as per the requirements of s.232 of the Act and Council's Community Consultation and Engagement Policy.

3. REFERENCES

3.1 Legislation

- *Disability Discrimination Act 1992*
- *Electricity Act 1996*
- *Environment Protection Act 1993*
- *Gas Act 1997*
- *Landscape South Australia Act 2019*
- *Local Government Act 1999*
- *Native Vegetation Act 1991*
- *Planning, Development and Infrastructure Act 2016*
- *Road Traffic Act 1961*
- *Telecommunications Act 1997*

- *Water Industry Act 2012*

3.2 Other References

- 30 Year Plan for Greater Adelaide
- Australian Standard 4373 -2007 - Pruning of Amenity Trees
- Australian Standard 2303 - 2018 - Tree Stock for Landscape Use
- Australian Standard 4970 – 2009 - Protection of trees on development sites
- Community Consultation and Engagement Policy
- Operational Instruction – Trees in Medians and Roadsides in the Urban Environment (Department for Infrastructure and Transport)
- SA Power Networks - Power Friendly Trees
- SA Water Tree Planting Guide
- Vegetation Removal Policy – Standard Operating Procedure under the Native Vegetation Act 1991 (Department for Infrastructure and Transport)
- Verge Management Policy

DRAFT

Appendix 1: Clearances for tree planting and pruning.

Planting

The following tables are a guideline and may be altered at the discretion of the relevant qualified Council officer. These clearances are not applied retrospectively:

Infrastructure	Recommended clearances
Bus Stop	10m (subject to site conditions)
Corners and Intersections	5m, maintained to provide sight lines
Driveway (non-traffic approach side)	2m
Driveway (traffic approach side)	3m
Stobie Poles	3m
Above ground and underground services	As per service utility guidelines
Stormwater inlet	2m from edge, not over stormwater infrastructure
Stop, Give Way & Speed Signs	5m (front) or 2m (behind), maintained to provide sight lines
Other Signs	2m, maintained to provide sight lines

Verge width	Tree size
Up to 600 mm	Trees cannot be planted. Refer to Verge Management Policy for landscaping alternatives.
600 mm - 2m	Small tree
2 - 3m	Medium tree
3m +	Large tree

Pruning

Council will look to achieve the following vertical clearance envelopes. If clearances cannot be achieved by pruning without damaging the trees health and/or compromising the structural integrity, alternative measures will be investigated. In cases of juvenile tree stock, young growth may occasionally enter clearance envelopes. Tolerance is to be applied in such cases with any such biomass to be considered as a temporary encroachment.

Footpath	Non-Arterial Road	Arterial Road
Footpath – 2.5m	Edge of carriage way - minimum 3 metres or to suit waste collection vehicles.	Refer to DIT Standard Operating Procedure, “Vegetation Removal Policy” under the <i>Native Vegetation Act 1991</i> .
	Centre of road – 5m	

Item No: 13.2

Subject: **ADJOURNED REPORT - VERGE MANAGEMENT POLICY**

Date: 14 December 2021

Written By: Team Leader, Environment and Coast

General Manager: Assets and Delivery, Mr M de Heus

SUMMARY

The Verge Management Policy has had a substantial review, particularly with reference to other Council's policies and feedback from residents and the community. An internal consultation process has been undertaken. Public consultation on the Policy is not required to be undertaken.

The Verge Management Policy is presented to Council for endorsement.

This report was most recently tabled at the ordinary meeting of Council on 23 November 2021 (Item 19.9 Verge Management Policy Review Report No: 394/21) and was adjourned under Regulation 19, *Local Government (Proceedings at Meetings) Regulations 2013*, to allow Council to undertake further revisions.

The adjourned motion needs to be considered before any new motion can be considered. Administration recommends that the substantive motion be amended with the acceptance of the mover (Councillor Chabrel) and the Seconder (Councillor Abley) or as a formal amendment to reflect the amendment to the policy that has been undertaken.

Councillors Chabrel and Abley spoke to the motion, however Councillor Chabrel has the right of reply (as the mover).

MOTION

From Council Meeting 23 November 2021:

That Council endorse the updated Verge Management Policy, subject to the removal of 2.4.1 (6) and 2.10.2.

Proposed amended motion if accepted by the mover and seconder (Councillor Chabrel and Councillor Abley).

RECOMMENDATION

That Council endorse the updated Verge Management Policy.

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

Community: Fostering an engaged and contributing community

Economy: Boosting our visitor economy

Environment: Protecting Biodiversity

Environment: Building an environmentally resilient city

Environment: Fostering an environmentally connected community

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Verge Management Policy

STATUTORY PROVISIONS

Disability Discrimination Act 1992

Local Government Act 1999

Landscape SA Act 2019

Planning, Development and Infrastructure Act 2016

BACKGROUND

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

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

The Verge Management Policy (Verge Policy) has had a substantial review, particularly with reference to other Council's policies and feedback from residents and the community. A range of administrative staff have also been consulted.

A report was tabled at the ordinary meeting of Council on 23 November 2021 (Item 19.9 Verge Management Policy Review Report No: 394/21) and was adjourned under *Regulation 19, Local Government (Proceedings at Meetings) Regulations 2013*, to allow Council to undertake further revisions.

Refer Attachment 1

REPORT

At the Council meeting on 23 November 2021, the report was deferred pending further information on the use of dolomite sand. Additional comments post Council meeting were also received on access for those with limited mobility and also how Council manages requests for semi-permanent infrastructure on the verge.

Council does receive a number of applications to landscape verges to create permeable verges. Requests to return the verges to dolomite or quarry sand are less frequent and typically are as a result of the inability to maintain the verges (i.e. aged owners or rented property) or require improved access as a result of a disability.

Further amendments to the Verge Management Policy are:

- removed reference to dolomite as a permitted surface;
- have added that compacted quarry sand, or similar is not preferred (see 2.2.3.vii);
- have added a second paragraph to 2.4 to emphasise consideration of passenger access, especially for those with limited mobility;
- deleted 2.10.2 regarding replacement of dolomite; and
- included a new section (2.12) regarding semi-permanent infrastructure.

Refer Attachment 2

There is no legislative requirement to undertake community consultation on this policy although the Policy has been updated based on feedback from residents and the community around the implementation of the previous Policy.

The next review period for the Policy is 13 December 2024. The Policy may be reviewed at an earlier date if deemed necessary due to legislative or other changes.

BUDGET

Not Applicable.

LIFE CYCLE COSTS

Additional maintenance and weed spraying may be required for verges that are no longer maintained by the resident.

Attachment 1



Item No: 19.9

Subject: **VERGE MANAGEMENT POLICY REVIEW**

Date: 23 November 2021

Written By: Team Leader, Environment and Coast

General Manager: Assets and Delivery, Mr M de Heus

SUMMARY

The Verge Management Policy has had a substantial review, particularly with reference to other Council's policies and feedback from residents and the community. An internal consultation process has been undertaken. Public consultation on the Policy is not required to be undertaken.

The Verge Management Policy is presented to Council for endorsement.

RECOMMENDATION

That Council endorse the updated Verge Management Policy.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Placemaking: Developing walkable connected neighbourhoods
Placemaking: Building character and celebrating history
Community: Building a healthy, active and resilient community
Community: 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
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Verge Management Policy

STATUTORY PROVISIONS

Local Government Act 1999

Landscape SA Act 2019

BACKGROUND

The *Local Government Act 1999* requires councils to keep council policies under review to ensure they are appropriate and effective (Section 59).

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

The Verge Management Policy (Verge Policy) has had a substantial review, particularly with reference to other Council's policies and feedback from residents and the community. A range of administrative staff have also been consulted.

REPORT

In 2019 the Verge Policy was updated to ban the use of new installations of artificial turf. Council, at its meeting in October 2020 (Resolution C271020/2109) noted that the Verge Policy will be updated allowing artificial turf installed prior to August 2019 to be retained whilst in good condition. Whilst substantial other changes have been made, these do not change the intent of the Policy. The key amendments are detailed below (and also highlighted on the draft version – attachment 1).

- Updated definitions and description of what defines an alteration to a public road;
- Process described to seek approval for works on Council verges;
- Only property owners can submit an application form for verge works adjacent their property;
- Permeable surfaces on the verge are strongly encouraged;
- Quarry sand (Dolomite) is allowed but discouraged;
- Amendments throughout the policy that artificial turf is not allowed, but existing artificial turf installed prior to August 2019 is permitted to remain whilst it is in good condition;
- Various clarifications on what is permitted and what is not permitted on the verge; and
- Clarification around reinstatement or weed spraying if the verge is not maintained.

Refer Attachments 1 and 2

There is no legislative requirement to undertake community consultation on this policy although the Policy has been updated based on feedback from residents and the community around the implementation of the previous Policy.

The next review period for the Policy is 22 November 2024. The Policy may be reviewed at an earlier date if deemed necessary due to legislative or other changes.

BUDGET

Not Applicable.

LIFE CYCLE COSTS

Not Applicable.

Adjourned Report

Attachment 1

Adjourned Report



ECM Document Number:	DOC/19/66991
First Issued / Approved:	May 2015
Last Reviewed:	23 November 2021 C270819/1592
Next Review:	22 November 2024
Responsible Officer:	Manager Engineering
Date Placed on Web:	

1. PREAMBLE

The Verge Management Policy provides a framework for verge management within the City of Holdfast Bay (the Council).

1.1 Background

Verges are part of the public road and consist of the land between the nearest edge of a road carriageway (i.e. kerb) and the property boundary on both sides of the road. The verge may include a footpath, street trees, bus stops, street furniture, underground and overhead services, etc.

The Verge Management Policy refers to, in particular, that part of the verge, excluding the footpath, that may currently be landscaped or undeveloped or is proposed to be planted/landscaped.

A landscaped verge can provide amenity value and add character whilst providing a range of environmental, social and economic benefits.

From August 2019, artificial turf was not permitted on verges and this policy was amended to reflect this. Artificial turf is not considered environmentally friendly as it has a significant carbon footprint during manufacture, it contains plastics, is not permeable and creates a high heat load.

1.2 Purpose

The Council recognises that the appearance of a verge is important to property owners/ occupiers and can improve the amenity of the locality and provide environmental benefits.

This policy provides advice and guidance on the constraints and opportunities residents should take note of when improving and maintaining Council verges.

Council has an overarching requirement that verges are maintained in a safe condition for community use.

1.3 Scope

This policy applies to the Council's verges. A separate policy for trees is in Council's Tree Management Policy.

1.4 Definitions

Public road	means the area between a property boundary (often front fence) which may include the road carriageway, kerb and water table, verge, footpath.
Verge	means the area between the property boundary (front fence) and the edge of the road in Council ownership or control.
Footpath	means the made or unmade area of pathway in the verge that enables the safe and efficient movement of pedestrians.
Section 221 application	means Under Section 221 of the <i>Local Government Act 1999</i> , property owners must receive authorisation from council to make an alteration to a road, which includes the verge.
Service Authority	means any utility service provider responsible for the care and/or control of utility services including water, sewerage, telecommunications, natural gas and electricity, which may own infrastructure in the vicinity of the public road.

1.5 Strategic References

Our Place 2030
Environment Strategy 2020 - 2025

2. POLICY STATEMENT

2.1 Alteration to a Public Road

- 2.1.1 Section 221(1) of the *Local Government Act 1999* requires property owners to receive authorisation from Council to make an alteration to a road (which includes the verge).
- 2.1.2 Section 221(2) of the *Local Government Act 1999* defines an alteration to a public road as:
- alters the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
 - erects or installs a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or
 - changes or interferes with the construction, arrangement or materials of the road; or
 - changes, interferes with or removes a structure (including pipes, wires, cables, fixtures, fittings or other objects) associated with the road; or
 - plants a tree or other vegetation on the road, interferes with vegetation on the road, or removes vegetation from the road.
- 2.1.3 Section 221(3) of the *Local Government Act 1999* states authorisations are not required if:
- the person who proposes to make the alteration has some other statutory authorisation to make the alteration; or
 - the purpose of the alteration is to permit vehicular access to and from land adjoining the road and the alteration is approved as part of a development authorisation under the *Planning, Development and Infrastructure Act 2016*; or

Verge Management Policy

- c) the alteration is of a kind classified under the regulations as a minor alteration.

2.2 Applications to Undertake Works on the Verge

- 2.2.1 Applicants are required to complete a Section 221 application form to undertake alterations on Council verges. No works can start until approval from Council has been received. There is no application cost for Section 221 approval to landscape verges.
- 2.2.2 Only property owners can submit an application form and only for verges immediately adjacent to their property. If the area is adjacent to a Community Title / Strata Title, then all parties must support the application form. Tenants wishing to alter the verge must have the application lodged by the property owner.
- 2.2.3 Applicants may alter the verge, subject to permit approval, provided the following conditions are adhered to (which may vary from time to time):
 - i) A safe continuous pedestrian access along the verge area is provided with a minimum width of 1.5 metres, regardless of whether a footpath has been constructed or not.
 - ii) There is no obstruction to traffic sight lines, once vegetation is fully established.
 - iii) The existing ground level is maintained.
 - iv) There is access for Council and Service Authorities for installation of new infrastructure and maintaining existing infrastructure (underground and above ground).
 - v) Provision is made for a street tree(s) as per Council's Tree Management Policy. Council may plant street tree(s) at any time at their discretion.
 - vi) Permeable surfaces are strongly encouraged.
 - vii) Street trees are protected and permeable material placed in the vicinity of trees.
 - viii) The property owner understands that the ongoing maintenance rests with them and that any alterations may be removed by Council.
 - ix) If the verge plan changes to what was originally proposed in the application, then an amended approval is required.
- 2.2.4 The applicant is responsible for all costs and works associated with the alterations, including the replacement of existing verge material with the appropriate specified items and the disposal of any excess material. Financial grants through Council may be available from time to time.
- 2.2.5 The applicant is responsible for locating any underground services prior to the commencement of any works. Any costs incurred in repairing damage to utility services are to be charged to the person responsible for the damage and will not be payable by the Council.

2.3 Service Authorities and Council Assets

- 2.3.1 Service Authorities have access rights over services contained within a verge. The verge area may be occupied (above or below ground) by the following:
 - i) Electricity – wiring, pits and poles

Verge Management Policy

- ii) Telecommunications wiring, pits and poles
 - iii) Gas mains
 - iv) Water mains and connections
 - v) Sewer mains and connections
 - vi) Survey marks.
- 2.3.2 When any verge is altered or removed by a Service Authority, reinstatement will be a direct negotiation between the property owner and the Service Authority.
- 2.3.3 The Council have access rights to the verge for items such as:
- i) Stormwater drainage systems
 - ii) Footpath
 - iii) Street furniture
 - iv) Signage
 - v) Bus shelters
 - vi) Street trees
 - vii) Vegetation
- 2.3.4 When any verge is altered or removed by Council for Council works, it will be restored to a reasonable standard and vegetation / lawn replaced with loam. **Artificial turf will not be replaced.**

2.4 Verge Treatments

Verge treatments should be installed and maintained to provide safe areas for the community and to prevent runoff of sediment and pollutants into the kerb and ultimately into Councils drainage network.

- 2.4.1 The following verge treatments are permitted:
- i) **Mulch (constructed so that it does not blow or wash off the verge)**
 - ii) Low plants - refer to section 2.5 'Planting/ Landscaping'
 - iii) Permeable paving
 - iv) Lawn – refer to section 2.6 'Lawn'
 - v) **Below-ground irrigation to support landscaping**
 - vi) Compacted quarry sand (e.g. dolomite)
- 2.4.2 The following items are not permitted and will not be approved through the permit process:
- i) Items and vegetation that may obstruct footpaths, pedestrian movement or vehicles
 - ii) Raised edges or sharp edges that may form a trip hazard or injury
 - iii) **Plants that cannot be maintained to a suitable height or width. Hedging should be maintained so that it does not encroach over paths or the road or create sight line obstructions. Refer to section 2.5 'Planting/ Landscaping'**
 - iv) Plants with spines or thorns
 - v) **Plants that are declared as pest plants under the Landscape SA Act 2019**
 - vi) Concrete, except for driveways and paths and bin pads
 - vii) **Loose stones / scoria**
 - viii) Non-permeable paving, except for driveways and paths
 - ix) Fences
 - x) Letter boxes
 - xi) Synthetic lawn / artificial turf

xii) Weed matting

2.5 Planting/ Landscaping

- 2.5.1 If no street trees are present, refer to Council's Tree Management Policy. New trees requested by the property owner within the verge shall comply with Council's Tree Management Policy and owners are encouraged to participate in Council's Adopt-a-Tree program.
- 2.5.2 Planting (except for street trees) is to be maintained to a manageable height that does not affect or block line of sight for vehicles and pedestrians, or look untidy. Council recommends a height not more than 500 mm.
- 2.5.3 The Council encourages plantings that are drought tolerant and suited to hot, dry summers and with an emphasis on suitable indigenous species. A list of suitable local plants can be found on the Council's website.
- 2.5.4 No planting of anything that may cause an obvious hazard to road users or pedestrians, such as thorny roses, prickly cacti or plants.
- 2.5.5 Any planted areas are to be kept neat and tidy and generally free of weeds. No vegetation is to encroach onto the footpaths or road.
- 2.5.6 When planting or landscaping the verge area, it is advised that residents should leave a space for waste bins.
- 2.5.7 Planting shall allow adequate room for access to / from a parked car if legal on-street parking is permitted.

2.6 Lawn

- 2.6.1 The height of lawn shall not be allowed to exceed 100mm and must not be allowed to grow over the kerb or footpath.
- 2.6.2 The Council encourages the use of drought tolerant lawns.
- 2.6.3 Mowing of lawn is the resident's responsibility and not a service that is provided by Council.
- 2.6.4 When residents are maintaining lawn on their verge it is important not to damage Council street trees by the impact of whipper snippers, etc. It is encouraged to construct a definitive edging and buffer distance between trees and lawn. This buffer will allow for ease of maintenance when caring for lawn on verges and eliminate risk of damaging trees. Alternatively, removing the grass adjacent to trees by hand is an option.
- 2.6.5 Property owners with existing lawn and who do not wish to maintain the area can request Council to slash and weed spray and to be placed on Council's weed spraying program (undertaken as per clause 2.11).

2.7 Irrigation

- 2.7.1 Applicants may install below-ground irrigation systems (pop-up sprinklers, below-ground drippers, etc.) provided the ongoing maintenance and repairs are carried out by the property owner.
- 2.7.2 Irrigation systems should not spray onto footpaths or roads and watering should occur off peak to minimise inconvenience to the public road and footpath users.

2.8 Footpaths

- 2.8.1 Any alteration to a Council verge that does not have an existing concrete or paved footpath must allow for the possible future construction of a footpath by Council.
- 2.8.2 Any proposal to alter an existing footpath in conjunction with developing the verge requires specific Council approval and will be required to meet Council standards.
- 2.8.3 Any damage to footpath caused by verge alterations will need to be repaired in accordance with Council standards at the property owner's expense.

2.9 Removal or Modification to an Existing Verge

- 2.9.1 Council recognises that verges within the City have been altered before the adoption of this policy. Existing verge alterations do not require the application form to be completed; however, the verge must comply with the guidelines listed within this policy.
- 2.9.2 If Council finds that the existing verge alteration could cause or is causing a hazard, obstruction or does not comply with the specifications listed in this policy, then the verge will be required to be modified to meet the guidelines contained within this policy. This is required to be undertaken by the property owner at their expense, except where Council Administration determines otherwise.
- 2.9.3 If the condition of the verge is to be substantially altered, a new section 221 application form must be completed and approved and works undertaken by the property owner.
- 2.9.4 Existing artificial turf installed on the verge prior to August 2019 can be retained whilst in good condition but is not permitted to be replaced at the end of its life or as part of any verge alteration and it is encouraged that it be removed.

2.10 Existing Quarry Sand (Dolomite) Surfaces

- 2.10.1 Council will only top up an existing dolomite surface to remediate any trip hazards.
- 2.10.2 Those wishing to change the verge to dolomite need to do so at their own cost and seek approval via a Section 221 application. Residents are encouraged to landscape verges to improve amenity and environmental benefit.

2.11 Council Weed Spraying Program

- 2.11.1 Council operates a weed spraying program and spraying is undertaken up to three times a year.
- 2.11.2 Where there are established lawns, gardens or areas that appear to be maintained by residents, Council will not spray.
- 2.11.3 A *No Spray Register* is also maintained for residents who choose not to have the verge sprayed and are willing to maintain the area themselves.

Verge Management Policy

2.11.4 If the area is not maintained by the resident, Council reserves the right to remove all vegetation and maintain the area as part of the weed spraying program.

2.12 Reinstatement

Any cost incurred by the Council in reinstating the verge as a result of the property owner not complying with this policy, will be charged to the property owner pursuant to Section 213 of the *Local Government Act 1999*.

3. REFERENCES

3.1 Legislation

Local Government Act 1999

Landscape SA Act 2019

Planning, Development and Infrastructure Act 2016

3.2 Other References

Tree Management Policy

Section 221 Application Form

Attachment 2

Adjourned Report



Classification:	Statutory Policy.
Trim Container	FOL/19/1406
Trim Document Number:	DOC/19/66991
First Issued / Approved:	May 2015
Last Reviewed:	27 August 2019 C270819/1592
Next Review:	26 August 2021
Responsible Officer:	Manager Field Services
Date Placed on Web:	19 September 2019

1. PREAMBLE

The Verge Management Policy provides a framework for verge management within the City of Holdfast Bay.

1.1 Background

Street Verges make an important contribution to the aesthetic nature of the City of Holdfast Bay. A Street Verge can provide amenity value and add character whilst providing a range of environmental, social and economic benefits.

1.2 Purpose

The City of Holdfast Bay recognises that the appearance of a verge is important to property owners/ occupiers because of the significant aesthetic impact on their dwellings.

This policy provides advice and guidance on the constraints and opportunities residents should take note of when improving and maintaining the City's Street Verges.

1.3 Scope

This policy applies to the City of Holdfast Bay Street Verges. A separate policy for Street Trees is outlined in the City of Holdfast Bay Tree Management Policy.

1.4 Definitions

The term verge represents the portion of land which lies between a road and adjacent property line, but does not include the footpath.

1.5 Strategic References

1.5.1 Our Place Plan 2012-2015

- a. A Place that Values its Natural Environment.

“Promote and Implement programs that enhance the greening of the City”

- b. A Place with a Quality Lifestyle

“Provide high quality attractive and well serviced open spaces, reserves and streetscapes”

2. POLICY STATEMENT

2.1 Development

- a) Under Section 221 of the *Local Government Act 1999*, property owners must receive authorisation from Council to make an alteration to a road (which includes the verge).
- b) Applicants are required to complete a Verge Application Form. No development can start until confirmation from Council has been received.
- c) Only property owners can submit a Verge Application Form.
- d) Applicants may develop the verge provided the following is adhered to:
- i) There is pedestrian access along the verge area regardless of whether a footpath has been constructed or not. Footpaths, if constructed, are a minimum width of 1.2 metres for concrete and 1.5 metres for paving.
 - ii) There is no interference to traffic sight lines.
 - iii) The existing ground level is maintained.
 - iv) There is access for Council and Service Authorities for installation of new services and maintaining existing.
 - v) Provision is made for a Street Tree(s) as per the City of Holdfast Bay Tree Management Policy. Council may plant Street Tree(s) at any time at their discretion.
 - vi) The property owner understands that the ongoing maintenance rests with them and that any development may be removed by Council at any time at the property owner's expense.
 - vii) If the development alters to what was originally proposed in the application, then an amended approval is required.
- e) The applicant is responsible for all works associated with the development, including the replacement of existing verge material with the appropriate specified items for the development and the disposal of any excess material. The Council will not contribute to the cost of the works.
- f) The applicant is responsible for locating any underground services prior to commencement of works. Any costs incurred in repairing damage to services are charged to the person responsible for the damage.

2.2 *Service Authorities and Council Assets*

- a) Service Authorities have access rights over services contained within a verge. The verge area may be occupied (above or below ground) by the following:
 - i) Electricity – wiring, pits and poles
 - ii) Telecommunications wiring, pits and poles
 - iii) Gas mains
 - iv) Water mains and connections
 - v) Sewer mains and connections
 - vi) Survey marks.
- b) When any developed verge is altered or removed by a Service Authority, reinstatement will be a negotiation between the property owner and that Service Authority.
- c) The Council have access rights to the verge for items such as:
 - i) Stormwater drainage systems
 - ii) Footpath
 - iii) Street furniture
 - iv) Signage
 - v) Bus shelters
 - vi) Street trees
 - vii) Vegetation
- d) When any developed verge is altered or removed by Council, it will be restored to a reasonable standard.

2.3 *Verge Treatments*

- a) The following verge treatments are permitted:
 - i) Mulch
 - ii) Compacted Dolomite Sand
 - iii) Low plants (maximum 500mm height) - Refer to “Planting/ Landscaping” within this policy
 - iv) Permeable paving
 - v) Lawn – Refer to “Lawn”
- b) The following items are not permitted:
 - i) Items that may obstruct pedestrian movement
 - ii) Raised edges
 - iii) Plants that cannot be maintained to a maximum height of 500mm
 - iv) Plants with spines or thorns
 - v) Plants that are declared as pest plants
 - vi) Concrete, except for driveways and paths and bin stands
 - vii) Non-permeable paving, except for driveways and paths
 - viii) Fences
 - ix) Letter boxes
 - x) Synthetic Lawn/ Artificial Turf

2.4 *Planting/ Landscaping*

- a) If no street trees are present, provision must be made for the future planting of trees to all property frontages on streets identified in the City of Holdfast Bay Planting Guide as per the City of Holdfast Bay Tree Management Policy.
- b) Planting is to be maintained to a maximum height of 500mm, with the exception of Council Street Trees. No vegetation is to encroach onto the pedestrian thoroughfare.
- c) The City of Holdfast Bay encourages plantings that are drought tolerant and suited to hot, dry summers and with an emphasis on suitable indigenous species.
- d) No planting of anything that may cause an obvious hazard to road users or pedestrians, such as thorny roses, prickly cacti or plants, or toxic species.
- e) Plants listed as noxious or environmental weeds must not be used pursuant to *Natural Resources Management Act 2004*.
- f) Any planted areas are to be kept neat and tidy and free of weeds.
- g) When planting or landscaping the verge area, it is advised that residents should leave a space for waste bins.

2.5 *Lawn*

- a) The height of lawn shall not be allowed to exceed 100mm and must not be allowed to grow over the kerb or existing footpath.
- b) The City of Holdfast Bay encourages the use of drought tolerant lawn such as kikuyu, couch and buffalo.
- c) Mowing of lawn is the resident's responsibility and not a service that is provided by Council.
- d) When residents are maintaining lawn on their verge it is important not to ring bark Council street trees by the nylon cord of whipper snippers and the like. To manage grass growing at the collar of the Council street tree, removing the grass by hand is the preferred option.
- e) Property Owners with existing lawn and who do not wish to maintain the area can request Council to slash and poison and to be placed on a weed spraying program (offered a few times a year).

2.6 *Irrigation*

- a) Applicants may install below-ground irrigation systems (pop up sprinklers, below ground drippers and the like) provided the ongoing maintenance and repairs is carried out by the property owner.
- b) Irrigation systems must be below-ground so they do not cause a trip hazard for pedestrians.

2.7 **Footpaths**

- a) Any development of a verge without an existing concrete or paved footpath must allow for the possible future construction of a footpath by Council.
- b) Any proposal to alter an existing footpath in conjunction with developing the verge requires specific Council approval.
- c) Any damage to footpath caused by the verge development will need to be repaired in accordance to Council standards at property owner's expense.

2.8 **Removal or Modification of an Existing Verge Development**

- a) Council recognises that verges within the City of Holdfast Bay have been developed before the adoption of this policy. Existing developments do not require the Verge Application Form to be completed; however the verge must comply with the guidelines listed within this policy.
- b) If Council find that the existing verge development could cause or is causing a hazard, obstruction or does not comply with the specifications listed in this policy, then Council will require the development be removed or modified to meet the guidelines contained within this policy. Any such modification or removal will be at the expense of the property owner except where Council deems otherwise.
- c) If the condition of the verge is to be altered in any way than the existing, a Verge Application Form must be completed.

2.9 **Reinstatement**

- a) Any cost incurred by the Council in reinstating the verge as a result of the property owner not complying with this policy, will be charged to the property owner pursuant to Section 213 of the *Local Government Act 1999*.
- b) Residents who wish to have the verge area returned to a dolomite surface will be at cost to the property owner and must be carried out by an appropriately licensed private contractor to be organised by the resident.

3. REFERENCES

3.1 **Legislation**

- a) *Local Government Act 1999*
- b) *Natural Resources Management Act 2004*

3.2 **Other References**

- a) City of Holdfast Bay Street Tree Strategy and Planting Guide
- b) Tree Management Policy
- c) City of Holdfast Bay Strategic Plan

Attachment 2



ECM Document Number:	DOC/19/66991
First Issued / Approved:	May 2015
Last Reviewed:	1 December 2021
	C270819/1592
Next Review:	1 December 2024
Responsible Officer:	Manager Engineering
Date Placed on Web:	

1. PREAMBLE

The Verge Management Policy provides a framework for verge management within the City of Holdfast Bay (the Council).

1.1 Background

Verges are part of the public road and consist of the land between the nearest edge of a road carriageway (i.e. kerb) and the property boundary on both sides of the road. The verge may include a footpath, street trees, bus stops, street furniture, underground and overhead services, etc.

The Verge Management Policy refers to, in particular, that part of the verge, excluding the footpath, that may currently be landscaped or undeveloped or is proposed to be planted/landscaped.

A landscaped verge can provide amenity value and add character whilst providing a range of environmental, social and economic benefits.

From August 2019, artificial turf was not permitted on verges and this policy was amended to reflect this. Artificial turf is not considered environmentally friendly as it has a significant carbon footprint during manufacture, it contains plastics, is not permeable and creates a high heat load.

1.2 Purpose

The Council recognises that the appearance of a verge is important to property owners/ occupiers and can improve the amenity of the locality and provide environmental benefits.

This policy provides advice and guidance on the constraints and opportunities residents should take note of when improving and maintaining Council verges.

Council has an overarching requirement that verges are maintained in a safe condition for community use.

1.3 Scope

This policy applies to the Council's verges. A separate policy for trees is in Council's Tree Management Policy.

1.4 Definitions

Public road	means the area between a property boundary (often front fence) which may include the road carriageway, kerb and water table, verge, footpath.
Verge	means the area between the property boundary (front fence) and the edge of the road in Council ownership or control.
Footpath	means the made or unmade area of pathway in the verge that enables the safe and efficient movement of pedestrians.
Section 221 application	means Under Section 221 of the <i>Local Government Act 1999</i> , property owners must receive authorisation from council to make an alteration to a road, which includes the verge.
Service Authority	means any utility service provider responsible for the care and/or control of utility services including water, sewerage, telecommunications, natural gas and electricity, which may own infrastructure in the vicinity of the public road.

1.5 Strategic References

Our Place 2030
Environment Strategy 2020 - 2025

2. POLICY STATEMENT

2.1 Alteration to a Public Road

- 2.1.1 Section 221(1) of the *Local Government Act 1999* requires property owners to receive authorisation from Council to make an alteration to a road (which includes the verge).
- 2.1.2 Section 221(2) of the *Local Government Act 1999* defines an alteration to a public road as:
- alters the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
 - erects or installs a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or
 - changes or interferes with the construction, arrangement or materials of the road; or
 - changes, interferes with or removes a structure (including pipes, wires, cables, fixtures, fittings or other objects) associated with the road; or
 - plants a tree or other vegetation on the road, interferes with vegetation on the road, or removes vegetation from the road.
- 2.1.3 Section 221(3) of the *Local Government Act 1999* states authorisations are not required if:
- the person who proposes to make the alteration has some other statutory authorisation to make the alteration; or
 - the purpose of the alteration is to permit vehicular access to and from land adjoining the road and the alteration is approved as part of a development authorisation under the *Planning, Development and Infrastructure Act 2016*; or

Verge Management Policy

- c) the alteration is of a kind classified under the regulations as a minor alteration.

2.2 Applications to Undertake Works on the Verge

- 2.2.1 Applicants are required to complete a Section 221 application form to undertake alterations on Council verges. No works can start until approval from Council has been received. There is no application cost for Section 221 approval to landscape verges.
- 2.2.2 Only property owners can submit an application form and only for verges immediately adjacent to their property. If the area is adjacent to a Community Title / Strata Title, then all parties must support the application form. Tenants wishing to alter the verge must have the application lodged by the property owner.
- 2.2.3 Applicants may alter the verge, subject to permit approval, provided the following conditions are adhered to (which may vary from time to time):
 - i) A safe continuous pedestrian access along the verge area is provided with a minimum width of 1.5 metres, regardless of whether a footpath has been constructed or not.
 - ii) There is no obstruction to traffic sight lines, once vegetation is fully established.
 - iii) The existing ground level is maintained.
 - iv) There is access for Council and Service Authorities for installation of new infrastructure and maintaining existing infrastructure (underground and above ground).
 - v) Provision is made for a street tree(s) as per Council's Tree Management Policy. Council may plant street tree(s) at any time at their discretion.
 - vi) Permeable surfaces are strongly preferred and encouraged.
 - vii) Compacted quarry sand, or similar, is not preferred and can only be used when permeable options are not considered appropriate
 - viii) Street trees are protected and permeable material is placed in the vicinity of trees.
 - ix) The property owner understands that the ongoing maintenance rests with them and that any alterations may be removed by Council.
 - x) If the verge plan changes to what was originally proposed in the application, then an amended approval is required.
- 2.2.4 The applicant is responsible for all costs and works associated with the alterations, including the replacement of existing verge material with the appropriate specified items and the disposal of any excess material. Financial grants through Council may be available from time to time.
- 2.2.5 The applicant is responsible for locating any underground services prior to the commencement of any works. Any costs incurred in repairing damage to utility services are to be charged to the person responsible for the damage and will not be payable by the Council.

2.3 Service Authorities and Council Assets

Verge Management Policy

- 2.3.1 Service Authorities have access rights over services contained within a verge. The verge area may be occupied (above or below ground) by the following:
- i) Electricity – wiring, pits and poles
 - ii) Telecommunications wiring, pits and poles
 - iii) Gas mains
 - iv) Water mains and connections
 - v) Sewer mains and connections
 - vi) Survey marks.
- 2.3.2 When any verge is altered or removed by a Service Authority, reinstatement will be a direct negotiation between the property owner and the Service Authority.
- 2.3.3 The Council have access rights to the verge for items such as:
- i) Stormwater drainage systems
 - ii) Footpath
 - iii) Street furniture
 - iv) Signage
 - v) Bus shelters
 - vi) Street trees
 - vii) Vegetation
- 2.3.4 When any verge is altered or removed by Council for Council works, it will be restored to a reasonable standard and vegetation / lawn replaced with loam. **Damaged artificial turf will not be replaced.**

2.4 Verge Treatments

Verge treatments should be installed and maintained to provide safe areas for the community and to prevent runoff of sediment and pollutants into the kerb and ultimately into Councils drainage network.

All verge treatments must consider the need for passengers, especially those with limited mobility, to enter and exit vehicles safely, if legal on-street parking is permitted.

- 2.4.1 The following verge treatments are permitted,:
- i) **Mulch (constructed so that it does not blow or wash off the verge)**
 - ii) Low plants - refer to section 2.5 'Planting/ Landscaping'
 - iii) Permeable paving
 - iv) Lawn – refer to section 2.6 'Lawn'
 - v) **Below-ground irrigation to support landscaping**
- 2.4.2 The following items are not permitted:
- i) Items and vegetation that may obstruct footpaths, pedestrian movement or vehicles
 - ii) **Raised edges or sharp edges that may form a trip hazard or injury**
 - iii) **Plants that cannot be maintained to a suitable height or width.**
Hedging should be maintained so that it does not encroach over paths or the road or create sight line obstructions. Refer to section 2.5 'Planting/ Landscaping'
 - iv) Plants with spines or thorns

Verge Management Policy

- v) Plants that are declared as pest plants under the *Landscape SA Act 2019*
- vi) Concrete, except for driveways and paths and bin pads
- vii) Loose stones / scoria
- viii) Non-permeable paving, except for driveways and paths
- ix) Fences
- x) Letter boxes
- xi) Synthetic lawn / artificial turf
- xii) Weed matting

2.5 Planting/ Landscaping

- 2.5.1 If no street trees are present, refer to Council's Tree Management Policy. New trees requested by the property owner within the verge shall comply with Council's Tree Management Policy and owners are encouraged to participate in Council's Adopt-a-Tree program.
- 2.5.2 Planting (except for street trees) is to be maintained to a manageable height that does not affect or block line of sight for vehicles and pedestrians, or look untidy. Council recommends a height not more than 500 mm.
- 2.5.3 The Council encourages plantings that are drought tolerant and suited to hot, dry summers and with an emphasis on suitable indigenous species. A list of suitable local plants can be found on the Council's website.
- 2.5.4 No planting of anything that may cause an obvious hazard to road users or pedestrians, such as thorny roses, prickly cacti or plants.
- 2.5.5 Any planted areas are to be kept neat and tidy and generally free of weeds. No vegetation is to encroach onto the footpaths or road.
- 2.5.6 When planting or landscaping the verge area, it is advised that residents should leave a space for waste bins.
- 2.5.7 Planting shall allow adequate room for access to / from a parked car if legal on-street parking is permitted.

2.6 Lawn

- 2.6.1 The height of lawn shall not be allowed to exceed 100mm and must not be allowed to grow over the kerb or footpath.
- 2.6.2 The Council encourages the use of drought tolerant lawns.
- 2.6.3 Mowing of lawn is the resident's responsibility and not a service that is provided by Council.
- 2.6.4 When residents are maintaining lawn on their verge it is important not to damage Council street trees by the impact of whipper snippers, etc. It is encouraged to construct a definitive edging and buffer distance between trees and lawn. This buffer will allow for ease of maintenance when caring for lawn on verges and eliminate risk of damaging trees. Alternatively, removing the grass adjacent to trees by hand is an option.
- 2.6.5 Property owners with existing lawn and who do not wish to maintain the area can request Council to slash and weed spray and to be placed on Council's weed spraying program (undertaken as per clause 2.11).

2.7 Irrigation

Verge Management Policy

- 2.7.1 Applicants may install below-ground irrigation systems (pop-up sprinklers, below-ground drippers, etc.) provided the ongoing maintenance and repairs are carried out by the property owner.
- 2.7.2 Irrigation systems should not spray onto footpaths or roads and watering should occur off peak to minimise inconvenience to the public road and footpath users.

2.8 Footpaths

- 2.8.1 Any alteration to a Council verge that does not have an existing concrete or paved footpath must allow for the possible future construction of a footpath by Council.
- 2.8.2 Any proposal to alter an existing footpath in conjunction with developing the verge requires specific Council approval and will be required to meet Council standards.
- 2.8.3 Any damage to footpath caused by verge alterations will need to be repaired in accordance with Council standards at the property owner's expense.

2.9 Removal or Modification to an Existing Verge

- 2.9.1 Council recognises that verges within the City have been altered before the adoption of this policy. Existing verge alterations do not require the application form to be completed; however, the verge must comply with the guidelines listed within this policy.
- 2.9.2 If Council finds that the existing verge alteration could cause or is causing a hazard, obstruction or does not comply with the specifications listed in this policy, then the verge will be required to be modified to meet the guidelines contained within this policy. This is required to be undertaken by the property owner at their expense, except where Council Administration determines otherwise.
- 2.9.3 If the condition of the verge is to be substantially altered, a new section 221 application form must be completed and approved and works undertaken by the property owner.
- 2.9.4 Existing artificial turf installed on the verge prior to August 2019 can be retained whilst in good condition but is not permitted to be replaced at the end of its life or as part of any verge alteration and it is encouraged that it be removed.

2.10 Existing Quarry Sand (Dolomite) Surfaces

Council will only top up an existing dolomite surface to remediate any trip hazards or to match into existing dolomite surfaces following maintenance or construction works.

2.11 Council Weed Spraying Program

- 2.11.1 Council operates a weed spraying program and spraying is undertaken up to three times a year.

Verge Management Policy

- 2.11.2 Where there are established lawns, gardens or areas that appear to be maintained by residents, Council will not spray.
- 2.11.3 A *No Spray Register* is also maintained for residents who choose not to have the verge sprayed and are willing to maintain the area themselves.
- 2.11.4 If the area is not maintained by the resident, Council reserves the right to remove all vegetation and maintain the area as part of the weed spraying program.

2.12 Infrastructure

Applications or requests for semi-permanent infrastructure (e.g. electric vehicle charging stations, outdoor dining, etc.) to be installed on Council verges will be assessed on a case-by-case basis against any other relevant Council policies and the *Planning, Development and Infrastructure Act 2016*.

2.13 Reinstatement

Any cost incurred by the Council in reinstating the verge as a result of the property owner not complying with this policy, will be charged to the property owner pursuant to Section 213 of the *Local Government Act 1999*.

3. REFERENCES

3.1 Legislation

Disability Discrimination Act 1992
Local Government Act 1999
Landscape SA Act 2019
Planning, Development and Infrastructure Act 2016

3.2 Other References

Tree Management Policy
Section 221 Application Form

Item No: 14.1

Subject: **MINUTES – JETTY ROAD MAINSTREET COMMITTEE – 1 DECEMBER 2021**

Date: 14 December 2021

Written By: General Manager, Community and Business

General Manager: Community and Business, Ms M Lock

SUMMARY

The Minutes of the Jetty Road Mainstreet Committee meeting held on 1 December 2021 is attached and presented for Council’s information.

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

RECOMMENDATION

That Council notes the minutes of the Jetty Road Mainstreet Committee of 1 December 2021.

COMMUNITY PLAN

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

COUNCIL POLICY

Not applicable.

STATUTORY PROVISIONS

Not applicable.

BACKGROUND

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

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

REPORT

Minutes of the meetings of JRMC held on 1 December 2021 are attached for member's information.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.

Attachment 1



CITY OF HOLDFAST BAY

Minutes of the meeting of the Jetty Road Mainstreet Committee of the City of Holdfast Bay held in the Mayor's Parlour Glenelg Town Hall on Wednesday 1 December 2021 at 6:00pm

PRESENT

Elected Members:

Councillor R Abley

Councillor W Miller

Community Representatives:

Maio's Group, Mr C Maio

Attitudes Boutique, Ms G Martin

Beach Burrito, Mr A Warren

Ikos Holdings Trust, Mr A Fotopoulos

Cibo Espresso, Mr T Beatrice

Staff:

Chief Executive Officer, Mr R Bria

General Manager, Community & Business, Ms M Lock

Manager, City Activation, Ms R Forrest

Jetty Road Development Coordinator, Ms A Klingberg

1. OPENING

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

2. APOLOGIES

2.1 Apologies Received: Mr T Chai, Ms G Britton

2.2 Absent: Mr D Elmes, Mr G Watson

3. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4. CONFIRMATION OF MINUTES**Motion**

That the minutes of the Jetty Road Mainstreet Committee held on 3 November 2021 to be taken as read and confirmed.

Moved Councillor Miller Seconded A Warren

Carried

5. QUESTIONS BY MEMBERS

5.1 Without Notice: Nil

5.2 With Notice: Nil

6. MOTIONS ON NOTICE: Nil**7. PRESENTATION:****7.1 Long term financial planning**

Mr Roberto Bria, Chief Executive Officer provided an update on the rates, budget and long-term financial planning.

A Fotopoulos joined the meeting at 6.27pm

R Bria left the meeting at 6.32pm

7.2 Events Update

Mr Sacha Sewell, Team Leader, Events, provided an event briefing and answered questions regarding the upcoming events schedule.

8. REPORTS/ITEMS OF BUSINESS

8.1 Jetty Road Events Update

(Report No: 409/21)

JRMC in partnership with the City of Holdfast Bay are responsible for implementing and managing a variety of major events to support economic stimulus in the precinct in accordance with the annual marketing and business plan. This report provides an overview of upcoming events.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved Councillor Miller Seconded T Beatrice

Carried

8.2 Monthly Finance Report (Report No: 411/21)

The Jetty Road Mainstreet Committee October 2021 variance report is presented for information of the members of the Jetty Road Mainstreet Committee.

Motion

That the Jetty Road Mainstreet Committee note this report.

Moved T Beatrice Seconded G Martin **Carried**

8.3 Reallocation of Event Budget (Report No: 410/21)

On Monday 8 November the Jetty Road Mainstreet Committee held a budget review workshop to consider budget allocations for funding allocated to a March activation, Tour Down Under and to brainstorm ideas for a May activation. Through the workshop projects were proposed for the reallocation of funds and the purpose of this report is to ratify the budget allocations.

Motion

That the Jetty Road Mainstreet Committee:

1. **Note this report.**
2. **Support the Seafood Festival to activate the precinct in May 2022**
3. **Allocate \$15,000 to Pro Hustle Basketball as a co-funded initiative and support further conversations with the South Australian Tourism Commission and Pro-Hustle Basketball organisers, and;**
4. **Allocate \$40,000 to a co-funded March Street Activation**

Moved T Beatrice, Seconded A Fotopoulos **Carried**

Conflict of Interest

A Warren declared a perceived conflict of interest for Item 8.3 Reallocation of Event Budget, motion 5. The nature of the perceived conflict of interest (pursuant to Section 75 and 75A of the *Local Government Act 1999*) was of a commercial nature.

A Warren dealt with the perceived conflict of interest by making it known and leaving the meeting.

5. **Allocate \$15,000 to a Side Street Activation Grant Program and;**

Moved Councillor Miller, Seconded T Beatrice **Carried**

A Warren re-joined the meeting.

8.4 Marketing Update (Report No: 412/21)

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

Motion

That the Jetty Road Mainstreet Committee note this report

Moved Councillor Abley, Seconded G Martin

Carried

Conflict of Interest

Councillor Abley declared a perceived conflict of interest for Item 8.5 Crime Stoppers SA Partnership. The nature of the perceived conflict of interest (pursuant to Section 75 and 75A of the *Local Government Act 1999*) was that she is a friend to the CEO of Crime Stoppers SA.

Councillor Abley dealt with the perceived conflict of interest by making it known and leaving the meeting.

8.5 Crime Stoppers SA Partnership (Report No: 413/21)

Following a presentation by Crime Stoppers SA to the Jetty Road Mainstreet Committee (JRMC) and subsequent report (Report No 370/21) at the 3 November 2021 meeting, the Committee requested further detailed information from Crime Stoppers. This information was requested of and provided by Crime Stoppers SA.

This proposal aligns with feedback received through the 2021 Jetty Road, Glenelg Business Needs Survey conducted from 12- 30 August 2021, which highlighted a significant difference in perception of safety between day and night. There was strong trader sentiment to increase community safety and prevent crime.

Motion

That the Jetty Road Mainstreet Committee:

1. **Note this report.**
2. **Thank Crime Stoppers South Australia for their proposal and advise that the Jetty Road Mainstreet Committee are not in a position to enter into a partnership at this time.**

Moved A Warren Seconded T Beatrice

Carried

Councillor Abley re-joined the meeting.

8.6 JRMC Self-Assessment (Report No: 414/21)

A self-assessment exercise was completed by Jetty Road Management Committee members in October 2021, in the form of a confidential survey. The results, presented to the Committee in early November, confirmed that JRMC members are knowledgeable and committed to the success of the precinct. However, Committee members seek more clarity around the role of the JRMC with respect to Council governance. Some actions to address this have been proposed.

Motion

That Jetty Road Mainstreet Committee:

1. **Note this report, and;**
2. **Endorse the recommendation to invite an independent Consultant to address the Committee re Governance in Q1 2022.**

Moved A Warren Seconded T Beatrice

Carried

8.7 Meeting Procedures: Kurna Acknowledgment (Report No: 415/21)

The City of Holdfast Bay has an endorsed [Code of Practice – Meeting Procedures](#) that applies to Council and Committee Meetings. In accordance with these procedures, it is proposed that a Kurna Acknowledgement be added to the Jetty Road Mainstreet Committee meeting Agenda to be read by the presiding member at the beginning of each meeting.

Motion

That the Jetty Road Mainstreet Committee:

1. **note this report, and;**
2. **The approved City of Holdfast Bay Kurna Acknowledgement is added to the Jetty Road Mainstreet Committee Meeting Agenda from 2 February 2022**

Moved Councillor Abley, Seconded T Beatrice

Carried

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

9.1 **REPORTS/ITEMS OF BUSINESS:**

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 2 February at the Glenelg Town Hall.

11. CLOSURE

The meeting closed at 8.06pm

CONFIRMED: Wednesday 2 February 2021

CHAIRMAN

Item No: 14.2

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 25 NOVEMBER 2021**

Date: 14 December 2021

Written By: General Manager, Alwyndor

SUMMARY

The draft minutes of the Alwyndor Management Committee meeting held on 25 November 2021 are provided for information.

RECOMMENDATION

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 25 November 2021 be noted.**

RETAIN IN CONFIDENCE - Section 91(7) Order

2. **That having considered Attachment 2 to Report No: 435/21 Draft Minutes – Alwyndor Management Committee – 25 November 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.**
-

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 are attached for Members' information.

Refer Attachment 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 Alwyndor, 52 Dunrobin Road, Hove on Thursday 25 November 2021 at 6.30pm.

PRESENT

Elected Members

Councillor Robert Snewin
Councillor Susan Lonie

Independent Members

Mr Kim Cheater- Chair
Ms Julie Bonnici
Prof Judy Searle
Prof Lorraine Sheppard
Mr Kevin Whitford
Ms T Sutton

Staff

Chief Executive Officer – Mr Roberto Bria
General Manager Alwyndor – Ms Beth Davidson-Park
Manager, Community Connections – Ms Molly Salt
Manager, Residential Services – Ms Natasha Stone
Manager, Finance – Mr Damian Capurro
Manager People and Culture, Ms Lisa Hall
Personal Assistant - Ms Marisa Dinham

1. OPENING

The Chairperson declared the meeting open at 6.35pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chair stated:

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

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

3. APOLOGIES

- 3.1 For Absence – Nil
- 3.2 Leave of Absence – Nil

The Committee extended a warm welcome to Ms Lisa Hall in her role as Manager, People and Culture.

4. DECLARATION OF INTEREST

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

5. CONFIRMATION OF MINUTES

Noted that Ms T Sutton should be added to the independent member attendee list.

Motion

That the minutes of the Alwyndor Management Committee held on 28 October 2021 be taken as read and confirmed.

Moved by Prof J Searle, Seconded by Prof L Sheppard

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

Updates:

The General Manager noted that the Catering Review and business case has been deferred until January 2022 due to some unanticipated industrial structure issues that could impact on costs which require resolution prior to finalising the report and recommendations.

6.2 Confidential Action items

Noted.

6.3 AMC Self-assessment action list

Noted.

6.4 Annual Work Plan

Added the Annual Review of Confidential items to the AMC Workplan.

7. GENERAL MANAGER REPORT

7.1 General Manager Report (Report No: 46/2021)

7.1.1 COVID-19 update

The General Manager provided an update to the report –Emergency Directive no.43 regarding border crossings has been received and practices updated accordingly in regard to potential visitors from interstate and associated screening questions and advice.

Booster vaccination still waiting on notification of timing from SA Health noting we have been unable to source supplies and administration form pharmacies or GP's.

COVID 19 Outbreak Management Plan has been updated. Communication and checklists for actions in the event of an outbreak have been prepared together with staff education. The Plan will be updated to link with the AMC approved escalation points for communication.

A query was raised regarding the requirement to use N95 masks. The use of N95's is not mandated for use other than in an outbreak (they will be fitted for key clinical staff and used if required). Alwyndor has some stores. However, supply would be sourced from the Department of Health (Federal) or SA Health in this instance. In the event of an outbreak, we will liaise directly with the Royal Adelaide Hospital and seek support, assistance and advice. It is unlikely that any resident would be transferred to hospital.

Executive to continue to review and test COVID-19 preparedness to ensure we have addressed all possible eventualities.

7.1.2 AlayaCare implementation update.

Taken as read

7.1.3 Proposed AMC meeting dates for 2022.

Taken as read

7.1.4 AMC opportunities for interaction with residents and clients.

Taken as read

7.1.5 Review of Items held in Confidence.

Item 5 **Review of Items held in Confidence** was deferred to the AMC meeting to be held on 27 January 2022.

Motion

That the Alwyndor Management Committee:

- 1. Note the update regarding COVID-19 management.**
- 2. Note the AlayaCare implementation update.**
- 3. Note the schedule of meetings for 2022.**
- 4. Note the opportunities for interaction with residents, clients, and employees.**

Moved by Ms J Bonnici, Seconded by Cr R Snewin

Carried

8.1 General Manager Report – Confidential (Report No: 47/2021)**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 47/2021 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: 47/2021 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 Mr K Whitford, Seconded by Ms J Bonnici

Carried

8.2 Q2 Forecast Update - November 2021 (Report No: 48/2021)**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. 48/2021 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: 48/2021 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 Mr K Whitford, Seconded by Ms J Bonnici

Carried

8.3 Annual Review of Investments (Report No: 49/2021)

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. 49/2021 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: 49/2021 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 Ms T Sutton, Seconded by Cr R Snewin.

Carried

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

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 27 January 2022** in the Boardroom, Alwyndor, 52 Dunrobin Road, Hove.

11. **CLOSURE**

The meeting closed at 8.32pm.

CONFIRMED 27 January 2021

CHAIRPERSON

Item No: 15.1
Subject: **ITEMS IN BRIEF**
Date: 14 December 2021
Written By: Personal Assistant
General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

These items are presented for the information of Members.

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

RECOMMENDATION

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

1. **Glenelg Oval Masterplan Stage 3 and 4 Update**
 2. **Appointment to SA Public Health Council**
 3. **Letter from ESCA – Certification for Representation Review**
 4. **Ice Cream Festival**
 5. **Volunteering Services**
 6. **Community Wellbeing CHSP Transport and Social Support Group Services**
 7. **Suicide Prevention Network**
 8. **Beach Accessibility – Come ‘n Try Day**
 9. **Green Industries SA (GISA) discussion paper on proposed measures to address single use plastic products**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT

1. **Glenelg Oval Masterplan Stage 3 and 4 Update**

Through the round of Local Government Infrastructure Partnership Program (LGIPP), Council received \$1.4m in grant funding which has been matched by Council over three financial years. Now that funding is secured, Stages 3 and 4 of the masterplan have commenced.

The Stage 3 and 4 implementation has commenced, with the following undertakings to date:

- Detailed design of Williams Avenue indented parking – completed;
- Tender – Construction of Williams Avenue indented parking – tender currently being assessed;
- Design team to be engaged to complete civil detailed design of Oval Precinct including upgraded Margaret Messenger Reserve and new cricket nets;
- Landscaping design to be completed in house by Council Staff – commenced;
- Demolition of away change room building and make good surface and entrance to school – commenced 13 December 2021 in school holidays to avoid additional foot traffic from Glenelg Primary School – to be completed by 24 December 2021; and
- Milestone 1 as per LGIPP requirements is due 17 December 2021 and will be submitted on time with milestone to be achieved as per requirements.

The project currently remains on track for time and budget but has the potential to have time and cost delays as a result of supply chain issues impacting availability of materials, current high market demand and contractor availability.

2. **Appointment to SA Public Health Council**

On 27 April 2021, Council nominated Councillor Lonie to the SA Public Health Council. Council was advised by the Local Government Association on 26 November 2021 that the Minister for Health and Wellbeing, Stephen Wade has appointed Councillor Helen Donovan, City of Adelaide for the three-year term.

Refer Attachment 1

3. **Letter from ECSA – Certification for Representation Review**

The Chief Executive Officer received correspondence from the Electoral Commissioner of SA (ECSA) on 1 December 2021 advising that Council has met the requirements of section 12 of the *Local Government Act 1999* and ECSA approved the Representation Review process and outcome. As the review outcome was to retain the current structure and composition, no changes need to be put into effect for the next periodic election in 2022. The required Notice was published in the Gazette on 7 December 2021.

Refer Attachment 2

4. The Ice-Cream Festival

The Glenelg Ice Cream Festival was held on Saturday 30 October, as an initiative of the City of Holdfast Bay supported by the Jetty Road Mainstreet Committee. It followed the popular street party format, designed to showcase Glenelg's enviable beachside location and great range of retail, hospitality and dining. Jetty Road was closed from Partridge Street to Moseley Square until 5:00pm and side street activations continued until 10:00pm, hosting a number of pop up bars, entertainment and market stalls. As well as 22 market stalls and ice cream stands from traders such as Barossa Valley Ice Cream Company and Golden North, 35 Jetty Road traders participated in the event with on street stores and dining.

To further enliven the precinct there was a schedule of live music, roving entertainment, and children's activities. The newly opened Chapel Plaza provided the perfect backdrop to a fashion parade showcasing the wares of a number of Jetty Road fashion retailers. The event attracted significant interest online in the lead-up, with more than 200,000 people reached on Facebook through organic (unpaid) reach alone. 27% of the Facebook audience were women aged 35-44.

In addition, the event pages on the Holdfast Bay and Jetty Road websites collectively attracted more than 8,000 page views. An estimated 20,000 people attended the festival between 11:00am and 5:00pm, with no serious security or first aid incidents recorded. Feedback from participating traders has been overwhelmingly positive. The event was staged under a COVID-19 Management Plan approved by SA Health.

5. Volunteering Services

A summary of activities for the period July – December 2021 include:

- 43 interviews for potential volunteers;
- 30 volunteers were inducted into positions with 12 now placed at the Bay Discovery Centre after a solid recruitment drive for the summer and new look program;
- Six (6) Out-of-hours Online inductions; and
- Three (3) people with disability supported to become volunteers (1 x acquired brain injury placed with environment team; 1 hearing impaired with support worker in attendance placed with environment team and Community garden; 1 x intellectual disability with support worker in attendance placed with Poo Bag Refill (PBR) Program.

New program development

Community Centre Support Volunteers is a new program that is designed to be available for all community centres. Currently working with Glenelg Community Centre by utilising Council's Centrelink accreditation, Volunteer Services can offer Centrelink clients, with Mutual Obligation commitments of 15 hours per week, a role in administration and program support. Working with Sue Dugan to develop the program and support the Council volunteers. Similar opportunities to work across other community centres, community gardens and the Veterans Shed are in progress.

6. Community Wellbeing Commonwealth Home Support Program Transport and Social Support Group Services

	Transport (1 Way Trips)	Social Support Group (Hours)
July 2021	550	284.25
Percentage of outputs reached	66.27%	81.21%
August 2021	682	506
Percentage of outputs reached	82%	145%
September 2021	724	468.25
Percentage of outputs reached	87%	134%
October 2021	705	444.25
Percentage of outputs reached	85%	127%

Transport services include community bus and personal transport options, supported by 1.8FTE staff and 55 volunteers. The impact of Covid-19 restrictions has proven to be an ongoing challenge for the transport program with regard to meeting 100% of expected outputs.

A plan to increase outputs saw the introduction of a popular new fortnightly bus run to the Adelaide Central Market from September. Additional bus runs are currently being planned for introduction in the New Year.

Hire of the buses to local not for profit community groups has also declined as a direct result of Covid-19, to only four per month on average.

Social Support Group outputs continue to exceed monthly requirements, with Covid-19 restrictions having minimal impact upon attendance, particularly since the beginning of 2021. Strict protocols are in place to ensure compliance with the current requirements. Activities offered at Kauri Community & Sports Centre as well as Brighton Oval are all at capacity. Other activities including the popular bus outings, coffee crawls, mens' group, Fish Feeders, Aqua Fun and movie morning are always well attended. All activities are supported by 1.6FTE staff and 24 volunteers.

7. Suicide Prevention Network

The first meeting of the Holdfast Bay Suicide Prevention Network was held in the Kingston Room at Brighton Civic Centre on 17 November 2021. There were seven (7) community residents in attendance, one Elected Member (Councillor Philip Chabrel), one staff member (M du Plessis) one representative from the Premier's Office for Suicide Prevention (T Malins) and one representative from Wellbeing SA (Dan Schmidt). There were several apologies.

The group explored the skills, strengths and connections represented in the room and discussed opportunities to promote the network. It became quite evident that a great deal could be achieved by all working together.

In summary, the main themes that the network will focus on are:

- Social isolation and loneliness;
- Human connection;
- Fostering and enhancing community spirit;
- Building skillset of community members to talk about mental distress and suicide with others; and
- Advocacy and the promotion of network/resources.

The group made the decision to host an initial small event to celebrate the forming of the group and to create awareness and interest within the community to start a wider conversation about wellbeing, human connection and suicide prevention.

It was proposed that the network (current suggested working name "Holdfast to Life") host a public Sunday Morning walk in December to connect with other community members and also promote the forming group. Details will be finalised at the next meeting to be held on Wednesday 1 December 2021.

8. Beach Accessibility – Come 'n Try Day

Administration will be hosting an inaugural Accessible Beach Come 'n Try event at Glenelg on Friday 21 January 2022. Working in partnership with Glenelg Surf Life Saving SA, Accessible Beaches Australia, Push Mobility and ParaQuad SA, the event will offer people with mobility challenges the opportunity to access the beach and the ocean at Glenelg.

With a beach mat and beach wheelchairs available on the day, people with disability as well as older people who have mobility impairment and others who have temporary restrictions to their mobility will have the opportunity to experience the beach at Glenelg as part of an awareness raising campaign about access and inclusion for all.

This event will address several actions within Council's Disability Access & Inclusion Plan (DAIP), including:

- Investigate the potential of hosting and accommodating an 'All Abilities' festival within the City; and
- Investigate the viability of creating accessible areas on council's beaches.

After the event, a report will be presented to Council, outlining the outcomes of the day.

9. Green Industries SA (GISA) discussion paper on proposed measures to address single use plastic products

Green Industries SA (GISA) have prepared a discussion paper on proposed measures to address single use plastic products and are seeking feedback by 4 February 2022. Two stages of South Australia's initiative to turn the tide on single-use plastic are already in train.

On 1 March 2021, single-use plastic straws, cutlery and beverage stirrers were prohibited from sale, supply or distribution in the state. Exemptions apply in some

circumstances, such as allowing access to single-use straws for disability or medical needs.

From 1 March 2022, the sale, supply or distribution of expanded polystyrene cups, bowls, plates and clamshell containers will be prohibited, as will the manufacture, production, sale, supply or distribution of oxodegradable plastic products, which include additives to accelerate their fragmentation.

GISA are now seeking community and industry input to help consider future stages of product phase-outs and the timing of these. A copy of the discussion paper is available at <https://www.replacethewaste.sa.gov.au> should you wish to review or undertake the survey.

Council staff will prepare a report for the January meeting of Council.

Attachment 1



In reply please quote our reference: ECM 769801 TN/AL

26 November 2021

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

Emailed: mail@holdfast.sa.gov.au ; rbria@holdfast.sa.gov.au

Dear Mr Bria

SA Public Health Council

Further to our letter of 3 August 2021, I write to advise that the Minister for Health and Wellbeing, Stephen Wade has appointed Cr Helen Donovan to the SA Public Health Council for a three-year term commencing 21 November 2021.

Please advise Cr Lonie of the outcome.

If you have any queries in relation to this matter, please do not hesitate to contact me.

Yours sincerely



Tami Norman

Program Leader Governance

Telephone: (08) 8224 2037

Email: tami.norman@lga.sa.gov.au

Attachment 2



OFFICIAL

In reply please quote:
ECSAF21/00238



1 December 2021

Level 6, 60 Light Square
Adelaide SA 5000
GPO Box 646
Adelaide SA 5001
T +61 8 7424 7400
W ecsa.sa.gov.au
ABN 99 891 752 468

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

Via email only: rbria@holdfast.sa.gov.au

Dear Mr Bria

On Wednesday 13 October 2021, I received the Representation Review Report submitted by the City of Holdfast Bay (the Council).

I have assessed the Council's report and determined that the requirements of section 12 of the *Local Government Act 1999* (the Act) have been satisfied. This letter serves as the required certificate.

Section 12(18) of the Act provides that the representation arrangements for the Council will apply for the first periodic election held after the publication of the notice in the Government Gazette.

The Council should arrange for a notice to appear in the Gazette on or before Thursday 16 December 2021 to show that Council has reviewed their structure and composition, and advise the outcome of the review. Please forward a copy of the notice to this office via Olivia Hanna (Olivia.Hanna@sa.gov.au) prior to publishing it in the Gazette.

Yours sincerely

A handwritten signature in blue ink, appearing to be "Mick Sherry".

Mick Sherry
ELECTORAL COMMISSIONER

Item No: 15.2

Subject: **GLENELG FOOTBALL CLUB – FINANCIAL SUPPORT REVIEW**

Date: 14 December 2021

Written By: Manager, Financial Services

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

Since 2016, Council has resolved to grant the Glenelg Football Club several financial concessions to assist the Club in meeting its objective of long-term sustainability (C131216/622; C230517/787; C221019/1658). The concessions included reducing the annual lease up to 31 October 2022, writing off of past interest and not charging interest on existing borrowings up to 31 October 2022. These concessions continue to contribute to the sustainability of the Club.

In October 2019 Council resolved to review the arrangements at least six months prior to October 2022. The impact of the COVID-19 pandemic has delayed by 12 months the distributions from the SANFL from the sale of AAMI stadium. These distributions are being paid directly to Council and reducing the debt outstanding by the club to Council. The Council resolution in 2019 was based on a review occurring six months prior to the last distribution, which has now been extended by 12 months.

This report reviews the current ability of the Club to make lease and interest payments on borrowings by assessing its current financial performance and future budgets. The report also identifies that COVID-19 has significantly impacted the Club as well as the SANFL financial performance resulting in the deferral of the annual land divestment distribution to Council and recommends extending the financial assistance by 12 months to coincide with the last distribution from the SANFL.

RECOMMENDATION

- 1. That Council notes the report and affirms its commitment to the long-term sustainability of the Glenelg Football Club.**
- 2. That the Glenelg Football Club continue to not be charged interest on existing borrowings up to 31 October 2023.**
- 3. That the Glenelg Football Club annual lease be maintained at \$40,000 pa (including GST) up to 31 October 2023.**

4. That a review of these arrangements be undertaken at least six months prior to the 31 October 2023.

COMMUNITY PLAN

Community: Building a healthy, active and resilient community
Community: Fostering an engaged and contributing community
Economy: Supporting and growing local business
Culture: Being financially accountable

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Glenelg Football Club Loans

In order to provide a complete background into the financial arrangements with the Glenelg Football Club the following key dates and actions have been documented as below.

In 2001 Council entered into a loan agreement with the Glenelg Football Club under which the Club borrowed \$2.5 million from Council to fund its building redevelopment and upgrade program. Council funded the loan by borrowing from the Local Government Finance Authority (LGFA) and on-lending to the Club on identical terms (i.e. a 'back-to-back' loan).

The Club had met its principal and interest payments up to October 2012 at which point the Club approached Council to restructure its loans including a 2-year interest-only term, to which Council agreed. In 2016, Council re-affirmed its commitment to support the Club in its objective of long-term sustainability and agreed to an arrangement, which involved the Club, SANFL and ANZ, to reach an outcome that would result in the repayment of the debt over time (Resolution C131216/622). The Council has re-affirmed this arrangement in subsequent Council decisions in 2017 and 2019 (Resolutions C230517/787 and C221019/1658).

REPORT

Previously granted Council Financial Concessions Granted to the Club

Council has granted and agreed to a number of concessions and arrangements with the Club. These have included interest only loan repayments from December 2012 and further concessions from 2016/17 as follows:

- Reduction in annual lease from \$72,000 to \$40,000 (including GST) up to 31 October 2022 (C121316/622 and C221019/1658);
- Acceptance of SANFL dividend sharing scheme as per a SANFL timetable (C230517/787) – resulting in a principal reduction of \$1,274,666 over a 7 year period originally concluding October 2022;
- Write off of past interest owed and future interest up to 31 October 2019 on loans advanced to the Club (C230517/787);
- Not charge interest on existing borrowings from October 2019 to October 2022 (C221019/1658); and
- Review the ability of the Club to pay remainder of loan outstanding after the final SANFL dividend instalment (C230517/787 and C221019/1658).

The write-off of outstanding interest resulted in a direct saving of \$188,685 to the Club in 2016/17.

The freezing of interest repayments and other concessions have also directly contributed to the Clubs financial stability.

Financial Position of the Club

The consolidated financial results for the Glenelg Football Club for the year ended 31 October 2020 have been audited and are attached. They are also available for viewing via the Club website.

Refer Attachment 1

The COVID-19 pandemic has continued to have a major impact on the welfare of society and economic conditions. All sporting and community clubs have been impacted with postponed and rescheduled competitions and events. Club patronage has been reduced due to restrictions at venues and profitability has been impacted.

However by reducing costs to suppliers and employees combined with COVID relief measures including job-keeper the Club has remained sustainable and improved its financial position. Given these outcomes the Club has also meet the SANFL requirement of a consolidated operating result before depreciation of \$100,000 for 2019/20.

The financial statements have been assessed using common financial performance ratio analysis. The comparative results are summarised as follows:

Liquidity Ratio

Current Ratio = current assets/current liabilities. If the ratio is 1 it means the club has the exact amount of current assets to pay of its current debts.

Consolidated result	Period ended 31/10/20	Period Ended 31/10/19
Current Assets	\$1,297,231	\$306,002
Current Liabilities	\$1,787,121	\$1,278,160
Current Ratio	0.73	0.24

Solvency Ratios

Long term debt to total capital. Equates to long term debt divided by total liabilities and total members funds. Lower percentages means the majority of the club is financed by member funds.

Consolidated result	Period ended 31/10/20	Period ended 31/10/19
Long term debt	\$1,616,448	\$1,749,663
Total liabilities plus member funds	\$7,942,903	\$7,011,268
Percentage	20%	25%

Debt to Equity Ratio. Equates to total long term liabilities divided by total member's funds. Lower ratios indicate stronger debt management.

Consolidated result	Period ended 31/10/20	Period ended 31/10/19
Long term liabilities	\$1,616,448	\$1,749,663
Member funds	\$4,539,334	\$3,983,445
Ratio	0.36	0.44

Profitability Ratios

Profit margin. Measured by net income divided by total revenues.

Consolidated result	Period ended 31/10/20	Period ended 31/10/19
Net income	\$555,889	\$447,050
Total revenues	\$4,613,116	\$5,027,532
Percentage	12%	8.9%

The following comments are provided in relation to its financial performance and projections:

- The net profit marginally increased by \$108,839.
- COVID Impact – reduced income – SANFL distributions \$456,399; Kitchen and Bar sales \$580,685; net gaming revenue \$105,980.
- COVID Relief Measures – Other Income increased by \$1,291,821 due to Job Keeper \$1,073,743; State Government \$50,000 and cash flow boost \$200,000.
- Improved net assets position \$555,889.
- Improved cash position by \$905,361 to \$1,040,015.

SANFL – Land Divestment Timings

Due to the impact of COVID-19 on SANFL operations the planned \$200,000 land divestment fund distribution to Council for the Glenelg Football Club loans was not received in October 2020. This has since been received in October 2021.

As at 30 June 2021 the Glenelg Football Club owed Council \$1,663,256.

The SANFL is yet to formally advise the Club of the timing of the remaining Land Divestment payments however is expected that payments will be received as follows:

Payment Date	Amount	2/3 Council Share
October 2021	\$300,000	\$200,000
October 2022	\$350,000	\$233,334
October 2023	\$300,000	\$200,000
Total	\$950,000	\$633,334

Financial forecast and assumptions – year ended 31 October 2021.

The Club has provided a three year budget forecast summarised in the following table;

	2021/22	2022/23	2023/24
Football Club Operating Result – (deficit)	(\$318,074)	(\$343,851)	(\$368,560)
Glenelg Club – Venue-Surplus	\$426,183	\$389,074	\$351,038
Consolidated Result	\$108,109	\$45,223	(\$17,522)
Cash Position – Consolidated	\$108,109	\$35,223	(\$37,522)

It should be noted that the budget forecasts have taken into consideration the impact of Covid-19 on the sporting and hospitality sector. The estimates are therefore conservative. All SANFL grants and player payments have been estimated at the current level. The forecast has not allowed for any repayment of interest on loans and that the current lease amount remain at \$40,000 (including GST) per annum. The forecast indicates reducing profits and cash position.

The Club has a number of strategic goals and objectives as follows:

Financial:

- Achieve sustainable performance and support long-term growth

External/member:

- Differentiate the club through member engagement initiatives

Internal/process:

- Develop and maintain an environment of continuous improvement
- Progress to best of breed in terms of operational maturity

Learning and Growth:

- Develop and foster the right culture
- Develop our people to thrive in a competitive environment

Loan Amount Owed

The amount owed by the Glenelg Football Club is recorded in the financial statements of Council as a financial asset. As at 30 June 2021 the total amount recorded as owing from the Club is \$1,663,256 with an impairment provision of \$517,780. Given the expected latest tranche payment of \$200,000 in October 2021 the amount owing is forecast to be \$1,463,256 with an impairment provision of \$517,780 as at 30 June 2022.

After the final tranche is received the principal amount owing from the Club is forecast to be \$1,029,922 as at 30 June 2024.

Recommendation

For the next two years the Club is forecasting modest profits and a minor cash surplus. The current financial position of the Club and its forecasts indicate that the Club will not be able to make interest only repayments or service additional lease repayments without adversely affecting its financial position.

In offering the past financial concessions Council has expressed its commitment to support the Club in its objective of long-term sustainability. On this basis it is recommended to continue the existing concessions and not charge interest while maintaining the annual lease amount at \$40,000 (Option 2). It is recommended that this continue until the final distribution of SANFL land divestment payments is made in October 2023 at which time the financial support and lease will be reviewed.

This recommendation will have minimal impact on Council's budget and key financial targets. Councils operating result, net financial liabilities and interest cover ratio will not be adversely affected.

LIFE CYCLE COSTS

Nil.

Attachment 1



GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES

A.B.N. 94 586 591 723

ANNUAL REPORT

YEAR ENDED 31 OCTOBER 2020

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GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

STATEMENT BY THE BOARD
FOR THE YEAR ENDED 31 OCTOBER 2020

As described in the basis of preparation accounting policy included in Note 1 of the financial statements, the group is not a reporting entity and these are special purpose financial statements.

In the opinion of the directors the accompanying financial statements and notes, as set out on pages 3 to 13:

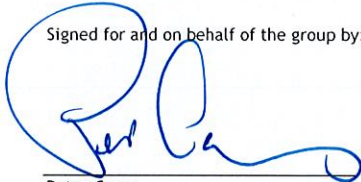
- (a) Presents fairly the financial position of the group as at 31 October 2020 and the performance for the year then ended; and
- (b) Comply with the accounting policies as set out in Note 1 of the financial statements.

In the opinion of the directors:

- (c) There are reasonable grounds to believe that the group will be able to pay its debts as and when they become due and payable.

The above statement is made in accordance with a resolution of the board of directors.

Signed for and on behalf of the group by:



Peter Carey
Chairman



David Whelan
Finance Director

Dated: at Glenelg, this 11th day of February 2021

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

CONSOLIDATED STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 OCTOBER 2020

	Note	(Audited) 2020 \$	(Unaudited) 2019 \$
<u>INCOME</u>			
Football income	2	415,789	1,217,416
Venue income (net)	3	804,718	1,385,403
Membership income (net of expenses)		152,624	119,225
Sponsorship income (net of expenses)		324,674	367,379
Fundraising & coterie groups (net of expenses)		40,029	59,812
Merchandise sales (net of expenses)		29,504	117,434
Outdoor Sales (net of expenses)		67,462	199,017
Net Gaming Revenue	4	1,272,980	1,378,960
Grants & donations		35,212	4,583
Other income	5	1,470,124	178,303
Total income		4,613,116	5,027,532
<u>EXPENDITURE</u>			
Senior & junior football		(588,682)	(1,270,601)
Gaming Expenses		(613,147)	(702,052)
Bar Expenses		(22,726)	(24,357)
Kitchen Expenses		(53,611)	(80,602)
Sales Reductions		(87,131)	(217,302)
Office & Administration		(1,562,835)	(832,025)
Occupancy expenses		(214,507)	(300,826)
Other expenses		(312)	(3,245)
Employee Benefit Expenses		(865,692)	(1,094,672)
Function Expenses		(13,058)	(15,002)
Finance Costs		(35,526)	(39,798)
Total expenditure		(4,057,227)	(4,580,482)
Net profit/(loss) for the year		555,889	447,050
Other comprehensive income			
<i>Items that will not be reclassified subsequently to profit or loss:</i>			
-		-	-
Other comprehensive income for the year		-	-
Total comprehensive income for the year		555,889	447,050

The above consolidated statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes.

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT 31 OCTOBER 2020

	Note	(Audited) 2020 \$	(Unaudited) 2019 \$
<u>ACCUMULATED FUNDS</u>			
Accumulated funds brought forward		998,893	551,843
Net profit/(loss) for the year		555,889	447,050
Accumulated funds carried forward		1,554,782	998,893
 Stan Wickham Memorial Trust Fund		 3,539	 3,539
Asset Revaluation Reserve		2,930,000	2,930,000
Ossie Amies Trust Fund		51,013	51,013
TOTAL MEMBER FUNDS		4,539,334	3,983,445
 This is represented by:			
<u>ASSETS</u>			
CURRENT ASSETS			
Cash & cash equivalents	6	1,040,015	134,654
Trade receivables		161,190	81,333
Inventories		79,336	78,682
Other receivables and prepayments		16,690	11,333
TOTAL CURRENT ASSETS		1,297,231	306,002
 NON-CURRENT ASSETS			
Plant and equipment	7	5,295,672	5,355,266
Intangible assets	8	1,350,000	1,350,000
TOTAL NON-CURRENT ASSETS		6,645,672	6,705,266
TOTAL ASSETS		7,942,903	7,011,268
 <u>LIABILITIES</u>			
CURRENT LIABILITIES			
Trade and other payables	9	555,126	343,882
Grant funding received on behalf of Council		300,000	-
Employee benefit liabilities	10	102,797	104,924
Borrowings	11	829,198	829,354
TOTAL CURRENT LIABILITIES		1,787,121	1,278,160
 NON-CURRENT LIABILITIES			
Borrowings	11	1,616,448	1,749,663
TOTAL NON-CURRENT LIABILITIES		1,616,448	1,749,663
TOTAL LIABILITIES		3,403,569	3,027,823
 NET ASSETS		 4,539,334	 3,983,445

The above consolidated statement of financial position should be read in conjunction with the accompanying notes.

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 OCTOBER 2020

	Note	(Audited) 2020 \$	(Unaudited) 2019 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from football & sponsorship		894,553	1,598,726
Receipts from fundraising & merchandise		115,220	425,636
Receipts from government		1,457,217	-
Receipts from customers		2,519,595	4,284,735
Proceeds from funding held on behalf of council		300,000	-
Payments to suppliers and employees		(4,130,513)	(5,770,088)
Finance costs		(35,526)	(39,798)
Net cash provided by / (used in) operating activities	14 (b)	1,120,546	499,211
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		(81,814)	(138,167)
Proceeds from Australian Sports Foundation grants		-	2,808
Net cash provided by / (used in) investing activities		(81,814)	(135,359)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from / (repayment of) borrowings		(100,000)	(94,308)
Proceeds from asset purchase finance		56,529	-
Repayment of asset purchase finance		(89,900)	(83,088)
Net cash provided by / (used in) financing activities		(133,371)	(177,396)
Net increase / (decrease) in cash		905,361	186,456
Cash at beginning of the year		134,654	(51,802)
Cash at end of the year	14 (a)	1,040,015	134,654

The above consolidated statement of cash flows should be read in conjunction with the accompanying notes.

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

Note 1: Statement of Significant Accounting Policies

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the members of the Club. The committee has determined that the group is not a reporting entity. The financial report covers the Glenelg Football Club and controlled entities (the "group").

Basis of Preparation

The report has been prepared in accordance with the following applicable Australian Accounting Standards and Australian Accounting Interpretations:

- AASB 107: Statement of Cash Flows
- AASB 110: Events after the reporting period

No Australian Accounting Standards have mandatory applicability and Australian Accounting Interpretations are also not applicable.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The following is a summary of the material accounting policies adopted by the group in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Principals of consolidation

A controlled entity is any entity Glenelg Football Club Inc has the power to control the financial and operating policies so as to obtain benefits from its activities.

A list of controlled entities is contained in Note 12 to the financial statements. All controlled entities have an October financial year end.

All inter-entity balances and transactions between entities, including any unrealised profits or losses have been eliminated on consolidation. Accounting policies of the controlled entity have been changed where necessary to ensure consistencies with those policies applied. Where controlled entities have entered or left the economic entity during the year, their operating results have been included/excluded from the date control was obtained or until the date control ceased.

First year adoption of consolidated financial statements

The year ended 31 October 2020 represents the first financial year which consolidated financial statements have been prepared. This is a result of the establishment of the Glenelg Football Club Trust where effective 1 November 2019, all assets, liabilities, employees and operations of the Glenelg Footballers Club Inc have been transferred to the Trust, with the incorporated entity to continue in the capacity as trustee company. The Trust will make an annual distribution of its net income to its primary beneficiary, Glenelg Football Club Inc.

The comparative consolidated figures (2019) presented in these financial statements are unaudited. The individual entities, Glenelg Football Club Inc and Glenelg Footballers Club Inc, which form the consolidated comparative figures were individually audited in 2019.

(a) Income Tax

The group is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

(b) Plant and Equipment

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

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

(b) Plant and Equipment (Cont.)

Leasehold Clubrooms, Function Centre Buildings & Redevelopments

Leasehold clubrooms, function centre buildings and redevelopments are shown at their fair value based on periodic valuations by the directors. The last independent valuation was carried out in the financial year ended 31 October 2010. Increases in the carrying amount arising on revaluation of land and buildings are accumulated in the asset revaluation reserve in accumulated funds. Revaluation decreases that offset previous increases of the same class of assets will be offset in the revaluation. All other decreases are charged to the statement of comprehensive income. Any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset. Depreciation or amortisation is not charged for these buildings as revaluations will be reviewed and revised on a sufficient regularity such that the value of the buildings will not materially differ.

Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and any impairment losses.

Depreciation

The depreciable amount of all fixed assets is depreciated on a straight line or diminishing value method over their useful lives to the group commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are based on useful lives as follows:

Plant and equipment	3 - 20 years
Motor vehicles	4 years

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the profit or loss.

(c) Impairment of Non-Financial Assets

At each reporting date, the group reviews the carrying values of its fixed assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the profit or loss.

Where it is not possible to estimate the recoverable amount of an individual asset, the group estimates the recoverable amount of the cash-generating unit to which the asset belongs.

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

(d) Trade and other receivables

All trade and other receivables are recognised at the fair value of the amounts receivable as they are generally due for settlement within 30 days. Collectability of trade receivables is reviewed on an on-going basis.

(e) Trade and other payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the group during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally due to be settled within 30 days of recognition of the liability.

(f) Inventories

Inventories are carried at the lower of cost and net realisable value. Cost comprises purchase and delivery costs, net of rebates and discounts received or receivable.

(g) Employee Benefits

Provision is made for the group's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Long service leave is accrued for all employees who have completed five years service with the group, and calculated on the basis of the relevant Award or State Act. Annual leave is accrued on the basis of the relevant Award or State Act.

(h) Borrowings

Loans are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and is recorded as part of current other payables.

(i) Revenue Recognition

Revenue from the sale of goods or provision of services is recognised upon delivery of the goods or services to the customer, at the fair value received or receivable, and when the amount can be reliably measured. Amounts disclosed as revenue are net of returns, discounts and GST.

Grant revenue is recognised when the entity obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be reliably measured.

(j) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(k) Gaming Machine Entitlements

Gaming Machine Entitlements are carried at a directors valuation using a valuation model incorporating the cash flows received from gaming operations and a discount rate observed from market based evidence. These entitlements are assessed for impairment in accordance with Note 1(d).

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

	(Audited) 2020	(Unaudited) 2019
Note	\$	\$
Note 2: Football income		
SANFL distributions	306,721	763,120
SANFL land divestment	-	275,000
Senior football	67,766	108,233
Junior football	41,302	71,063
	415,789	1,217,416
Note 3: Venue income (net)		
Bar sales	592,173	1,029,195
Cost of sales	(249,320)	(363,891)
	342,853	665,304
Kitchen sales	712,251	1,069,622
Cost of sales	(250,386)	(349,523)
	461,865	720,099
Total	804,718	1,385,403

Note 4: Net gaming revenue

The Club has 36 Poker Machines, some of which are financed by finance lease or chattel mortgage. The loans from Esanda Finance Corporation (ANZ Banking Group Ltd), are guaranteed by the Glenelg Football Club Inc and ANZ Banking Group Ltd and Esanda Finance Corporation also have security over some Poker Machines. The Club is licensed to operate a maximum of 36 Poker Machines.

Turnover on Gaming Machines	15,255,424	16,414,283
Less 'Wins' returned to Player	(13,855,146)	(14,897,427)
Net Receipts \$	1,400,278	1,516,856
Net Receipts \$ (excl. GST)	1,272,980	1,378,960
Net Receipts %	9.18%	9.24%
Number of Gaming Machines	36	36
Gaming Tax Paid	377,067	477,640
Gaming Tax % of Net Receipts	26.93%	31.49%

Net receipts are accounted for on a cash basis.

Note 5: Other income

COVID19 - Cashflow boost	200,000	-
COVID19 - JobKeeper	1,073,743	-
COVID19 - State government	51,000	-
Bingo & Keno Income	2,834	49,079
Functions Hire Income	2,939	7,126
Gain on disposal of plant and equipment	-	16,000
Business interruption insurance claim	-	2,441
Forgiveness of interest on Council loans	8,000	2,348
Rental Income	114,330	77,967
Other income	17,278	23,342
	1,470,124	178,303

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

	(Audited) 2020 \$	(Unaudited) 2019 \$
Note 6: Cash & cash equivalents		
Cash at bank	995,605	76,207
Cash on hand	44,410	58,447
	<u>1,040,015</u>	<u>134,654</u>
Note 7: Plant and Equipment		
Leasehold improvements at fair value	<u>4,636,948</u>	<u>4,636,948</u>
Plant and equipment at cost	2,486,272	2,438,460
Less: accumulated depreciation	(1,837,198)	(1,733,008)
	<u>649,074</u>	<u>705,452</u>
Motor vehicles at cost	62,880	62,880
Less: accumulated depreciation	(53,230)	(50,014)
	<u>9,650</u>	<u>12,866</u>
Total plant and equipment	<u>5,295,672</u>	<u>5,355,266</u>
Note 8: Intangible assets		
Gaming machine entitlements	<u>1,350,000</u>	<u>1,350,000</u>
Note 9: Trade and Other Payables		
CURRENT		
Trade payables	214,251	157,911
Sundry creditors and accruals	336,855	178,286
Income received in advance	4,020	7,685
	<u>555,126</u>	<u>343,882</u>
Note 10: Employee Benefit Liabilities		
CURRENT		
Annual leave	46,022	83,227
Long service leave	56,775	21,697
	<u>102,797</u>	<u>104,924</u>

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
A.B.N. 94 586 591 723

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

Note 11: Borrowings

The Group has borrowing facilities with the ANZ Banking Group, which includes a Business Loan of \$544,333 and Overdraft Facility with a limit of \$160,000. Subsequent to reporting date, the Business Loan and Overdraft facility have been extended and now expire on 30 November 2023.

All borrowings are secured by cross guarantee between the Glenelg Football Club Trust and Glenelg Football Club Inc, over all present and after-acquired property. A summary of the both the secured and unsecured borrowing commitments has been included below.

	(Audited) 2020 \$	(Unaudited) 2019 \$
(a) Secured Loans		
CURRENT		
ANZ Bank Bills	500,000	500,000
ANZ Business Loan	44,333	44,333
City of Holdfast Bay Council Debenture Loans	200,000	200,000
Asset Finance Liabilities	84,865	85,021
	<u>829,198</u>	<u>829,354</u>
NON-CURRENT		
City of Holdfast Bay Council Debenture Loans	1,463,256	1,463,256
Asset Finance Liabilities	53,192	86,407
	<u>1,516,448</u>	<u>1,549,663</u>
Total	<u>2,345,646</u>	<u>2,379,017</u>

The ANZ Business Loan and the principal amount payable to the City of Holdfast Bay will reduce by \$100,000 and \$200,000 respectively next financial year as part of the 2021 distribution of the SANFL Land Divestment Funds. These two parties also have an agreement with the group which will see the remaining SANFL Land Divestment Funds to October 2023 used directly to repay the debt. The City of Holdfast Bay Council have confirmed that the remaining principal balance of the debenture loans will not be called upon within the next 12 months from the date of signing these financial statements and therefore these are classified as non-current liabilities.

(b) Unsecured Loans

CURRENT		
Samlar Pty Ltd Loan	100,000	200,000

Note 12: Related Parties

(a) Board of Directors

The names of the directors in office at any time during or since the end of the year are:

P Carey (Chairman)	N Chigwidden
D Whelan	M Michaels
J Scripps (resigned 10 January 2020)	R Gillies
C Sayer	

Justin Scripps resigned as a director on 10 January 2020 and was appointed Chief Executive Office on 15 June 2020. Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020**

Note 12: Related Parties (Cont.)

(b) Remuneration of Directors

The Directors in office during the year ended 31 October 2020 did not receive any remuneration for their services.

(c) Controlled entities

Parent entity:

Glenelg Football Club Inc.

Controlled entities:

Glenelg Footballers Club Inc.

Glenelg Football Club Trust

Note 13: Contingent Liabilities

In the opinion of the Board of Directors, the group did not have any contingent liabilities as at 31 October 2020.

Note 14: Events after the end of the reporting period

No matters or circumstances have arisen since the end of the financial year ended 31 October 2021 which significantly affected or may significantly affect the operations of the group, the results of those operations or the state of affairs of the entity in future financial years.

	(Audited) 2020 \$	(Unaudited) 2019 \$
Note 14: Cash Flow Information		
a. Reconciliation of cash:		
Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the statement of financial position as follows:		
Cash at bank	995,605	76,207
Cash on hand	44,410	58,447
	1,040,015	134,654
b. Reconciliation of cash flows from operating activities with profit or loss from ordinary activities:		
Net operating profit/(loss)	555,889	447,050
Non-cash flows in operating result from ordinary		
Depreciation expense	141,408	138,231
Transfer to/(from) provisions	-	(19,133)
Net loss/(gain) on disposal of plant and equipment	-	(16,000)
Cash flows in operating activities reclassified:		
Australian Sport Foundation Grants	-	(2,808)
Changes in assets and liabilities:		
Decrease/(increase) in trade receivables	(79,857)	17,125
Decrease/(increase) in inventories	(654)	(8,590)
Decrease/(increase) in prepayments	(5,357)	(2,842)
Increase/(decrease) in trade and other payables	211,244	(77,243)
Increase/(decrease) in deferred revenue	300,000	(2,565)
Increase/(decrease) in funds received on behalf of council	-	-
Increase/(decrease) in employee benefit liabilities	(2,127)	25,986
Net cash flows from operating activities	1,120,546	499,211

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF GLENELG FOOTBALL CLUB INC AND CONTROLLED ENTITIES

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Glenelg Football Club Inc and Controlled Entities (the Entity) and its subsidiaries (the Group), which comprises the consolidated statement of financial position as at 31 October 2020, the consolidated statement of profit or loss and other comprehensive income, the consolidated statement of changes in equity and the consolidated statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies and the and the statement by the board.

In our opinion the accompanying financial report presents fairly, in all material respects, the financial position of the Group as at 31 October 2020 and of its financial performance and its cash flows for the year then ended in accordance with the basis of accounting described in note 1.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the Financial Report* section of our report. We are independent of the Group in accordance with ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter - Basis of accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Glenelg Football Club Inc and Controlled Entities to meet the requirements of members. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Other matter

The corresponding figures for the year ended 31 October 2019 are unaudited.

Responsibilities of management and those charged with governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report, and have determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of members and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.



In preparing the financial report, management is responsible for assessing the Group's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Group's financial reporting process.

Auditor's responsibilities for the audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at: http://www.auasb.gov.au/auditors_responsibilities/ar3.pdf

This description forms part of our auditor's report.

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

BDO Audit (SA) Pty Ltd

A handwritten signature in blue ink that reads 'Andrew Tickle'.

Andrew Tickle
Director

Adelaide, 11 February 2021

Item No: 15.3

Subject: **STURT RIVER LINEAR PARK CONCEPT**

Date: 14 December 2021

Written By: Team Leader, Sport and Recreation Planning

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

A concept report has been prepared for Council consideration for a shared path along the Sturt River Linear Park corridor, between Pine Avenue and Tapleys Hill Road. This development will deliver a missing link for the existing Sturt River Linear Park which intended to be a continuous link between the Patawalonga River and the Adelaide Foothills. It is recommended that the concept presented in this report will be used for the purposes of community consultation.

RECOMMENDATION

That Council:

- 1. approves the concept report for the proposed Sturt River Linear Park Pathway for the purposes of community consultation; and**
 - 2. approves Administration to proceed to the next phase of the project and undertake community consultation on the concept report.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

Community: Building a healthy, active and resilient community

Community: Providing welcoming and accessible facilities

Economy: Boosting our visitor economy

Environment: Protecting Biodiversity

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Sturt River Linear Park is an important piece of Adelaide's linear park network, supporting major strategic initiatives including the 30 year Greater Adelaide Plan. A masterplan for the Sturt River Linear Park was developed in 2006 which proposed a shared path and biodiversity corridor along the Sturt River that would span from the Adelaide foothills, through metropolitan Adelaide, linking the foothills to the Patawalonga and Coast Park.

In 2010/2011 Council successfully applied for the received \$150,000 in the 'South Australian Black Sport Program – Cycling Projects' funding for Stage 1 of the Sturt River Linear Park, a 170m Shared Use Path between Maxwell Terrace and Anzac Highway in Holdfast Bay. This pathway was then constructed in 2012 to 2013, linking the Sturt River Linear Park pathway to the Mike Turtur Bikeway.

Majority of the Sturt River Linear Park Masterplan has since been completed in the Cities of Onkaparinga, Mitcham, Marion and West Torrens.

On 8 December 2020, Council resolved (Motion C081220/2160):

That:

1. *Administration investigates the development of a linear park along the southern side of the Sturt River within Holdfast Bay incorporating but not limited to the following elements;*
 - 1.1 *A biodiversity corridor, and*
 - 1.2 *A shared bicycle and pedestrian path*
2. *joint funding be investigated with the State Government from their recent announcement of \$100 million funding under the Local Government Infrastructure Partnership Program and the State Government's Open Space and Places for People Grants; and*
3. *the December Quarterly Budget Review allocate \$20,000 to scope, engage, concept design and cost the linear park between Pine Ave and Warren St / Tapleys Hill Rd Glenelg North.*

Since this meeting, Administration engaged Tredwell Management Services to develop a concept with a high level cost estimate for the remaining section of the Sturt River Linear Park. An initial draft concept was presented to Council via workshop to discuss the proposed pathway, including key principles and indicative cost estimates. Since this workshop, the concept has been finalised based on feedback received and is provided in Attachment 1.

Refer Attachment 1

Administration investigated funding opportunities with the State Government's Open Space and Places for People Grants, however this funding program required 50% matched funding contribution from Council for construction prior to submitting an application. Whilst the concept design provides a high level cost estimate, an accurate cost estimate for construction will be determined through the detailed design process.

REPORT

The Sturt River Linear Park extends from the Adelaide foothills through metropolitan Adelaide to Holdfast Bay. A shared use recreation pathway has been developed along the linear park, through five Council areas, including a small portion of pathway which has already been developed in Holdfast Bay between Dunbar Terrace and Anzac Hwy. The pathway ceases at Pine Avenue, at the border of the City of West Torrens and the City of Holdfast Bay (shown in Figure 1).



Figure 1: Sturt River Linear Park Pathway

The proposed pathway will provide the missing link to other Adelaide Bikeways including the Coast Park, Reece Jennings Bikeway, Mike Turtur Bikeway and the Captain McKenna Pathway. The Adelaide Bikeways Map is can be found in Attachment 2.

Refer Attachment 2

The core components identified in the concept report include:

- Adherence to planning and design principles including path widths for walking and cycling.
- Inclusion of lighting for the entire length of the shared use path, in line with state wide strategies and plans.
- Implementation of a management agreement with SA Water.
- Installation of new fencing between the proposed path and the Sturt River.
- Improved biodiversity along the pathway and consideration to Holdfast Bay's Warripari Biodiversity Corridor Greening project.
- Proposed directional wayfinding signage and appropriate infrastructure for pedestrians and cyclists.
- Consideration to best practice standards including DDA, Austroads and CPTED principles.
- High level cost estimates for detailed design and construction.

Fordham Reserve playspace is located along the proposed pathway and was due for renewal in 2021-2022. Given the location and proximity of the playspace to the proposed path, it is proposed to defer this renewal and align this project with the timing of the construction of the shared path project. The Fordham Reserve playspace is at the end of life and will be monitored and maintained in the meantime to ensure compliance with Australian Standards.

Community Consultation

It is proposed that community consultation on the Sturt River Linear Park Pathway will be undertaken in February 2022 and will be open for three and a half weeks. The consultation will include the proposed pathway location and opening up SA Water land for community use. Consultation will include:

- Onsite drop in sessions
- Online engagement tools through Council's website
- Letterbox drop for residents within approximately 200m of the proposed pathway.

Consultation will be promoted through:

- Corflutes at Fordham Reserve
- City of Holdfast Bay social media
- Newsfeeds and City of Holdfast Bay corporate and engagement sites
- Notification to nearby schools, businesses, residents and relevant organisations and state government departments (e.g. Department for Environment and Water)

Consultation will involve presenting the concept report, seeking feedback on the development of a pathway and elements such as:

- Design and location
- Biodiversity and greening initiatives
- Supporting infrastructure proposed in the concept design

Stakeholders

This section of the pathway is proposed to be constructed on land administered by SA Water on behalf of the Minister for Environment and Water. In terms of linear meters, 59% of the proposed path is located on SA Water land and 41% is located on Council land. The detailed design process will need to be undertaken in conjunction with SA Water and construction cannot commence until an agreement has been obtained from the Minister for Environment and Water. The agreement will include the same management principles as per existing section of pathway between Maxwell Terrace and Anzac Highway.

SA Water have indicated that there will be no future capital development works along this section of the Sturt River in the foreseeable future with the exception of ongoing maintenance works. The likelihood of an infrastructure project to widen the channel is very low given the extent of works and the funding required. It was advised that the likelihood of flooding was too improbable to warrant widening the Sturt River channel.

The entire project location is highly sensitive as a recorded Aboriginal heritage site. Administration is working with Kurna representatives to understand the significance of the site and ongoing requirements, process and procedures moving forward to ensure suitable measures are in place to monitor site works during construction.

There are 7 residential properties that directly share the boundary of SA Water land where the pathway is proposed.

Lighting

The City of Holdfast Bay is yet to develop a Public Lighting Policy framework that would include The City of Holdfast Bay is currently in the early stages of development for its first Public Lighting Policy that will provide further direction for lighting of commuter and recreational paths. Given the pathway connects to a main commuter route along the Mike Turtur Bikeway (City to Glenelg) it is proposed that the path be lit for commuters. In reference to precedent pathways in Holdfast Bay, the section of path already completed on Holdfast land between Maxwell Terrace and Anzac Hwy is already lit to commuter path standards.

State strategies (DIT and ORSR) outline actions to light pathways to encourage physical activity after daylight hours. The City of Marion's guidelines for bike/shared paths (off-road) specifies that the provision of lighting should be based on the classification of the path as follows:

- A commuter path (e.g. Mike Turtur Bikeway) lighting is required. Lights may be installed with timers and or dimmers
- A recreational path (e.g. the Coast to Vines Rail Trail) lighting is not required but will be considered.

Solar lighting and low bollard lighting has been included on sections of the proposed path in the attached concept. This is to reduce or alleviate risks such as cost of trenching and wiring, light spill on surrounding residential properties, impact on areas of environmental importance and disturbance of culturally significant land.

Cost estimates

The concept report provided in Attachment 1 includes a high level cost estimate of \$2,600,000 for design and construction however this excludes costs yet to be determined associated with professional services required for a project in such a highly sensitive location. The extent of costs associated in this area will not be accurately determined until detailed design is completed.

Next steps

To progress the project, it is proposed that administration:

- Undertake community consultation on the proposed concept
- Report back to council with engagement results.
- Commence detailed design process
- Seek external funding for construction
- Negotiate licence agreement with SA Water for the lifecycle costs and management of the proposed infrastructure. A draft licence agreement will be tabled at a future Council meeting for consideration.

BUDGET

Sturt Creek Linear Park Design (Year 1 of 2) – \$50,000 in 2021-2022 for the development of detailed design. Year 2 of 2 – \$50,000 to be included in the 2022-2023 Draft Annual Business Plan, subject to endorsement. Community engagement costs have been included in this budget.

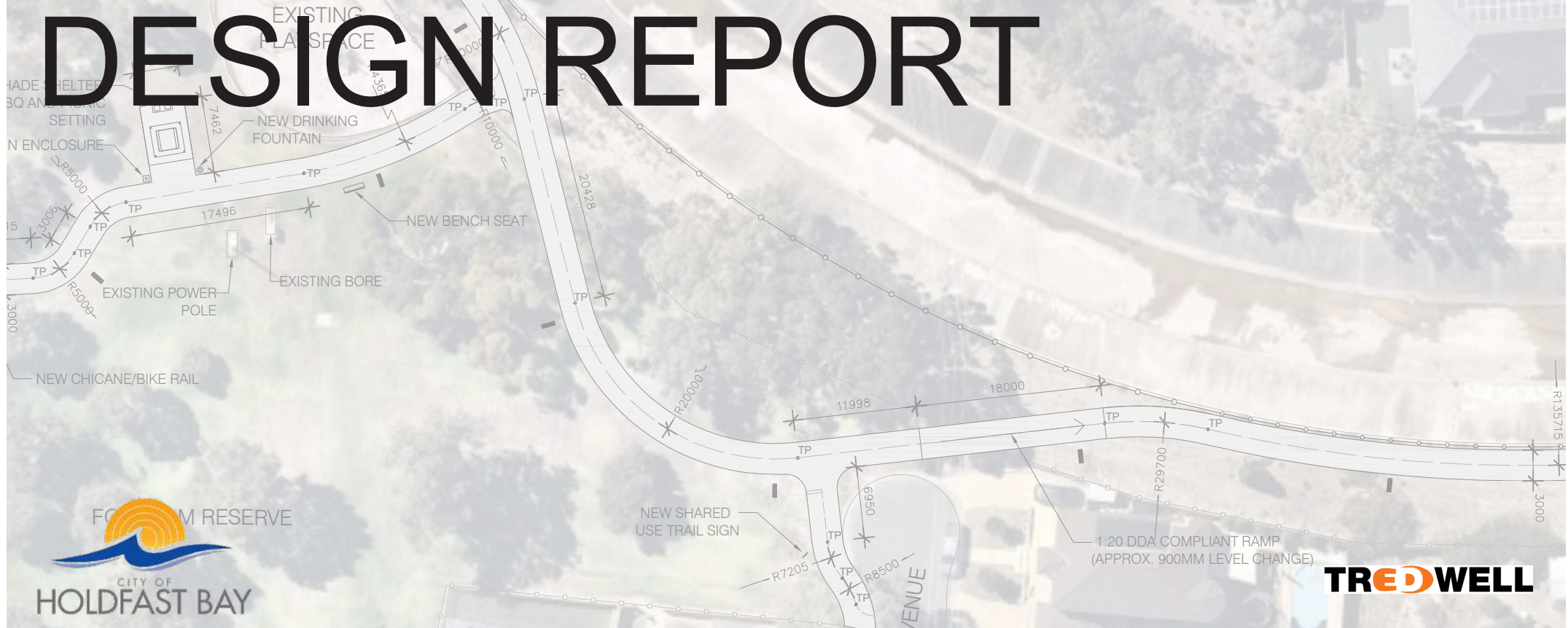
LIFE CYCLE COSTS

Not Applicable at this stage.

Attachment 1



CITY OF HOLDFAST BAY STURT RIVER LINEAR PATHWAY CONCEPT DESIGN REPORT



Acknowledgments

Tredwell would like to thank the following organisations for their contribution to the development of the Sturt River Linear Pathway Concept Design Report:

- The City of Holdfast Bay
- SA Water
- Rider Levett Bucknall

Revision	Date	Details	Authorised
R0	13/09/2021	Final Report	Neil Tredwell

Disclaimer

We make every reasonable effort to ensure the information we source for your report is true, correct and accurate and that we fully and properly represent our findings to you.

We endeavour only to work with reputable and experienced partners to obtain information and prepare our findings. Despite these efforts, the content and information provided by any third party is outside of our control and we do not make any warranty, representation or guarantee that such information is true, correct and free from errors or omissions.

We will take all reasonable steps to verify any information obtained by us from third parties however we are not liable, whether directly or indirectly, for any loss, cost, expense, claim or inconvenience arising as a result of your use of such information.

For further information:

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00

Executive Summary



Executive Summary

The Sturt River Linear Pathway Concept Design has been developed to complete the 'missing link' in the existing Sturt River Linear Pathway network, which currently connects Glenelg North as far upstream as Darlington. The new Concept Design for the Linear Pathway follows the Sturt River/Warripari from where the existing linear pathway terminates at Pine Avenue through to Tapleys Hill Road in Glenelg North.

The 1.5km pathway extension to the greater 13km Linear Pathway has been identified as a highly important link which will provide numerous transport, recreation and ecological benefits for the community. With The City of Holdfast Bay's (CoHB) population expected to rise from 36,500 (2017) to over 40,000 by 2031 (2016 Census data), it is expected that the Linear Pathway will continue to provide this important link for many years to come.

The Sturt River Linear pathway extension was raised as an important development in numerous Council documents including 'The City of Holdfast Bay's Open Space and Public Realm Strategy 2018-30' and 'The City of Holdfast Bay's Environment Strategy 2020-25'. Both of these documents identified the Sturt River Linear Pathway extension as an important project to improve the liveability of the City of Holdfast Bay.

The CoHB Open Space and Public Realm Strategy undertook community consultation which identified that of the recreational infrastructure provided by Council, 6% of its residents most frequently utilise bike paths and 25% most frequently utilise

parks and reserves, highlighting the importance of Sturt River Linear pathway extension to promote further use of cycleways and provide important connections for local residents to its parks and reserves.

The new Linear Pathway Concept Design provides opportunities for recreation and commuter use whilst providing critical connections to green open space for surrounding residents. The new pathway incorporates the Sturt River Greening Project Preliminary Designs which aim to improve the biodiversity of the City as a whole. The new shared use pathway will cater to pedestrians, cyclists, prams and wheelchairs and encourages more greener and environmentally friendly modes of transport and provides connections to exterior neighbourhoods and Local Government Areas.

The Concept Design consists of a 3m wide asphalt pathway (where possible) which follows the Sturt River/Warripari along both CoHB and SA Water land. The pathway provides important connections to surrounding streets, existing pathways and parks and reserves. The pathway extension has been designed with accompanying amenities including shade shelters, seating, lighting, bins, drinking fountains and signage. The pathway extension crosses multiple roads where appropriate design has been undertaken to ensure the crossings are safe for pedestrians, cyclists and motorists alike. The Concept Designs have been costed by Rider Levett Bucknall and have come to a total of \$2,567,341 (excluding GST).

Overall, the Sturt River Linear Pathway Concept Design provides highly important commuting and recreation benefits for the City of Holdfast Bay and will be a great addition to not only surrounding residents but those in surrounding neighbourhoods and LGA's.



VISION STATEMENT

"A shared-use pathway extension that encourages recreational, commuting and ecological benefits and completes the 'missing link' of the Sturt River linear pathway".

01

Introduction



Project Background

The City of Holdfast Bay (CoHB) is undertaking a scoping study and a preliminary investigation into the extension of the shared use (bicycle/ pedestrian) Linear Park Trail along the southern side of Sturt River/Warripari. Currently the bicycle/ pedestrian pathway follows the Sturt River/ Warripari from Glenelg North as far upstream as Darlington.

This provides critical commuting and recreational opportunities through numerous suburbs and Council areas (CoHB and City of Marion). The trail is a bitumen surface, and as an 'accessible trail' it is suitable for walking, prams, wheelchairs and bicycles. The trail also has additional connections into the Craighburn Farm and Sturt Gorge Recreation Park and the Coromandel Valley, offering further recreational and trail opportunities.

The City of Holdfast Bay's Open Space and Public Realm Strategy 2018-30 identified an extension to the 'Sturt Creek Corridor' from where it currently terminates in Glenelg North at Pine Avenue. The new trail is proposed to follow the Sturt River/ Warripari from Pine Avenue to Tapleys Hill Rd, Glenelg North. This section has been identified as the missing link in the overall trails major recreation connection which will complete the connection from the south-eastern suburbs to the coast. This extension has been identified to largely improve pedestrian and cyclist interface and accessibility to open space along the river. A recent Council motion has seen a push to investigate this extension of this pathway.

The report provides The City of Holdfast Bay with:

- Site assessment data and analysis.
- The identification of all site issues and opportunities.
- A final concept design for a new linear shared use path which will include:
 - Connectivity along and across the Sturt River corridor linking the existing sections of the path in the north and south.
 - Clearly defined paths (shared and others) designed for existing and future users
 - Points where directional signage should be implemented to assist users
 - Interpretative signage to promote aspects of the corridor
 - Consideration to best practice and standards (including DDA, and Austroads standards for pedestrians and cyclists)
 - Provision for public lighting and consideration to CPTED principles
 - Communication/consultation with existing corridor and adjoining corridor residents
 - Identification of risks associated with road crossings, and pedestrian bridges required for the linear park
- High-level costings to guide further community consultation, detailed design and implementation.

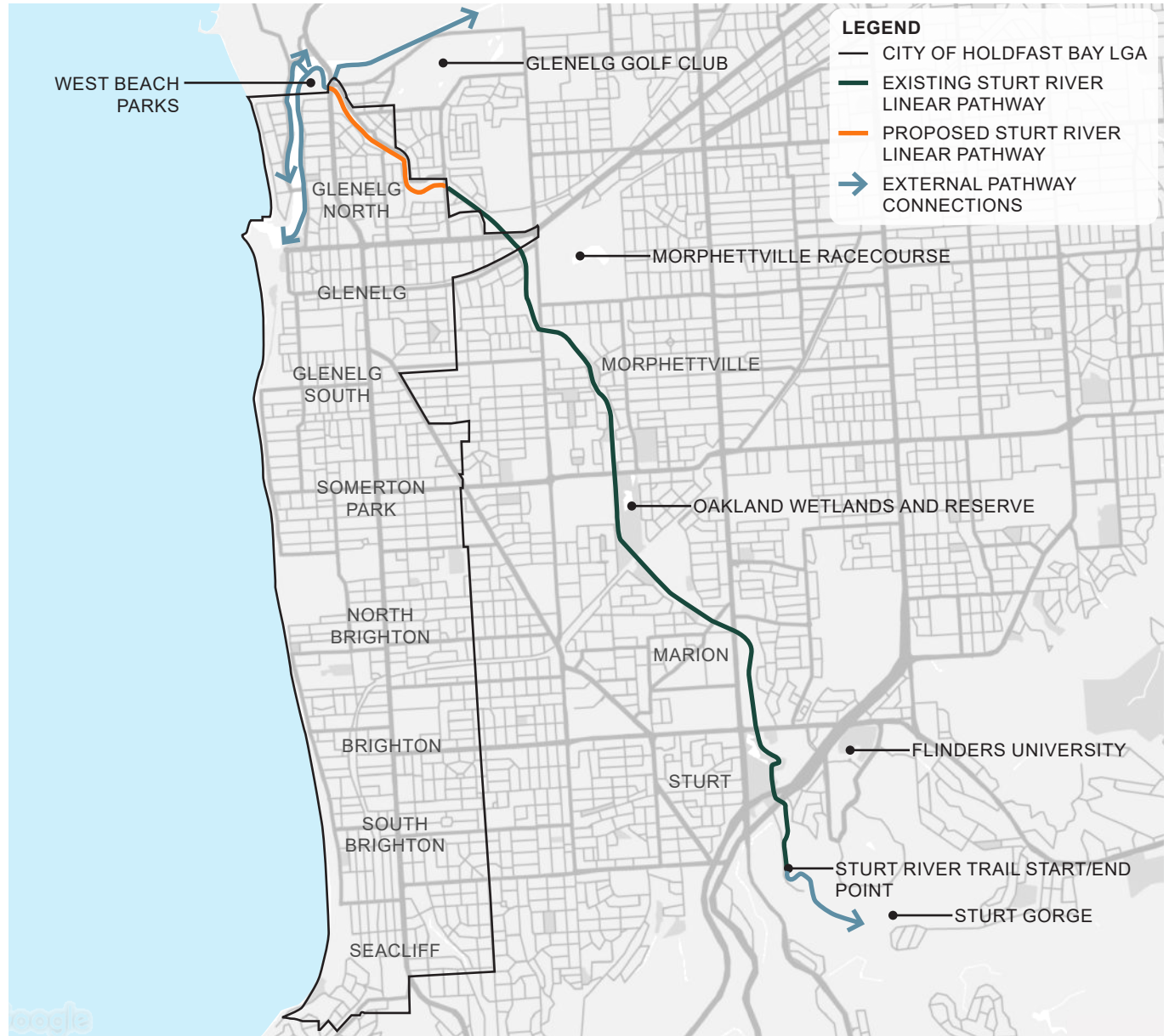
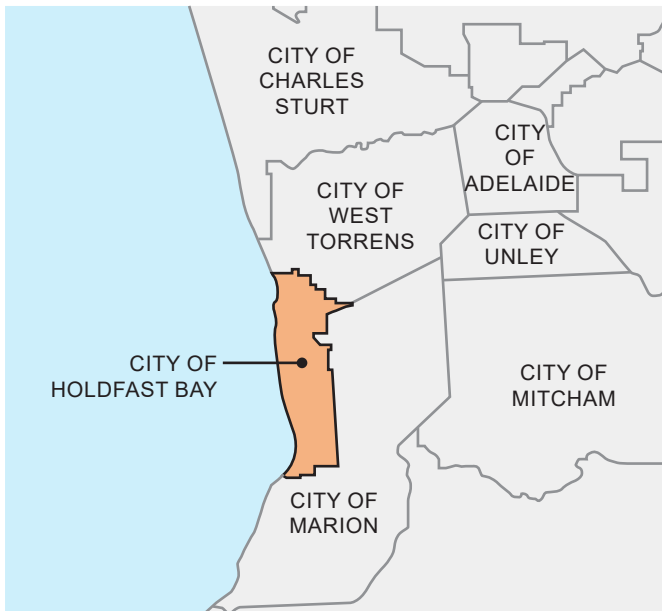
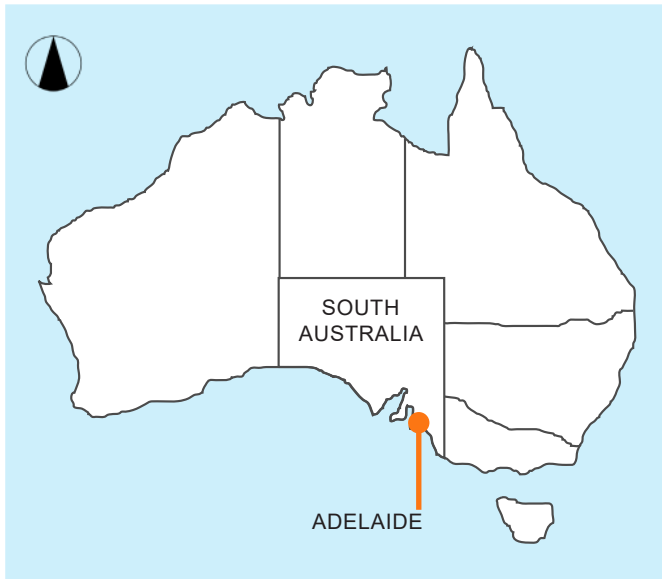
The scoping study and concept design plans will bring the project to the next step of detailed design and implementation.

The Concept Designs have considered the City of Holdfast Bay's high-level site plans for the identified reserves and other public land located along the Sturt River/Warripari to improve Glenelg North's biodiversity, as identified in The City of Holdfast Bay's Environment Strategy 2020-25.

The City of Holdfast Bay have already completed biodiversity works at Bob Lewis Reserve and Stewart Reserve and it is anticipated that biodiversity works will occur at Fordham Reserve this financial year. Tredwell have noted that Shannon Reserve is located on the northern side of the river and is independent from this project.

Tredwell have teamed up with Rider Levett Bucknall (RLB) to provide high-level costings of the required works. RLB are a leading independent organisation in cost management and quantity surveying, project management and advisory services with a global network and a heritage spanning over two centuries and have worked with Tredwell on numerous successful projects.

Context Mapping



Context Mapping



Existing Site Photographs



Literature Review

A comprehensive background review of relevant strategies, plans, data and reports has been undertaken to ensure that the concept design is developed in line with wider planning initiatives, optimises opportunities for the trail extension to work and ensures it will add to existing relevant Council plans and strategies.

The relevant key findings of the following documents have been summarised over the following pages:

- The City of Holdfast Bay Open Space Strategy 2018-2030
- The City of Holdfast Bay Environment Strategy 2020-2025
- Holdfast Bay Warripari Biodiversity Corridor Greening Project



The City of Holdfast Bay Open Space Strategy 2018-2030

The City of Holdfast Bay 2018 Open Space and Public Realm Strategy is a strategic document that articulates a long-term vision for the provision of high quality, distinctive and vibrant open spaces and public realms across the City that support active and connected communities and visitors.

Key Open Space Strategies identified in the report include:

- An equitable spread of good quality, functional open space across the city.
- Enhanced character and vibrancy through innovation and distinctive public realm and placemaking.
- Enhanced natural environment.
- Better connected communities and facilities.
- Responsive management

A number of relevant key objectives identified to address the Key Open Space Strategies include:

- Connecting adjoining open spaces through integrated design and complementary landscapes, pathways, activity opportunities, signage and other initiatives.
- Create walking and cycling opportunities wherever possible including through linear and connecting open spaces, public realm, streetscapes and establishment of greenways.
- Establish and maintain pathway networks that connect the City of Holdfast Bay to adjoining council areas.

The Sturt Creek Corridor was identified as a suitable corridor to provide a critical missing link in the cycling and walking network to improve connectivity of open spaces and facilities through more active modes of use (walking and cycling) and improve connections with broader Council areas.

The Strategy outlines the potential to access land outside Council ownership and unlock and utilise existing open space that is currently not easily accessed by all members of the community. It also identifies the possibility of improving access to existing open space assets, specifically through better use of corridors and streets.

The development of the Sturt River Linear Pathway will also aid in addressing Councils aim for all residents to be within 400 metres of accessible and usable open space that is at least 0.4 hectares in size through providing previous unaccessible connections to open space.



The City of Holdfast Bay Environment Strategy 2020-2025

The City of Holdfast Bay Environment Strategy identifies actions that aim to create positive benefits to both nature and people. The Strategy identifies ways to manage, rejuvenate and regenerate the health and integrity of the living systems that we rely upon with respect, creativity and long-term thinking.

One of the key visions identified in the Strategy includes to develop corridors of flourishing biodiversity in natural, built and coastal areas. More trees for shade, shelter, beauty and habitat and a community that appreciates the importance of having an abundance and diversity of different animal, plant and insect species for the health and wellbeing of our human and natural communities.

The Strategy identifies a number of key objectives raised by the community including:

- Increasing the number of trees
- Promoting increased green space
- More community gardens
- Better access to natural areas via walking/ cycling tracks

To achieve these objectives and the vision identified above, the Strategy outlines a number of Actions. The following Actions have been identified from the report which will not only aid in achieving the community objectives and vision but can also be directly related to the development of the Sturt River Linear Pathway. These Actions include:

- Improving and increasing biodiversity through the development of biodiversity corridors. This includes the continuation of the development of Sturt Creek greening project, and identifying any additional areas for connectivity. This has been noted to have a high benefit rating for both the community and environment.
- Reduce carbon emissions attributable to the broader community through the installation of infrastructure for energy efficient transport and electric vehicles in the Council area. This Action has also been identified to have a high benefit rating for both the community and environment.
- Supporting sustainable living through the communities participation in “green” and public transport, and reduced reliance on private vehicles.

Overall the City of Holdfast Bay Environment

Strategy supports the development of the Sturt River Linear Pathway as it will promote the use of bike paths and improve the walkability/ commutability of the city, creating a greener and more environmentally friendly city.

The Sturt River Linear Pathway will also be developed to increase biodiversity in natural and built corridors through supporting the Warripari Biodiversity Corridor Greening Project and incorporating natural planting where possible.

Holdfast Bay Warripari Biodiversity Corridor Greening Project

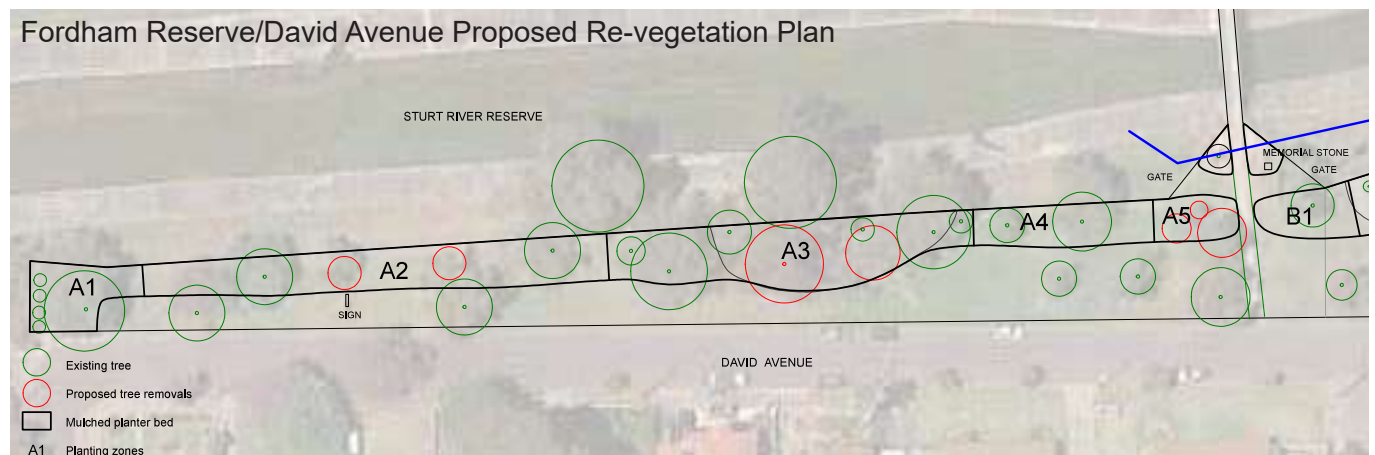
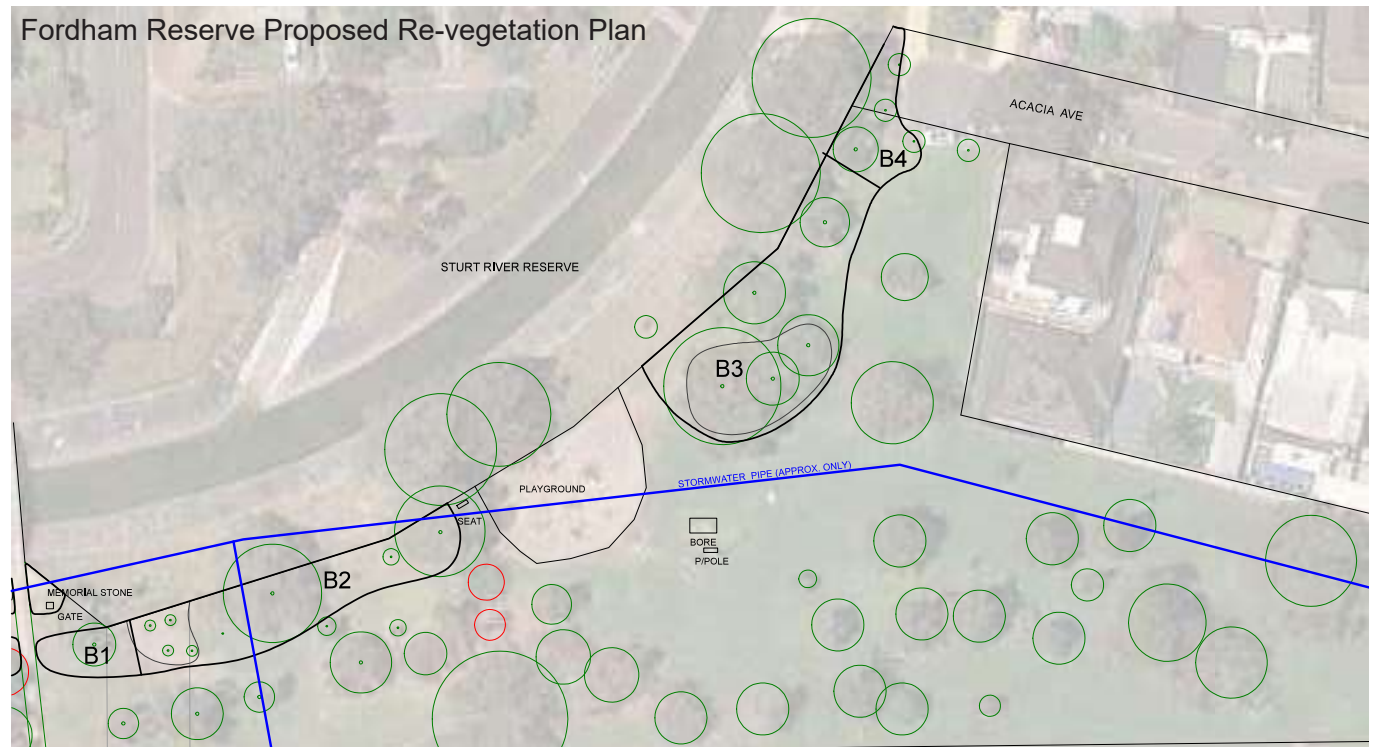
A scientific study across The City of Holdfast Bay council area identified that parts of the council area are lacking in flora and fauna. A biodiversity assessment, conducted in 2018, identified Glenelg North as having low levels of biodiversity in the City of Holdfast Bay.

To remediate this, The City of Holdfast Bay have committed to 're-greening' parts of the Sturt River.

The Sturt River Greening Project will work with the community to re-vegetate small pockets of land along the Sturt River. It will result in a refined corridor of greenery along the river system that will create biodiversity, amenity and wellbeing benefits for the community and for local flora and fauna. In all of the reserves identified for planting, only small parts of the reserves will be planted, not the entire reserve, leaving more than 50% of each site with plenty of open space for recreational activities.

Of the five identified greening sites along the Sturt River, Fordham Reserve is the only site which will be directly affected by the development of the Linear Pathway Extension.

Tredwell have carefully studied and considered the Proposed Re-Vegetation Plans for Fordham Reserve (as displayed to the right) and have incorporated these plans into the Sturt River Linear Pathway Extension design whilst ensuring that the overall function of the re-vegetation areas are not compromised.



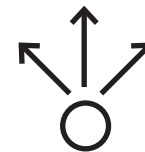
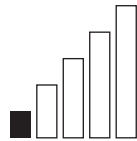
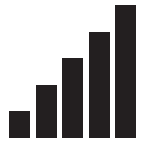
02

Issues and Opportunities



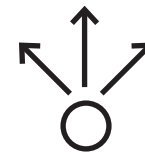
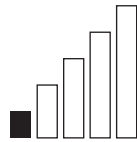
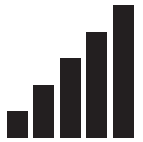
SWOT Analysis

The Strengths, weaknesses, opportunities and threats for the development of the Sturt River Linear Pathway have been outlined below.



Strengths	Weaknesses	Opportunities	Threats
The Sturt River Linear Pathway will provide the 'missing link' in the existing Sturt River Linear Pathway network, which will connect Glenelg North as far upstream as Darlington.	Maintenance and liability of the Sturt River Linear Pathway will need to be addressed between SA Water and the CoHB to ensure both parties have a clear understanding of their responsibilities.	Possibility of improving access to existing open space and community assets by providing links off of the Sturt River Linear Pathway into surrounding residential areas.	In some locations, due to limited space available, the path alignment has no option but to border residential property boundaries which may upset some residents. The high levels of usage the pathway will receive may also impact negatively on surrounding residents (e.g. noise, lighting etc).
The pathway will improve the walkability and commutability of the city by providing connections between numerous council areas and neighbourhoods.	There are 2 road crossing points located along the path alignment. Correct standards will need to be adhered to in order to ensure user and traffic safety and management which may increase the overall cost of the project.	Improve and increase the biodiversity of the CoHB through the inclusion of native vegetation to the pathway, increasing the number of trees along the pathway and providing and promoting increased green space and community gardens.	The high cost of developing a shared use pathway and installing supporting infrastructure such as lighting.
The pathway will provide numerous passive recreational opportunities to the community, including walking, cycling and rest area opportunities which will promote exercises and aid in enhancing the overall health and well-being of the community.	There are numerous large established and protected trees located within both SA Water and Council land parcels. These trees will need to be retained and protected in the development of the pathway which will impact the pathway alignment and overall cost of the project.	Potential to access land and existing open space outside of Council ownership.	The current economic and social environment caused by the COVID-19 pandemic.

02 Issues and Opportunities



<p>Supporting sustainable living through the promotion of participation in “green” transport (walking/cycling). This will reduced reliance on private vehicles and reduce carbon emissions, benefiting benefit both the community and environment.</p>			
<p>Increase the accessibility of open space to surrounding residents and aid in achieving the City’s goal of providing usable open space within 400 metres of all residents.</p>			
<p>The Sturt River Linear Pathway will provide for the general population growth in the CoHB which will bring increased demand for community, recreation and commuting facilities and infrastructure.</p>			

Memorandum of Understanding

Due to the Sturt River Linear Pathway's alignment being located on both South Australian Water Corporation (SA Water) land and Council land parcels, the City of Holdfast Bay will need to enter into a Memorandum of Understanding (MoU) with SA Water to ensure both parties have a clear understanding of their responsibilities in regard to the maintenance and liability of the Sturt River Linear Pathway.

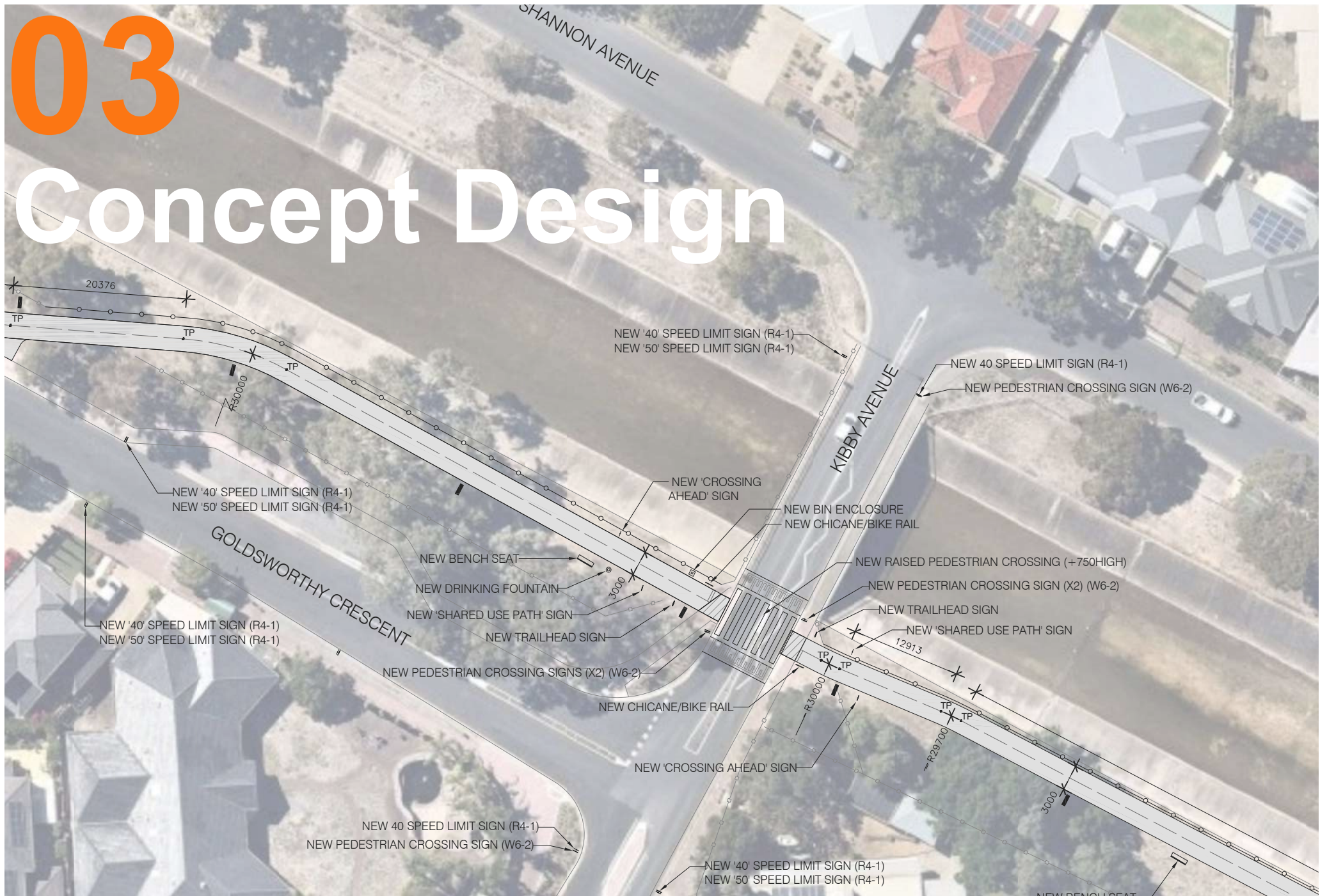
A draft MoU has been developed by the South Australian Water Corporation for consideration and addresses items including:

- The Scope of the Memorandum of Understanding
- Permission to enter and use Minister's land
- Shared use principles
- Liability
- Dispute resolution
- Costs
- Termination
- Modification
- Assignment
- Authorised representatives
- Notices
- Enforceability
- Entire agreement
- Counterparts
- Waiver
- Severance
- Reading down
- Governing law and jurisdiction

The City of Holdfast Bay will need to review the draft MoU document and come to an agreement on all items. This document will then be actioned and referred to regularly to ensure the upkeep and safety of the Sturt River Linear Pathway is upheld by the correct partner and that any future modifications are also accounted for by the correct party. This will ensure that the Sturt River Linear Pathway will continue to provide a family friendly and safe environment for local and surrounding residents for years to come. The draft MoU has been included as an appendix at the rear of the report.

03

Concept Design



Planning and Design Principles

The following excerpts have been taken from 'Austroads Guide to Road Design Part 6A: Paths for Walking and Cycling' and demonstrate some of the selected planning and design principles adhered to when developing the draft concept design.

Shared Use Pathway Definition

A shared path is where pedestrians and cyclists share the same path space. A shared path may be appropriate where demand exists for both a pedestrian path and a bicycle path but where there is a low number of pedestrians or cyclists and the use is not expected to be sufficiently great enough to provide separate facilities.

Shared paths can be used for a variety of purposes including recreation, local access and providing feeder links between high capacity paths. However, if such a link is provided, it may need to be designed in a manner that moderates cyclist speeds to ensure the safety of pedestrians.

Shared Paths Widths, Curvature and Location

The following table shows suggested widths and acceptable ranges of width for shared paths. The upper limit of the acceptable range in the table should not discourage from providing a greater width where it is needed (e.g. very high volumes that may also result in overtaking in both directions).

Table 5.3: Shared path widths

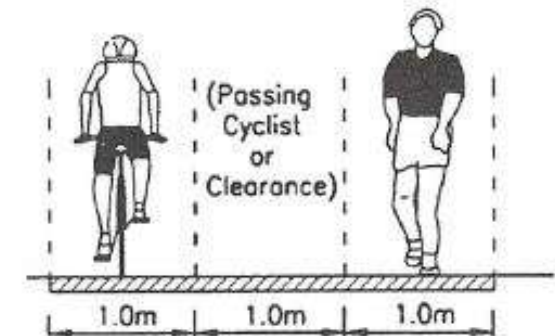
	Suggested path width (m)		
	Local access path	Regional path ⁽³⁾	Recreational path
Desirable minimum width	2.5	3.0	3.5
Minimum width – typical maximum	2.0 ⁽¹⁾ – 3.0 ⁽²⁾	2.5 ⁽¹⁾ – 4.0 ⁽²⁾	3.0 ⁽¹⁾ – 4.0 ⁽²⁾

- 1 A lesser width should only be adopted where cyclist volumes and operational speeds will remain low.
- 2 A greater width may be required where the numbers of cyclists and pedestrians are very high or there is a high probability of conflict between users (e.g. people walking dogs, in-line skaters etc.).
- 3 May be part of a principal bicycle network in some jurisdictions.

3.0 m

Commuting

- Frequent and concurrent use in both directions
- 30 km/h+



3.0 m

Recreation

- Regular use
- 20 km/h

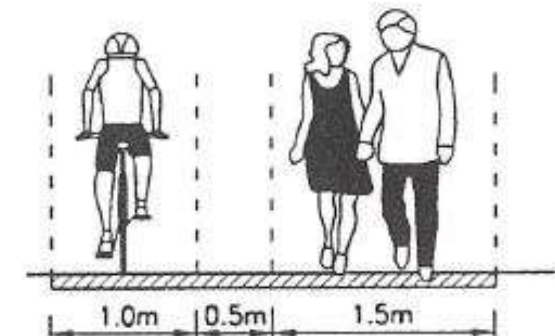
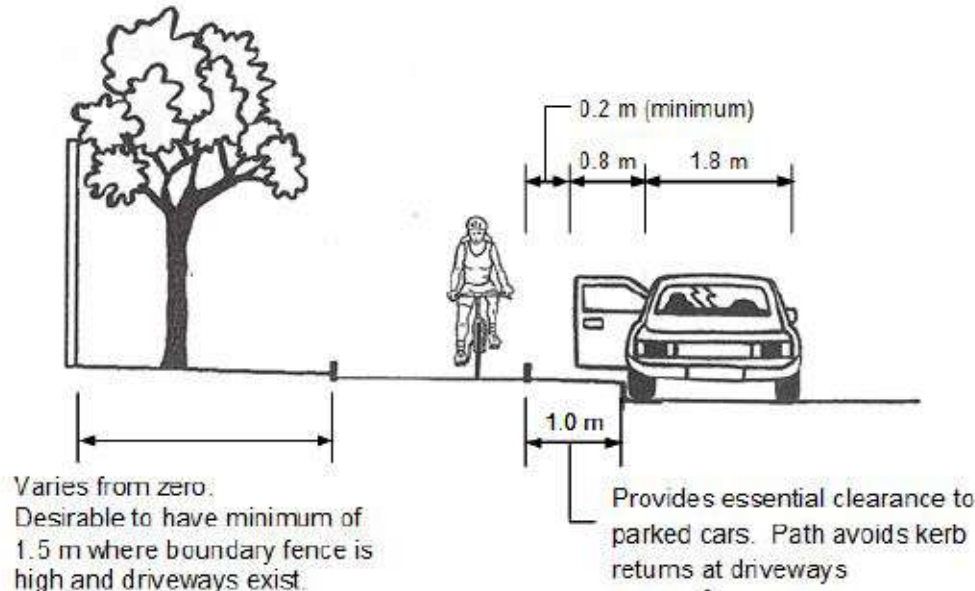


Table 5.6: Minimum radius of horizontal curves without superelevation

Design speed (km/h)	Minimum radius (m)
20	10
30	25
40	50
50	94

Note: Based on zero superelevation and friction factors of 0.31, 0.28, 0.25 and 0.21 for speeds of 20, 30, 40 and 50 km/h respectively.

Figure 5.8: Location of path in road reserve



Note: Further information on path locations in road related areas is contained in Section 4.2.1.

Sight Distance

For safe travel pedestrians and cyclists must be able to see other approaching path users. Locations where the available sight distance is needed to be assessed are at structures, such as:

- at intersections of paths
- across the inside of horizontal curves
- at the top and bottom of stairways
- under overhead obstructions
- culvert entries and exits
- in sag curves (e.g. where a path passes under a road) and over vertical crest curves.

The available sight distance needs to enable path users to stop or take evasive action if necessary in order to avoid another cyclist, pedestrian, or an obstacle in their path.

Lighting

The objectives of providing lighting of paths are to:

- enable cyclists and pedestrians to perceive hazards such as unusual or uneven surfaces or obstacles such as steps or street furniture, and to enable them to orientate themselves and find their way about
- enhance personal security by enabling potential threats from other people to be recognised in time to take appropriate action.

These objectives are particularly important for elderly people and people with impaired vision who may be more vulnerable to trip hazards or feel insecure or uncomfortable in poorly lit environments.

Designers should consider all aspects of the design that may influence the effectiveness of the lighting, such as the presence of overhanging trees and low-profile hedges that may create significant shadowing which, when combined with adjacent headlights (from the roadway), could make the silhouettes of path users extremely difficult to see.

Areas associated with pedestrian paths that may require a relatively high level of lighting are at-grade road crossings, because of the potential for conflict with motor vehicles and pedestrian underpasses that are often perceived to be unsafe in terms of personal security.

Paths away from roads

Where paths are heavily used during periods of darkness (i.e. dawn, dusk and at night) consideration should be given to the provision of path lighting. The decision to provide lighting is a matter for the relevant agency.

A path considered for lighting will usually form part of a principal path network. Key issues to be considered are that:

- Cyclists require greater sight distance in order to avoid conflict with other cyclists or pedestrians and the outcome of such a crash is often severe.
- Bicycle head lamps may enable a cyclist to be seen but some may not illuminate the path surface sufficiently to enable cyclists to avoid hazards (e.g. rough surface, debris, obstacles).

Terminal Treatments for High-conflict Locations

Where there is a history of conflict (i.e. ride-out incidents, near misses or crashes), it may be necessary to install terminal treatments that are designed to enforce a reduction in cycling speed at the approach to a roadway. This should only be considered where it has been clearly demonstrated that other treatments have not worked and the device itself does not pose a greater risk than the dangers it is designed to ameliorate. Where this is the case, designers should ensure that:

- the device is no more restrictive than is necessary and allows easy access for wheeled devices such as wheelchairs, motorised mobility scooters, standard bicycles, cargo bicycles, tandem bicycles etc.
- the device is light in colour and fitted with retro-reflective material to increase its conspicuity at night
- street lighting is adequate
- the fencing has no sharp protrusions.

Staggered fence treatment

A staggered fence treatment should only be used where there is a very good reason to slow cyclists down (e.g. history of ride-out incidents, near misses or crashes). This type of treatment involves the installation of two U-rails or two sections of mesh fence as shown to right. It is important that the treatment has adequate lighting and is constructed of materials that are inherently

conspicuous (i.e. all posts and mesh colours should contrast with the surrounding environment as viewed by the approaching cyclists) as total reliance on fitted delineation devices poses a risk to safety if the device is vandalised or poorly maintained.

The staggered fence/U-rails should be designed so that the:

- left barrier fence is closest to approaching path users
- left barrier fence does not overlap the right barrier (reduces required deviation)
- distance between the two barrier fences is at least 3 m to provide an adequate clearance and turning path for larger bicycles such as cargo bicycles.

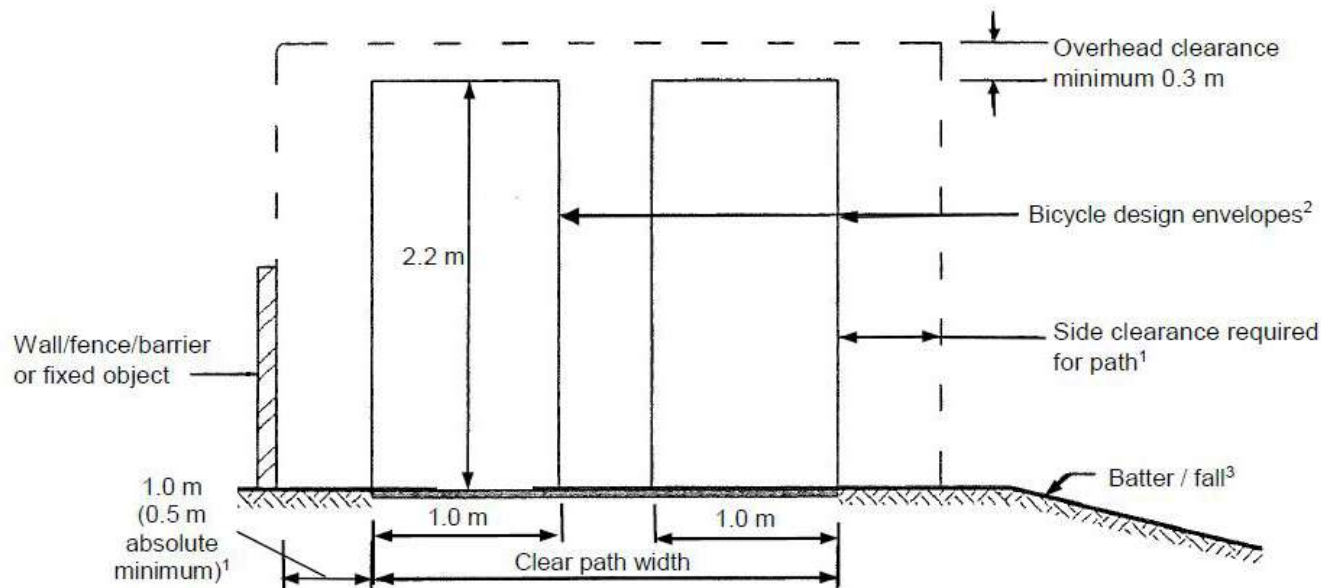


Staggered fence example

Clearances

The clearances (Figure 5.7) may be used to construct the appropriate width of the facility required for paths that cyclists use. The bicycle envelope is assumed to be consistent over the range of operating conditions and allowance for higher speeds is provided through larger clearances to other cyclists and fixed objects beside the path.

Figure 5.7: Clearances between cyclist envelope and potential path hazards



- 1 This may be reduced to 0.3 m where a fence or obstacle has smooth features.
- 2 Refer to Section 3.2.2 for guidance on bicycle design envelopes.
- 3 Refer to Section 5.5.3 for guidance on batters and need for a fence.

Bicycle path vertical clearance

The minimum vertical clearance required by cyclists is 2.5 m, (i.e. 0.3 m above the cyclist design envelope) measured above the riding surface (Figure 5.7). This applies to tree branches, underpasses, doorways, sign structures and any other overhead structure. Where it is absolutely necessary to use the minimum clearance (e.g. at sites where space is constrained and the achievement of a greater clearance would have significant implications regarding the cost of a facility or impacts on other infrastructure) the designer should obtain the agreement of the relevant authority/agency.

Concept Design Plans

The following pages contain the Concept Design Package drawings for the Sturt River Linear Pathway.



TOTAL PROJECT SURFACE AREAS AND SPECIFIED ITEM NUMBERS	
NEW ASPHALT PATHWAY	5,235.6M2
NEW RUBBER PATHWAY SURFACE IN TREE PROTECTION ZONES	120M2
NEW RAISED PEDESTRIAN CROSSING	2NO.
NEW FENCE - BLACK GALVANISED AND PVC COATED CHAIN MESH FENCE	1,202.6M
NEW TRAILHEAD SIGN	5NO.
NEW SHARED USE PATH SIGN	7NO.
NEW CHICANE BARRIER/BIKE RAIL	11NO.
NEW 'PATH NARROWS - CYCLISTS DISMOUNT' SIGN	3NO.
NEW 'PATHWAY NARROWS SIGN'	1NO.
NEW PEDESTRIAN CROSSING SIGN (W6-2)	12NO.
NEW 'NO PARKING' SIGN (R5-35)	2NO.
NEW '40' SPEED LIMIT SIGN (R4-1)	10NO.
NEW '50' SPEED LIMIT SIGN (R4-1)	6NO.
NEW LINE MARKING - DASHED CENTRE LINE ONLY (not including pedestrian crossings)	1766M
NEW LIGHTING - LIGHT POST	47NO.
NEW BOLLARD LIGHTING - COMMERCIAL SYSTEMS AUSTRALIA SL7001 SOLAR BOLLARD (OR SIMILAR)	28NO.
NEW TACTILE INDICATORS (AT ROAD CROSSING POINTS)	6NO.
NEW SHADE SHELTER (3M X 3M) (Terrain Group - Moreton Bay Shelter or similar)	1NO.
NEW PICNIC TABLE SETTING (Terrain Group - Daintree Table Setting or similar)	1NO.
NEW PICNIC AND BBQ AREA CONCRETE SLAB	25M2
NEW OUTDOOR BBQ (Grillex edge double bbq or similar)	1NO.
NEW BENCH SEAT (Terrain Group Courtyard Seat or similar)	6NO.
NEW BIN ENCLOSURE (City of Holdfast Bay Custom Bin or similar)	3NO.
NEW DRINKING FOUNTAIN (Commercial Systems Australia - Bayswater Drinking Fountain (DF5061) or similar)	3NO.
NEW PLANTING AREA - NATIVES	620M2
NEW TREE PLANTING	13NO.
REMOVAL OF EXISTING FENCELINE	69M
REMOVAL OF EXISTING TREES	2 NO.
REMOVAL OF EXISTING FOOTPATH	265M2

* NOTE - PROPOSED ALIGNMENT IS SUBJECT TO ECOLOGICAL STUDY TO DETERMINE PRECISE LOCATIONS OF MAIREANA DECALVANS (BLACK COTTON BUSH).



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Client
City of Holdfast Bay
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Brighton SA 5048

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Project
STURT RIVER LINEAR PARK TRAIL
City of Holdfast Bay, SA

Drawing Title
CONCEPT DESIGN PACKAGE

Drawn:
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NT
Scale N/A
















Rev.	Date	Description
A	20.8.21	UPDATED DRAFT CONCEPT FEEDBACK

CONCEPT PLAN

Drawing No. **SRLPT_01** Revision **A**

LEGEND

-  NEW ASPHALT PATHWAY
-  NEW LIMESTONE PATHWAY
-  REMOVE EXISTING PATHWAY
-  NEW RUBBER SURFACE
-  NEW NATIVE PLANTING AREA
-  LINE MARKING
-  EXISTING FENCE
-  NEW FENCE (TO MATCH EXISTING)
-  NEW TREE PLANTING
-  REMOVE EXISTING TREE
-  TP TURNING POINT
-  BOLLARD LIGHTING - SOLAR
-  PATHWAY LIGHTING



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 Brighton SA 5048


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Project
 STURT RIVER LINEAR PARK TRAIL
 City of Holdfast Bay, SA

Drawing Title
 SECTION 01 - PINE AVENUE

Drawn:
 AP
 Checked:
 NT

Scale 1:500 @ A3
 0 5 10m



Rev.	Date	Description
A	20.8.21	UPDATED DRAFT CONCEPT FEEDBACK

CONCEPT PLAN

Drawing No. **SRLPT_01** Revision **A**



LEGEND

- NEW ASPHALT PATHWAY
- NEW LIMESTONE PATHWAY
- REMOVE EXISTING PATHWAY
- NEW RUBBER SURFACE
- + NEW NATIVE PLANTING AREA
-
 LINE MARKING
-
 EXISTING FENCE
-
 NEW FENCE (TO MATCH EXISTING)
-
 NEW TREE PLANTING
- ⊗
 REMOVE EXISTING TREE
- TP
 TURNING POINT
-
 BOLLARD LIGHTING - SOLAR
- █
 PATHWAY LIGHTING

*Note: Dimensions and Radii taken from paths centre line only.



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Project
STURT RIVER LINEAR PARK TRAIL
City of Holdfast Bay, SA

Drawing Title
SECTION 02 - FORDHAM RESERVE

Drawn:
AP
Checked:
NT

Scale 1:1000 @ A3
0 10 20m



Rev.	Date	Description
A	20.8.21	UPDATED DRAFT CONCEPT FEEDBACK

CONCEPT PLAN	
Drawing No. SRLPT_01	Revision A

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LEGEND

- NEW ASPHALT PATHWAY
- NEW LIMESTONE PATHWAY
- REMOVE EXISTING PATHWAY
- NEW RUBBER SURFACE
- NEW NATIVE PLANTING AREA
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- NEW TREE PLANTING
- REMOVE EXISTING TREE
- TP** ● TURNING POINT
- BOLLARD LIGHTING - SOLAR
- PATHWAY LIGHTING

TREDWELL
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City of Holdfast Bay, SA

Drawing Title
SECTION 03 - DAVID AVENUE

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Checked: NT

Scale 1:500 @ A3

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Rev.	Date	Description
A	20.8.21	UPDATED DRAFT CONCEPT FEEDBACK

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Drawing No. **SRLPT_01** Revision **A**



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City of Holdfast Bay, SA

Drawing Title
SECTION 04 - FISHER TERRACE

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A	20.8.21	UPDATED DRAFT CONCEPT FEEDBACK

CONCEPT PLAN

Drawing No. **SRLPT_01** Revision **A**



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









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	Tredwell Management Services 209b Henley Beach Road Torrensville, SA 5031 Phone: 08 8234 6387	Client City of Holdfast Bay <small>24 Jetty Road Brighton SA 5048</small>	Project STURT RIVER LINEAR PARK TRAIL <small>City of Holdfast Bay, SA</small>	Drawn: AP Checked: NT Scale 1:500 @ A3 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Rev.</th> <th style="width: 5%;">Date</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>A</td> <td>20.8.21</td> <td>UPDATED DRAFT CONCEPT FEEDBACK</td> </tr> </tbody> </table>	Rev.	Date	Description																A	20.8.21	UPDATED DRAFT CONCEPT FEEDBACK		CONCEPT PLAN Drawing No. SRLPT_01 Revision A
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STURT RIVER LINEAR PARK TRAIL
City of Holdfast Bay, SA

Drawing Title
SECTION 06 - GOLDSWORTHY CRES

Drawn:
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Scale 1:500 @ A3

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






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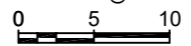
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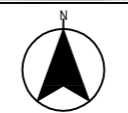
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Project
STURT RIVER LINEAR PARK TRAIL
City of Holdfast Bay, SA

Drawing Title
SECTION 07 - BLACKBURN AVENUE

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






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CONCEPT PLAN

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Project
STURT RIVER LINEAR PARK TRAIL
City of Holdfast Bay, SA

Drawing Title
SECTION 08 - BLACKBURN/LEAK AVE

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A	20.8.21	UPDATED DRAFT CONCEPT FEEDBACK

CONCEPT PLAN

Drawing No. **SRLPT_01** Revision **A**



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Project
STURT RIVER LINEAR PARK TRAIL
City of Holdfast Bay, SA

Drawing Title
SECTION 09 - LEAK AVENUE

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






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Project
STURT RIVER LINEAR PARK TRAIL
 City of Holdfast Bay, SA

Drawing Title
SECTION 10 - TAPLEYS HILL ROAD

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04

Costings



Order of Probable Costs

The following pages contain the detailed costings of the Sturt River Linear Pathway Concept Design Plan by Rider Levett Bucknall.

05

Funding Opportunities



Funding Opportunities

Ideally, enhancements to sport, recreation and community facilities can be funded through a mix of funding from various levels of government and other sources. A variety of external funding programs and sources are available for the development of shared-use community infrastructure such as the Sturt River Linear Pathway. These programs change regularly, and it is important to contact the funding agency/organisation to get up to date details on guidelines and project eligibility. This section provides examples of recent or current funding programs and sources which may be applicable to implementation of the Sturt River Linear Pathway.

South Australian Government

GRANTassist

GRANTassist is the South Australian Government's interactive website hosting information on government grants and assistance.

Refer <http://www.grantassist.sa.gov.au/>

Office for Recreation, Sport & Racing (ORSR)

Infrastructure Funding

The following outlines the funding requirements for the Community Recreation and Sport Facilities Program (CRSFP), Grassroots Facilities Program (GFP), and Regional and Districts Facilities Program (RDFP).

To support the implementation of the State Sport and Recreation Infrastructure Plan the government has committed \$35 million towards the establishment of the \$10 million RDFP and the \$25 million GFP. These budgets have been split over 2020-21 and 2021-22, resulting in \$44 million being available in infrastructure grants over the 2020-21 and 2021-22 financial years.

This new funding combined with existing program budgets will result in \$20,670,000 being available across the Infrastructure Projects suite of grant programs in 2021-22.

Community Recreation and Sport Facilities Program (CRSFP)

The objective of CRSFP is to provide access to funding for the development of sustainable,

functional, inclusive and fit-for-purpose active recreation and sport facilities that meet the current and future needs of the South Australian community. CRSFP will assist eligible organisations to develop infrastructure that directly addresses demonstrated need and supports participation through the rational development of good quality projects.

Grassroots Facilities Program (GFP)

The objective of GFP is to increase sport participation and improve gender equality to support healthier, happier and safer communities. GFP will assist eligible organisations to develop core infrastructure that directly impacts participation through the rational development of good quality, well designed and utilised facilities.

Plan SA

Open Space Grant Program

Access to quality public open space is becoming increasingly important to ensure South Australia remains liveable, healthy and sustainable, particularly in the context of increasing residential infill in existing neighbourhoods. Councils are encouraged to apply for grants, to assist with the purchase and enhancement of public open space, accessible to the community.

The purpose of the Grant Program is to support and enhance the state's liveability and

sustainability. The Grant Program supports projects that:

- facilitate the integrated delivery of quality public open space particularly in areas of growth and renewal
- provide a diverse range of high-quality public open spaces that offer a range of active and passive uses
- improve the way our places function, making them more sustainable, more accessible, safer and healthier
- promote urban greening and climate change resilience
- create an interconnected network of high-quality green spaces that join destinations, public transport and growth areas.

Refer https://plan.sa.gov.au/our_planning_system/schemes/planning_and_development_fund

State Bicycle Fund

The State Bicycle Fund is an annual subsidy scheme that provides financial assistance of up to a dollar for dollar basis for Councils to progress cycling initiatives in their local area. The Fund has fostered a long-standing partnership between the State Government and local councils to respond to Federal, State Government and Council strategies relating to encouraging cycling.

- Construction of on-road bicycle lanes (which meet Austroads Guidelines)
- Construction of off-road shared use paths (desirable 3.0m width or 4.0m for highly trafficked paths)
- Construction or modification of median refuges or road crossings.
- Publicly accessible bicycle parking.

Refer: https://dit.smartygrants.com.au/s/site/dpti/statebicyclefund2021_22.pdf

Local Government

As the largest provider of sport and recreation facilities, local governments make significant investments into facilities, programs and services. Where funding objectives align with Council's objectives, funding is often distributed to community organisations to support the development of successful sport, recreation and community facilities in their local area. This may be through a capital works program, grant or loan (sometimes low interest). There is also a provision within the Local Government Act to raise a levy to fund specific projects.

Potential Funding Partners

Bike SA

Bike SA delivers quality services and has achieved excellent outcomes across a broad range of council objectives including those relating to health and well being, community development, environment and community spaces, traffic management/congestion, and green active transport.

The funding arrangements for Bicycle SA projects vary considerably, including through state departments like DPTI, Commonwealth schemes such as the Healthy Communities Initiative, OPAL, Travelsmart and Councils.

Bicycle SA currently offers over 15 different services to Councils, and their communities, including an extensive range of practical education, recreational cycling events, online support and information, bicycle planning and major initiative consulting. All of these services have been developed through a consultative process and designed to be 'fit for purpose'. They are strongly linked to achieving particular interventions or objectives and for delivery to identified market segments.

Other Potential Funding Bodies

Trusts and Foundations

There are numerous trusts and foundations established in Australia with a number providing funding for sport and recreation projects. Often, they are established by large corporations.

Refer www.philanthropy.org.au

Commercial and Private Sector Funding

Commercial and private sector funding is often used by sporting and community organisations to assist with facility developments and ongoing operations. Opportunities such as facility naming rights and in-kind donations are a potential resource for new facility developments and upgrades.

Walking SA

There are often grants available for local councils and walking clubs that may be used to increase opportunities for walking. This may include trail-building and improvements to existing trails (including shade and artwork), research on walkability, signage and more.

Refer: <https://www.walkingsa.org.au/grants/>

06

Next Steps



Further Site Analysis and Detailed Design

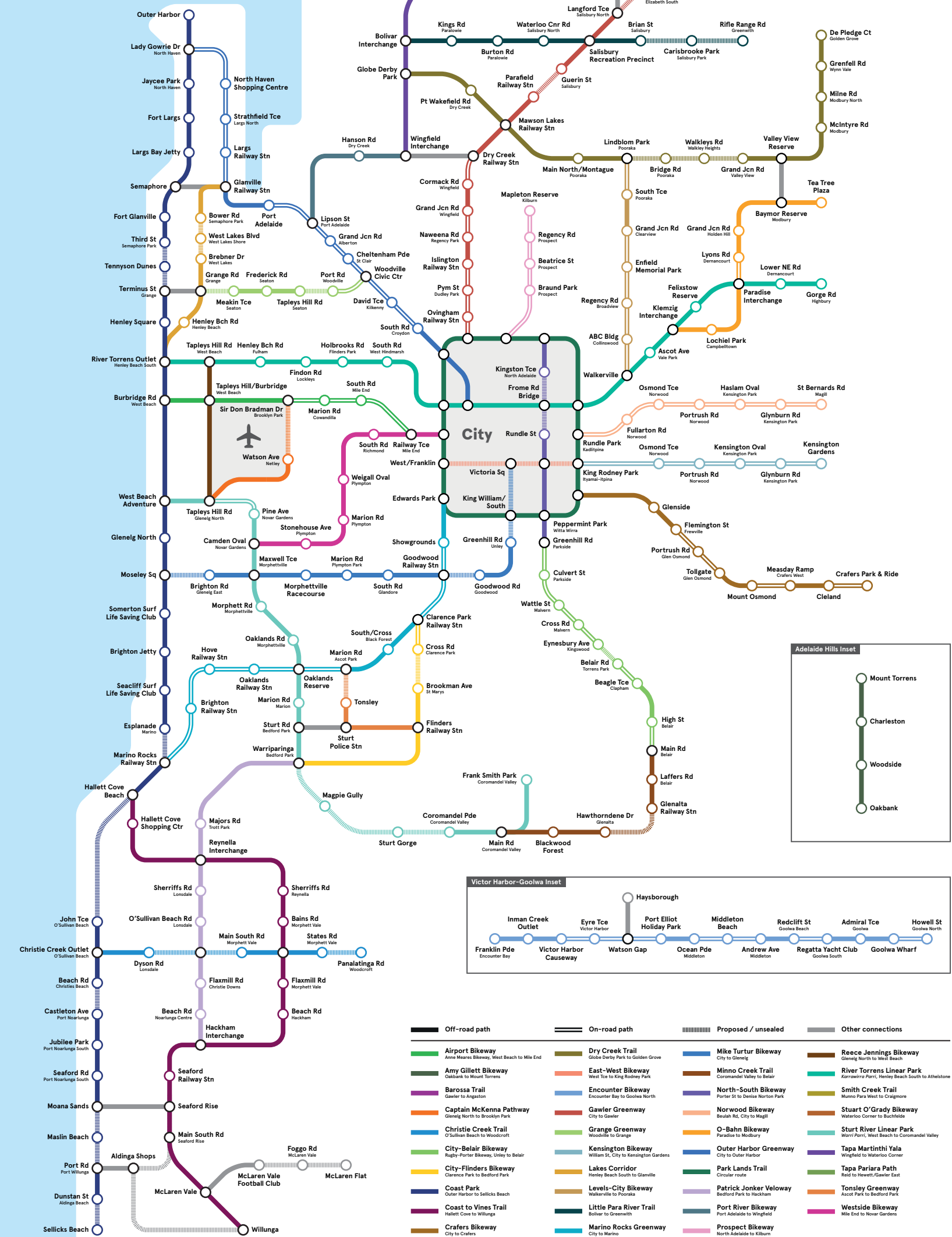
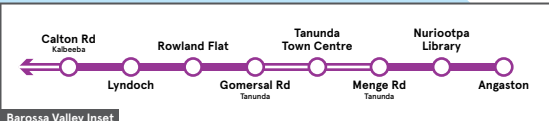
Following the endorsement of the Sturt River Linear Pathway and Concept Design Report, funding will need to be received in order to undertake the detailed design phase of the project. The detailed design phase will require further site analysis including gathering site surveys, engineering surveys, traffic assessments, assessment of services. These will then be utilised to develop a 'For Construction' documentation package which can then be tendered out to construction companies.

Attachment 2



Adelaide Bikeways Map

This map is generally indicative of existing and planned strategic bike routes in the Greater Adelaide region. All bikeways illustrated on this map are situated on unceded Kaurna land. Not to scale. Routes indicated may not reflect actual conditions. This map is for reference only. Please do not use this map for detailed journey planning. Please refer to the State Government's BikeDirect maps for detailed routes. Please plan your journey before you ride and ride safely. Hikarl Ginza 2021



Off-road path	On-road path	Proposed / unsealed	Other connections
Airport Bikeway Anne Meares Bikeway, West Beach to Mile End	Dry Creek Trail Globe Derby Park to Golden Grove	Mike Turtur Bikeway City to Glenelg	Reece Jennings Bikeway City to Glenelg
Amy Gillett Bikeway Oakbank to Mount Torrens	East-West Bikeway West Tce to King Rodney Park	Minno Creek Trail Coromandel Valley to Belair	River Torrens Linear Park Coromandel Valley to Athelstone
Barossa Trail Gawler to Angaston	Encounter Bikeway Encounter Bay to Goolwa North	North-South Bikeway Porter St to Denise Norton Park	Smith Creek Trail Munno Para West to Craigmore
Captain McKenna Pathway Glenelg North to Brooklyn Park	Gawler Greenway City to Gawler	Norwood Bikeway Beulah Rd, City to Magill	Stuart O'Grady Bikeway Waterloo Corner to Buchelde
Christie Creek Trail O'Sullivan Beach to Woodcroft	Grange Greenway Woodville to Grange	O-Bahn Bikeway Paradise to Modbury	Sturt River Linear Park Warri Parri, West Beach to Coromandel Valley
City-Belair Bikeway Rugby-Porter Bikeway, Unley to Belair	Kensington Bikeway William St, City to Kensington Gardens	Outer Harbor Greenway City to Outer Harbor	Tapa Martinthi Yala Wingfield to Waterloo Corner
City-Flinders Bikeway Clarence Park to Bedford Park	Lakes Corridor Henley Beach South to Glenville	Park Lands Trail Circular route	Tapa Pariara Path Road to Hewett, Gawler East
Coast Park Outer Harbor to Sellicks Beach	Levels-City Bikeway Walkerville to Pooraka	Patrick Jonker Veloway Circular route	Tonsley Greenway Ascot Park to Bedford Park
Coast to Vines Trail Hallett Cove to Willunga	Little Para River Trail Bolivar to Greenwith	Port River Bikeway Bedford Park to Hackham	Westside Bikeway Mile End to Novar Gardens
Crafrers Bikeway City to Crafrers	Marino Rocks Greenway City to Marino	Prospect Bikeway North Adelaide to Kilburn	

Item No: 15.4
Subject: **WASTE MANAGEMENT POLICY REVIEW**
Date: 14 December 2021
Written By: Environmental Officer
General Manager: Assets and Delivery, Mr M de Heus

SUMMARY

The Waste Management Policy has been reviewed and updated, and is presented to Council for endorsement. Public consultation on the Policy is not required to be undertaken.

Copies of the previous version of the policy and the updated version are attached.

RECOMMENDATION

That Council endorse the updated Waste Management Policy.

COMMUNITY PLAN

Environment: Building an environmentally resilient city
Environment: Fostering an environmentally connected community
Environment: using resources efficiently
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Waste Management Policy

STATUTORY PROVISIONS

Environment Protection Act 1993
Environment Protection (Waste to Resources) Policy 2010
Local Government Act 1999
Local Nuisance and Litter Control Act 2016 and associated Regulations
South Australian Public Health Act 2011 and Regulations

BACKGROUND

The *Local Government Act 1999* requires councils to keep council policies under review to ensure they are appropriate and effective (Section 59).

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

The Waste Management Policy has had a substantial review and has involved input through various Administration staff. The new policy provides Council with more flexibility arrangements around bin collection frequencies, updated hard waste collection entitlements and a number of minor amendments.

Refer Attachments 1 and 2

REPORT

The revised Waste Management Policy is presented to Council. This updated policy supersedes all previous policies and Council motions. The new policy provides clear and strong messaging around Council's commitment to continued leadership in Sustainable Waste Management.

The key amendments are detailed below:

- Addition of relevant Environmental Protection (Waste to Resources) Policy 2010 legislation;
- Introduced the definition of a service entitled premise as "a property entitled to receive a waste collection service. Properties that through the development process have a private waste collection service are not classified as a service entitled property". A service entitled premises supersedes the old term of an "assessable property";
- Introduced new terminology for the red lidded (now "waste to landfill"), yellow lidded (now "mixed recyclables") and green lidded (now "FOGO" (Food Organics Green Organics)) kerbside bins. This terminology provides the community with a clearer understanding of what can go in each bin;
- Added "The current service is weekly landfill collection and alternative fortnightly mixed recyclables and FOGO collection" and " Bin collection frequencies may be subject to change through council endorsement in or to trial and/or implement best practice models for landfill diversion" under scope;
- Addition of the word "Residential" to "Residential Hard Waste" and removed reference to an additional service available for an additional fee;
- Updated explanation of business, industrial and commercial premises collection services to "Whilst not required under the Waste to Resources EPP, a landfill collection, mixed recyclables collection and FOGO service is available under the conditions described in section 2.1 to businesses, industrial and commercial properties to encourage correct disposal and recycling of domestic type waste from businesses (e.g. from staff lunch rooms, landscape maintenance etc)";
- Reference to council owned Properties and Organisations position to apply for one-off requests for hard waste collections;
- Remove of "manure" and addition of "electronic waste including household batteries" under Unsanitary or Prohibited Waste; and
- Amending the term "Pilfering" to "Pilfering from Mixed Recyclables Collection Bins".

There is no legislative requirement to undertake community consultation on this policy although the policy has been updated based on feedback from residents and the community around the implementation of the previous policy.

The next review period for the policy is identified on the front of the policy. The policy may be reviewed at an earlier date if deemed necessary due to legislative or other changes.

BUDGET

Within operational budget.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



Trim Container	FOL/17/1664
First Issued / Approved:	22/08/2017
Last Reviewed:	22/08/2017
	C220817/882
Next Review:	30/06/2019

1. PREAMBLE

1.1 Background

Local Government is responsible for providing a kerbside waste and recycling collection service to separately assessable properties on the basis of fairness and equity.

The City of Holdfast Bay (Council) aims to reduce waste to landfill by adopting an environmentally and economically responsible and sustainable waste collection service which will incorporate and encourage greater recycling opportunities.

1.2 Purpose

This document sets out the entitlement of individually assessable properties to a kerbside waste and recycling collection service.

1.3 Scope

This document only applies to kerbside waste and recycling collection services provided under contract for:

- Weekly domestic waste collection.
- Fortnightly mixed recyclables collection.
- Fortnightly green organics collection.
- Hard waste collection

1.4 Definitions

Mobile Garbage Bin (MGB) means the 140 or 240 litre wheeled type bin provided by Council to an assessable property specifically as a receptacle for household waste to be collected by Council.

1.5 Strategic Reference

Environment: Building an environmentally resilient city

Environment: Using resource efficiently

Environment: Fostering an environmentally connected community

2. PRINCIPLES

2.1 Domestic Waste Collection

- 2.1.1 Each separately assessable property is entitled to one domestic waste collection service each week regardless of the size or type of property. Unless alternate waste service provisions have been agreed through the individual development assessment processes with developers of multi tenanted properties.
- 2.1.2 The service is available to dwellings, business, industrial and commercial premises, lessees of Council owned properties and other premises.
- 2.1.3 The domestic waste service will use a 140 litre Mobile Garbage Bin (MGB) identified by Council's logo and a red lid.
- 2.1.4 Council may provide additional bins for an additional fee.
- 2.1.5 Bins remain the property of Council with on-going repair and replacement carried out by Council or their Contractor.
- 2.1.7 In the case of strata title, multi-unit, or similar high density dwellings, general waste bins may be shared between properties.
 - a. Requests to share domestic waste bins must be endorsed by Council and the Strata Management Company, Housing Trust, or relevant Body Corporate.
 - b. Sharing arrangements may be subsequently varied at any time subject to the above endorsements.

2.2 Recycling Collection Service

- 2.2.1 Each separately assessable property is entitled to one fortnightly recycling collection service regardless of the size or type of property.
- 2.2.2 The service is available to dwellings, business, industrial and commercial premises, lessees of Council owned properties, and other premises as defined below.
- 2.2.3 The recycling service will use a 240 litre MGB identified by Council's logo and a yellow lid.
- 2.2.4 Council may provide additional bins for a fee.

WASTE MANAGEMENT POLICY

- 2.2.5 Bins remain the property of Council, with on-going repair and replacement carried out by Council's contractor.
- 2.2.6 In the case of strata title, multi-unit, or similar high density dwellings, recycling bins may be shared between properties.
 - a. Requests to share recycling bins must be endorsed by Council and the Strata Management Company, Housing Trust, or relevant Body Corporate.
 - b. Sharing arrangements may be subsequently varied at any time subject to the above endorsements.

2.3 Green Organics Collection Service

- 2.3.1 Each separately assessable domestic property is entitled to one fortnightly green organics collection service regardless of the size or type of property.
- 2.3.2 The service is available to dwellings, business, industrial and commercial premises, lessees of Council owned properties, and other premises as defined below.
- 2.3.3 The green organics service will use a 240 litre MGB identified by Council's logo and a green lid.
- 2.3.4 In the case of strata title, multi-unit, or similar high density dwellings, green organic bins may be shared between properties.
 - a. Requests to share organic bins must be endorsed by Council and the Strata Management Company, Housing Trust, or relevant Body Corporate.
 - b. Sharing arrangements may be subsequently varied at any time subject to the above endorsements.
- 2.3.5 In some locations a green organics service will not be provided if alternative services are provided by the Body Corporate.
- 2.3.6 Council may provide additional bins for a fee.
- 2.3.7 Bins remain the property of Council, with on-going repair and replacement carried out by Council's waste contractor.

2.4 Hard Waste

- 2.4.1 Council provides each property one free hard waste collection each financial year. Additional collections may be provided for a fee.

WASTE MANAGEMENT POLICY

2.5 Business, Industrial and Commercial Premises

- 2.5.1 While it is not Council's responsibility to collect waste generated by the activities of business, industrial and commercial premises, a kerbside waste and recycling collection service is provided under the conditions above to encourage correct disposal and recycling of domestic type waste (e.g.: from staff lunch rooms).
- 2.5.2 In locations where multiple tenancies exist within a single assessment, the assessable property is only entitled to one standard kerbside collection service, unless otherwise approved within this policy.
- 2.5.3 Additional services beyond the standard residential kerbside collection will not be provided to business, industrial and commercial premises. It is expected businesses will access commercial waste collection suppliers for any needs in excess of the standard residential kerbside collection service.

2.6 Council Owned Properties and Other Premises

- 2.6.1 This category may include but is not limited to premises/organisations referred to in Sections 159 to 165 and Section 166(1)(c) to 166(1)(k) of the Local Government Act e.g.: schools, community groups, sports clubs, health services, religious centres, child or aged care, etc.
- 2.6.2 A discretionary provision also allows Council to deliver a domestic kerbside collection service to groups, organisations or for activities that can demonstrate they are of general benefit or that they operate in the community's best interest.
- 2.6.3 Premises/organisations in this category and leased Council owned properties not otherwise defined will be provided with the kerbside waste and recycling collection service detailed in Sections 2.1, 2.2 and 2.3 of this document.
- 2.6.4 Supply of bins and collection of waste in excess of the standard service is the responsibility of the organisation/lessee.
- 2.6.5 Organisation in this category may apply to Council for exemption from fees for additional bins.

2.7 Collection Times

- 2.7.1 All services to any individual property will be provided on the same day of the week between the hours of 7.00am and 7.00pm.

WASTE MANAGEMENT POLICY

- 2.7.2 Bins are to be removed from the kerbside within 24 hours of being emptied.
- 2.7.3 Recycling bins will be emptied once a fortnight on the same day of the week as the weekly domestic waste collection.
- 2.7.4 Green organic bins will be emptied on alternate weeks to the recycling bins.
- 2.7.5 Where a regular collection day falls on a public holiday, collections will continue on the same day as normal unless otherwise advised.
- 2.7.6 Any such changes will be shown on the collection calendar and advertised in the local newspaper

2.8 Unsanitary or Prohibited Waste

- 2.8.1 Pursuant to the Public and Environmental Health Regulations 1991, Section 4(2), Sanitation control of refuse;

“Any putrescible waste that is placed in a receptacle must be contained in wrapping or sealed in a disposable container so as to prevent or minimize the discharge of fluids and the emission of offensive odours.”

- 2.8.2 The following substances are **prohibited** from collection by the Council Waste Collection Service:

- Acids and alkalis
- Asbestos
- Animal carcasses discarded in the course of medical or veterinary research
- Any other article or matter that is discarded in the course of medical, dental or veterinary practice or research and the poses a significant risk to the health or a person who comes into contact with it, or to the environment at large
- Any other item or substance that may constitute a hazard to the waste collectors, or to the mechanism of the collection vehicle, or to the environment at large
- Bitumen
- Building materials; concrete, bricks, masonry, tiles, sand, gravel
- Car bodies
- Car batteries
- Dust and fine loose material unless it is securely wrapped in paper or plastic
- Earth, sand, gravel, rocks
- Engines

WASTE MANAGEMENT POLICY

- Explosives and ammunition
- Gas bottles
- Hot ashes
- Liquids
- Listed waste as under “dangerous substances” in the Environment Protection Act
- Manure
- Medical or dental practice waste
- Pool chemicals
- Paints, varnishes and solvents
- Radio-active waste
- Tyres
- Veterinary practice waste

2.9 Refusal of Service

2.9.1 Service may be refused for: -

- Failing to use the approved waste collection container
- Placing insanitary waste out for collection
- Placing prohibited waste out for collection
- Placing a bin that weighs more than 50kg out for collection
- Failing to place the bin in a location that can be reached by the collection vehicle
- Failing to use the containers correctly, leading to contamination of recyclables or green organics

2.9.2 Council reserves the right to cease a collection service where there is repeated misuse of the bin.

2.9.3 Council reserves the right to refuse service where it is impractical to collect, store or present bins or where as part of planning approval conditions, responsibility for waste management is passed to the owner/occupier.

2.9.4 Bins will not be collected from other than a kerbside location unless prior arrangements including a signed agreement, indemnifying Council and the Collection Contractor against any claims for damages from the property owner or occupier, are in place.

2.9.5 If this service is withdrawn and then subsequently reinstated Council reserves the right to pass on the cost of the re-delivery of bins.

2.10 Pilfering

2.10.1 As a deterrent against activities that impact on kerbside collection operations, Council may prosecute pilferers of recyclables.

WASTE MANAGEMENT POLICY

2.11 One-off Requests

- 2.11.1 Council will separately consider a one-off request for extra bins from non-profit community organisations or clubs that lease Council owned properties, where an annual working bee or similar is held by members of the organisation or club to clean up the premises or grounds. A limit of one request per year will apply for each organisation or club.

3. REFERENCES

3.1 Legislation

- *Environment Protection Act 1993*
- *Local Government Act 1999*
- *South Australian Public Health Act 2011 and Regulations*

3.2 Other References

Nil

Attachment 2



ECM DSID Number:	
First Issued / Approved:	22/08/2017
Last Reviewed:	09/11/2021
Next Review:	14/12/2024
Responsible Officer:	Environment Officer
Date Placed on Webpage/ Intranet:	

1. PREAMBLE

1.1 Background

Local Government is responsible for providing a kerbside waste collection service to residential service entitled premises on the basis of fairness and equity.

Environment Protection (Waste to Resources) Policy 2010 (Waste to Resources EPP) under the Environment Protection Act, Part 3—General waste management obligations, Clause 10(2) of the Act 1993 requires ‘In order to facilitate the proper management of waste that is to be collected under subclause (1) (b), a metropolitan council must provide a weekly general kerbside waste collection service (other than for recyclable waste or vegetative matter) in respect of residential premises within its area’

The City of Holdfast Bay (Council) aims to reduce waste to landfill by adopting an environmentally, economically responsible and sustainable waste collection service, which incorporates and encourages greater recycling opportunities.

1.2 Purpose

This document sets out the entitlement of service entitled premises within the City of Holdfast Bay for waste collection services.

1.3 Scope

This document only applies to waste collection services provided under contract for:

- Waste to landfill collection
- Mixed recyclables collection
- Food Organics Garden Organics (FOGO) collection; and
- Hard waste collection

1.4 Definitions

Bin means a mobile garbage bin which is either 140, 240 or litre wheeled type bin provided by Council to an assessable property specifically as a receptacle for household waste, recyclables or FOGO as detailed in 2.1.

WASTE MANAGEMENT POLICY

Service entitled premise means a property entitled to receive a waste collection service. Properties that through the development process have a private waste collection are not classified as a service entitled property.

Waste collection service means collection of waste which includes landfill, mixed recyclables and FOGO collections (noting hard waste collection is treated separately).

1.5 Strategic Reference

Environment: Building an environmentally resilient city

Environment: Using resource efficiently

Environment: Fostering an environmentally connected community

2. PRINCIPLES

2.1 Residential Waste Collection Services (landfill, mixed recyclables and FOGO collections)

2.1.1 Each *service entitled premise* is entitled to a weekly landfill collection service unless alternate arrangements have been agreed through the development process or other negotiated arrangements.

Service entitled premises may be dwellings, businesses, industrial and commercial premises, lessees of Council-owned properties and other premises as defined in section 2.5 and 2.6.

In the case of strata title, multi-unit, or similar high density dwellings that are service entitled premises, domestic landfill collection may be shared between properties. Requests to share bins must be endorsed by Council and the Strata Management Company/ Housing Trust/ or relevant Body Corporate. Sharing arrangements may be subsequently varied at any time subject to the above endorsements.

2.1.2 Each service entitled premises is entitled to one fortnightly mixed recyclables collection service and one fortnightly FOGO collection service, regardless of the size or type of property. Mixed recyclables bins will be emptied once a fortnight (currently on the same day of the week as the weekly landfill collection service). FOGO bins will be emptied on alternate weeks to the mixed recyclables bins.

2.1.3 Service entitled premises will receive waste collection services on the same day of each week generally between the hours of 7.00am and 7.00pm.

Where a regular collection day falls on a public holiday, collections will continue on the same day as normal unless otherwise advised. Any such changes will be shown on the Council collection calendar and advertised on the Council's website.

WASTE MANAGEMENT POLICY

- 2.1.4 Waste collection services frequency may be subject to change through Council endorsement in order to trial and/or implement best practice models for waste diversion.
- 2.1.5 The landfill collection service uses a 140 litre bin marked with Council's logo and a red lid. The mixed recyclables collection service uses a 240 litre bin marked with Council's logo and a yellow lid. The FOGO collection service uses a 240 litre bin marked with Council's logo and a lime green lid.
- Bins must be placed in front of the premises facing towards the road, with the wheels towards the service entitled premises. Where practical a minimum distance of 30cm between bins and 1m between bins and parked cars, letterboxes, stobie poles and overhanging trees. In instances where there is little or no room for bin placement on the verge directly outside the property, an alternative bin placement location may be considered by Council for approval including; neighbouring verges, on the opposite site of the road (i.e. for cul-de-sacs and one way roads), in driveways etc.
- 2.1.6 Bins are to be removed from the kerbside within 24 hours of being emptied.
- 2.1.7 Council may provide for service entitled premises an additional or larger waste collection service bin for an additional fee charged to the user (not applicable for hard waste collection).
- 2.1.8 Bins are provided by Council and remain Council property. They are to remain with the property that they were allocated to. Any repair or replacement will be carried out by Council or its Contractor.
- 2.1.9 In locations where multiple tenancies exist within a single service entitled premises, only one standard waste collection service will be provided, unless otherwise approved within this policy.

2.2 Residential Hard Waste Collection Services

Council provides each service entitled premises one free hard waste collection each financial year for the collection and disposal of up to 2m³ of hard waste. Details of acceptable waste is listed on Council's website.

2.3 Business, Industrial and Commercial Premises Collection Services

- 2.3.1 Whilst not required under the Waste to Resources EPP, a landfill collection, mixed recyclables collection and FOGO service is available under the conditions described in section 2.1 to businesses, industrial and commercial properties to encourage correct disposal and recycling of domestic type waste from businesses (e.g. from staff lunch rooms, landscape maintenance etc).
- 2.3.2 In locations where multiple tenancies exist within a single service

WASTE MANAGEMENT POLICY

entitled premises , only one standard waste collection service will be provided, unless otherwise approved within this policy.

- 2.3.3 Additional services beyond the standard residential waste collection services will not be provided to business, industrial and commercial premises. It is expected businesses will access commercial waste collection suppliers for any needs in excess of the standard waste collection services.

2.4 Council Owned Properties and Other Organisations

- 2.4.1 This category may include but is not limited to premises/organisations referred to in Sections 159 to 165 and Section 166(1)(c) to 166(1)(k) of the *Local Government Act* e.g. schools, community groups, sports clubs, health services, religious centres, child or aged care, etc.

- 2.4.2 A discretionary provision also allows Council to deliver a residential waste collection service to groups, organisations or for activities that can demonstrate they are of general benefit or that they operate in the community's best interest.

- 2.4.3 Premises/organisations in this category and leased Council-owned properties not otherwise defined will be provided with the waste collection service detailed in Sections 2.1, 2.2 and 2.3 of this policy.

Supply of bins and collection of waste in excess of this standard service is the responsibility of the organisation/lessee.

- 2.4.4 Organisations in this category may apply to Council for exemption from fees for additional bins.

- 2.4.5 Council will separately consider a one-off request for extra bins **and hard waste collections** from non-profit community organisations or clubs that lease Council owned properties, where an annual working bee or similar is held by members of the organisation or club to clean up the premises or grounds. A limit of one request per year will apply for each organisation or club.

2.5 Unsanitary or Prohibited Waste

The following substances are **prohibited** from collection under the waste collection service:

- Acids and alkalis
- Asbestos
- Animal carcasses discarded in the course of medical or veterinary research
- Any other article or matter that is discarded in the course of medical, dental or veterinary practice or research and the poses a significant risk

WASTE MANAGEMENT POLICY

to the health or a person who comes into contact with it, or to the environment at large

- Any other item or substance that may constitute a hazard to the waste collectors, or to the mechanism of the collection vehicle, or to the environment at large
- Bitumen
- Building materials: concrete, bricks, masonry, tiles, sand, gravel
- Car bodies
- Car batteries
- Dust and fine loose material unless it is securely wrapped in paper or plastic
- Earth, sand, gravel, rocks
- **Electronic waste including household batteries**
- Engines
- Explosives and ammunition
- Gas bottles
- Hot ashes
- Liquids
- Listed waste as under “dangerous substances” in the *Environment Protection Act*
- Medical or dental practice waste
- Pool chemicals
- Paints, varnishes and solvents
- Radio-active waste
- Tyres
- Veterinary practice waste

2.6 Refusal of Service

2.6.1 Bins may not be collected in circumstances including (but not limited to):

- Failing to use the approved bin;
- Placing insanitary waste for collection;
- Placing prohibited waste for collection;
- Placing a bin that weighs more than 50kg for collection;
- Failing to place the bin in a location that can be reasonably reached by the collection vehicle; and
- Failing to use the containers correctly, leading to contamination of recyclables or FOGO.

2.6.2 Council reserves the right to cease a waste collection service where there is a repeated misuse of the bin.

2.6.3 Council reserves the right to refuse service where it is impractical to collect, store or present bins or where as part of development approval conditions, responsibility for waste management is passed to the owner/occupier.

2.6.5 Bins will not be collected from other than a kerbside location unless

WASTE MANAGEMENT POLICY

prior arrangements including a signed agreement, indemnifying Council and the Collection Contractor against any claims for damages from the property owner or occupier, are in place.

- 2.6.6 If a waste collection service is withdrawn and then subsequently reinstated, Council reserves the right to on charge the cost of the re-delivery of bins.

2.7 Pilfering from **Mixed Recyclables Collection Bins**

As a deterrent against activities that impact on the mixed recyclables collection bins, Council may prosecute pilferers at its sole discretion.

3. REFERENCES

3.1 Legislation

- *Environment Protection Act 1993*
- *Environment Protection (Waste to Resources) Policy 2010*
- *Local Government Act 1999*
- *Local Nuisance and Litter Control Act 2016 and associated Regulations*
- *South Australian Public Health Act 2011 and Regulations*

3.2 Other References

Nil

Item No: 15.5

Subject: **BUSINESS CONTINUITY POLICY AND PLANS**

Date: 14 December 2021

Written By: Manager, Strategy and Governance

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

In early 2020, draft business continuity and crisis management documents were developed for the organisation and immediately 'pressure tested' via the COVID-19 pandemic.

The Audit Committee reviewed a draft Business Continuity Policy on 20 October 2021 and commended it to Council for approval.

RECOMMENDATION

That Council:

- 1. approves the Business Continuity Policy; and**
 - 2. notes the Crisis Management Plan and example Business Continuity Plan.**
-

COMMUNITY PLAN

Culture: Enabling high performance

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Business Continuity Policy - draft

STATUTORY PROVISIONS

Not applicable

BACKGROUND

In early 2020, specialist consultants were engaged to assist Council to undertake a business continuity review and develop appropriate documentation.

Due to circumstances beyond Council's control, the documents were developed and immediately 'pressure tested' in real time due to COVID-19.

The documents proved to be effective and were used repeatedly in the months that followed, as conditions changed.

REPORT

A Business Continuity Policy and Framework was drafted by the consultants but to simplify, the framework has been embedded into the Policy. The draft is provided for consideration.

Refer Attachment 1

The policy scope includes Alwyndor, however the intention is for Alwyndor to develop its own business continuity plans and crisis management plan. This is provided for in the policy.

The Audit Committee reviewed the draft Policy on 20 October 2021 and commended it for Council's approval.

Crisis Management Plan

A Crisis Management Plan (CMP) was provided as a best practice model by the consultants. In March 2020, SLT agreed to the model plan and staff were nominated to the relevant roles. The CMP was then immediately 'pressure tested' by the advent of the COVID-19 pandemic. A Crisis Management Team (CMT) was established, which continues to operate at the present time. The CMP is provided for noting.

Refer Attachment 2

Business Continuity Plans

Eight Business Continuity Plans (BCPs) were developed by business units with the consultants throughout March 2020 and immediately 'pressure tested'. The BCPs proved effective and assisted CMT in providing advice to the Senior Leadership Team, as well as providing practical guidance to business units in responding as conditions changed. It should be noted that the BCPs were grouped by functions and therefore are not substantially impacted by the organisational realignment, but minor changes were made to reflect relevant changes.

An example BCP is provided for noting.

Refer Attachments 3

It should be noted that both the CMP and BCPs are event-neutral. They set out a process which should be followed in the event of a crisis or a business interruption, regardless of the nature of that event. This has proved to be an effective model during COVID-19 as conditions changed rapidly and, at times, unexpectedly. Event-neutral plans allowed a consistent process to be applied regardless of the nature of those changes.

It should also be noted that both the CMP and BCPs are due for review in March 2022, in line with the draft policy. A review of the operations of CMT is in progress and will be factored into the March review of CMP and BCP documentation. Additional implementation initiatives will also be considered as part of that review.

BUDGET

There are no budget implications associated with this report.

LIFE CYCLE COSTS

There are no life cycle costs associated with this report.

Attachment 1



ECM DSID Number:	
First Issued / Approved:	XX/XX/2021
Last Reviewed:	C
Next Review:	XX/XX/2024
Responsible Officer:	Manager Strategy and Governance
Date Placed on Webpage/ Intranet:	

1. PREAMBLE

Business Continuity Management (BCM) is a holistic management process that identifies potential threats to an organisation and the impacts to business operations if those threats arise. BCM builds organisational resilience and capability to effectively respond to events in order to safeguard the interests of its key stakeholders, reputation, brand and value-creating activities.

Council aims to conduct its operations with the highest regard for the wellbeing of its people, while maintaining the highest quality service to its customers and protecting its business and the environment. If a disruptive event occurs, the objective of BCM is to:

- minimise risks to the health and safety of employees, contactors, customers and the public, and
- minimise the period of the disruption and maximise the speed of recovery to normal business activities for all stakeholders.

1.1 Background

The City of Holdfast Bay (the Council) is committed to adopting a strategic, consistent and structured approach to BCM in line with the principles of ISO22301:2012 Business Continuity Management Systems.

The Council is committed to excellence in BCM and is committed to continuously improving its practices.

The Council acknowledges that BCM is essential for sound strategic, financial and operational planning and the achievement of the Council's objectives.

1.2 Purpose

Council is obliged to ensure that critical business functions continue after a business interruption. The purpose of this Policy is to outline the Council's principles for BCM, the approach to be taken to implement BCM and who has responsibility for activities within the program.

1.3 Scope

This policy applies to all of Council operations, including Alwyndor.

BUSINESS CONTINUITY POLICY

Council has developed plans, taking into consideration reasonably foreseeable risks and their potential impact on achievement of Council objectives. BCM has two key elements: Crisis Management and Business Continuity.

The BCM lifecycle is depicted below, as per ISO 22301:2012:



Council has identified these five steps to build, manage and maintain a robust BCM system.

The Council supports BCM practices and encourages and empowers staff in managing BCM in order to protect employees, contractors, clients and assets against reasonably foreseeable BCM risks within the boundaries of the Council's operations.

Emergency Management is managed by the Emergency Management Operations Manual and site-specific Workplace Emergency and Evacuation Plans.

BCM is supported by Council's Risk Management Policy and Risk Management Framework.

1.4 Strategic Reference

Culture: Supporting excellent, efficient operations

2. PRINCIPLES

2.1 Operation and Planning Control

Clear roles and responsibilities underpin BCM. Strategy and Governance lead the BCM program, including:

- communicating the importance of effective BCM and promoting continuous improvement,
- integrating BCM into the organisation’s business processes,
- review the organisation’s BCM processes and plans biennially,
- coordinate formal approval of all plans by the Senior Leadership Team.

Roles and responsibilities are articulated via the relevant plans.

2.2 Business Impact Assessments

In order to understand the business continuity risks that affect Council and the impact of these on the business, a biennial business impact analysis (BIA) will be undertaken.

BIA informs priorities and requirements for business continuity management and enables Council to prioritise the resumption of activities that support services, determining the following for each business function:

- **Maximum Acceptable Outage (MAO)** - The Maximum Acceptable Outage (MAO) is defined to be the time it would take for adverse impacts, which might arise as a result of not providing a product/service or performing an activity to become unacceptable (ISO 22301:2012).
- **Recovery Time Objective (RTO)** - The period of time following an incident within which an IT product or service must be resumed or recovered (ISO 22301:2012).
- **Recovery Point Objective (RPO)** - The point to which information used by an activity must be restored to enable the activity to operate on resumption (ISO 22301:2012).

The BIA must be refreshed after any significant change in Council, or at least every two years. This refresh should consider whether the criticality of any current business function has changed or whether new business functions exist that require a detailed BIA to be performed.

To understand the criticality of a business function, the following criticality matrix will be used. To determine when a function is critical, refer to the Council Risk Management Framework.

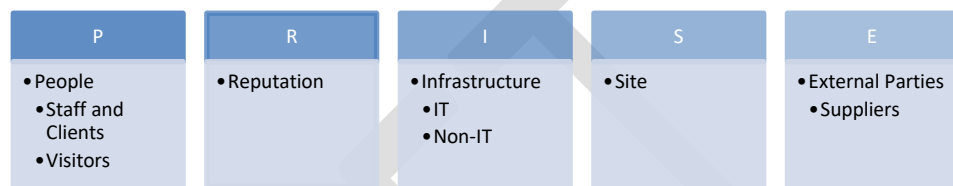
Criticality	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5 not critical	Tier 6 not critical
MAO	Immediate (<4 hours)	Today (5-24 hours)	Tomorrow (1-3 days)	This Week (4-7 days)	Next Week (8-14 days)	Eventually (>14 days)

2.3 Business Continuity Plans

The Council will develop, implement and maintain business continuity plans (BCPs) in accordance with this policy, which aim to minimise the disruption to business operations in the event of a disruption and restore operations to normal levels as soon as possible after a disruption.

BCPs are approved by the Senior Leadership Team and must be reviewed and tested every two years. Alwyndor BCPs must be provided to the Alwyndor Management Committee for noting after each review.

Plans will follow an event neutral style (PRISE) – focussing on impact of outages rather than the event itself:



2.4 Crisis Management

Council will develop a Crisis Management Plan (CMP) to assist with strategic incident management command and control in response to a critical incident. Alwyndor will have a separate CMP.

The CMPs are approved by the Senior Leadership Team and must be reviewed and tested every two years.

The Crisis Management Team established under the CMP will provide advice to the Senior Leadership Team who will retain operational decision-making.

Crisis management decisions must give due regard to State Emergency directives, procedures and any relevant advice from the Local Government Functional Support Group.

2.5 Suppliers and Service Providers

All third-party suppliers providing critical business activities must provide evidence of the existence, updating, testing, outcome of testing, and security of the appropriate BCM plans for the critical business activities including details of the testing and their results. Where requested, these must be made available to the Council.

2.6 Training and Awareness

All staff with allocated BCM responsibilities within business continuity plans must be involved in the biennial reviews to enable them to understand their obligations and responsibilities.

3. REFERENCES

3.1 Legislation

- *Civil Liability Act 1936*
- *Emergency Management Act 2004*
- *Local Government Act 1999*
- *South Australian Public Health Act 2011*
- *Work Health and Safety Act 2012*

3.2 Other References

- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- Audit Committee Terms of Reference
- Better Practice Model – Internal Financial Controls 2012 SALGFMG
- Risk Management Policy and Framework
- Emergency Operations Manual
- WHS Emergency Management Policy
- Workplace Emergency and Evacuation Plans
- ICT Disaster Recovery Plan

Attachment 2



Crisis Management Plan on a Page

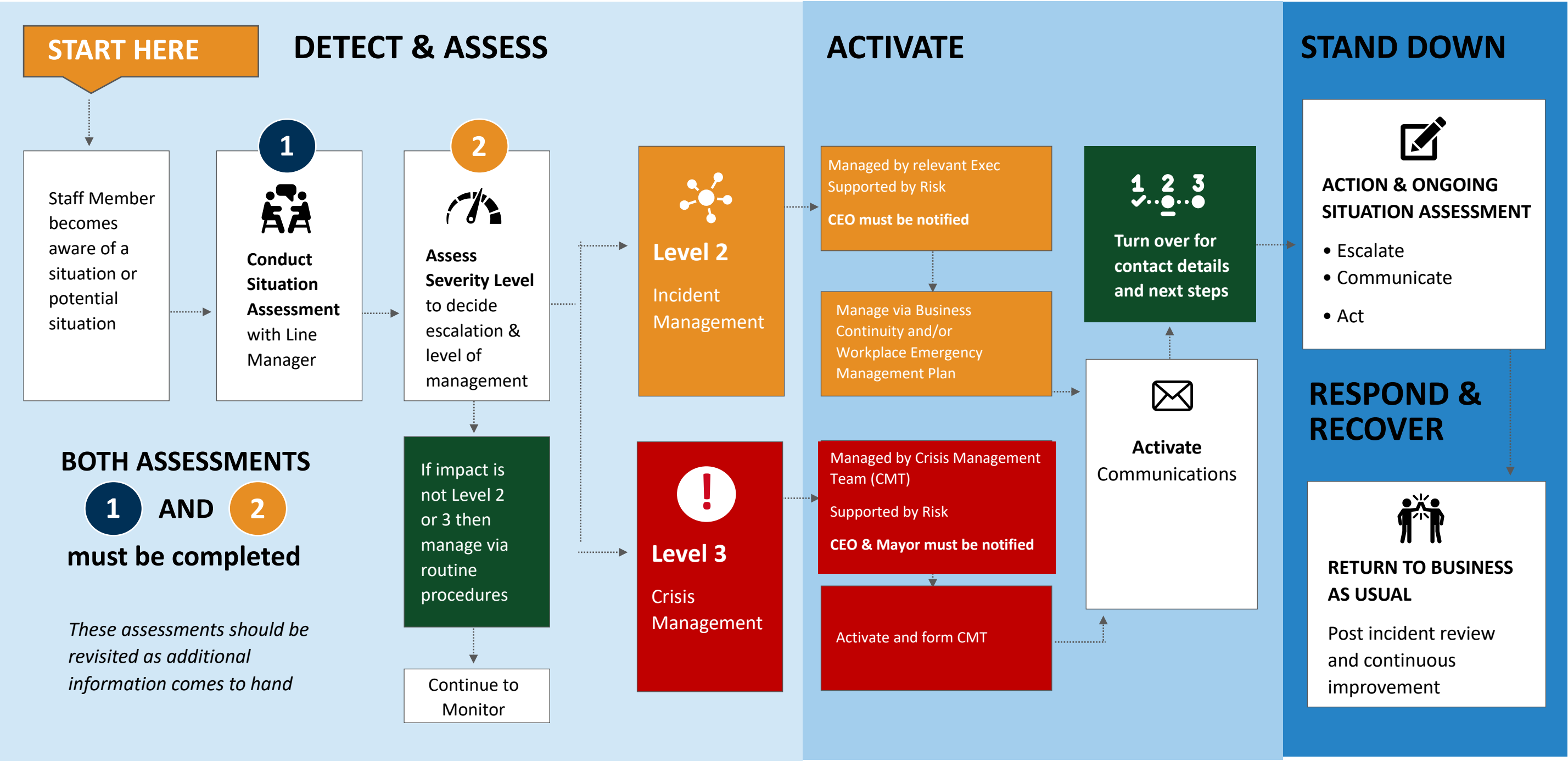
Ask yourself:

What has happened?
Summarise the nature & cause of the event

Date and time of event?
May be different to time reported

Location of event?
May be multiple sites or not have a locality focus

NOTIFY FOR ALL AFTER-HOUR INCIDENTS AND CRISES
After Hours Call Service: 8229 9999



1

Situation Assessment

Consult others as required



PEOPLE <i>Who is affected and how?</i>	<ul style="list-style-type: none"> Are there any injuries? What potential harm exists – physical, psychological, both? Who has been affected and how? staff members / contractors / visitors / other stakeholders? What is their current status (i.e. evacuated and at designated assembly point?) What support is required by the affected people/team? Which locations are impacted?
REPUTATION <i>Reputational impact?</i>	<ul style="list-style-type: none"> Is there a reputation impact? If so, what and with whom? Do staff members need to be communicated to? Is wider communication required?
INFORMATION TECHNOLOGY <i>What is affected & how?</i>	<ul style="list-style-type: none"> What IT capability is impacted and how? Is there any data loss? Are IT systems impacted (including cyber security?) Are voice systems impacted?
SITES <i>Affected sites / Departments?</i>	<ul style="list-style-type: none"> Is an owned and operated site affected including security? Is a tenanted/leased site affected including security? Is there an impact on the businesses ability to operate from a site? Is a single business unit or multiple business units impacted?
EXTERNAL PARTY <i>Affected third parties?</i>	<ul style="list-style-type: none"> Does the issue affect any critical third-party suppliers? Does this impact our ability to operate? What is the current status of the third party? Consider Federal and State responses/directives Consider advice from Local Government Functional Support Group (LGFSG)

2

Severity Level Assessment

When in doubt, escalate



	LEVEL 2 – INCIDENT Localised incident impacting multiple departments with moderate impact on critical business functions.	LEVEL 3 - CRISIS Major disruption affecting multiple departments. Council-wide coordination required.
Reputation	<ul style="list-style-type: none"> Moderate adverse effect on public image Adverse media campaign in Messenger over two or more issues, supported by uptake of issue in Advertiser and or local electronic media Moderate level of community concern, large number of complaints and letters to editor in Messenger paper Minor common law action or Ombudsman investigation threatened/ initiated 	<ul style="list-style-type: none"> Significant adverse effect on public image Widespread adverse media campaign including electronic local and national media. Social media going viral requiring management intervention. Pressure on State Government and agencies to intervene Significant level of community concern Social health and wellbeing of the community seriously affected by major community unrest and/or significant breakdown of established community relationships and links Significant common law action threatened, major Ombudsman investigation initiated
Business impact	<ul style="list-style-type: none"> Moderate financial loss – impact of between \$20k and \$50k Impaired ability to maintain normal operations Reprogramming required Minor legal issues, non- compliances and breaches of regulation 	<ul style="list-style-type: none"> Major financial loss - impact of between \$50k and \$1million Significant effects loss of ability to complete programs, major restrictions to services and project delivery Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible
People Safety	<ul style="list-style-type: none"> Medical treatment required which may include short term admission to hospital Moderate loss/or infrastructure damage Local epidemic leading to noticeable disruption of activities 	<ul style="list-style-type: none"> Serious & extensive injuries Serious structural damage to infrastructure or serious loss of assets. Widespread epidemic that causes significant disruption to activities
Environment	<ul style="list-style-type: none"> “Material” category under the SA Environment Protection Act (1993) Contamination – on-site release contained with outside assistance Ecosystems- temporary, reversible damage, loss of habitat and migration of animal populations, some reduction in numbers and die back of plants. Pollution requires physical removal; air quality constitutes potential long term health problems. Manageable restrictions in resource usage 	<ul style="list-style-type: none"> “Serious” category under the SA Environment Protection Act (1993) Contamination – off-site release with no detrimental effects Ecosystems – recoverable damage, death of animals in large numbers, widespread habitation destruction, significant air quality issues. Pollution issues requiring long term management, serious introduction of invasive species Restrictions on resource usage threatening viability of accepted lifestyle
Service Delivery	<ul style="list-style-type: none"> Some key components of the Strategic Plan cannot be achieved within expected timeframes. Additional funding/resources or some strategies re-prioritisation is required 	<ul style="list-style-type: none"> Key Strategic Objectives unable to be achieved; review of Strategic Plan is required

Crisis Management Plan on a Page

Contact Lists

Team composition may vary based on ongoing situation assessments and as the situation unfolds.



Core Crisis Management Team (CMT) Contact List

ROLE	PRIMARY / ALTERNATE	NAME	MOBILE
CMT Leader	Primary	Marnie Lock	XXXX XXX XXX
	Alternate	Michael de Heus	XXXX XXX XXX
CMT Coordinator	Primary	Sacha Sewell	XXXX XXX XXX
Communications	Primary	Michelle Logie	XXXX XXX XXX
	Alternate	Anna Merola	XXXX XXX XXX
People and Culture	Primary	Sharon Somerville	8229 9912
	Alternate	Kylie Rowe	8229 9825
CMT Admin	Primary	Marissa Marchegiano	8229 9951
	Secondary	Jillian Conner	8229 9944
Regulatory Services	Primary	Adrian Hill	XXXX XXX XXX
	Alternate	Marissa Michail	XXXX XXX XXX
Field Services	Primary	Bill Blyth	XXXX XXX XXX
Buildings and Facilities	Primary	Mathew Walsh	XXXX XXX XXX
Strategy and Governance	Primary	Ania Karzek	XXXX XXX XXX

Extended Crisis Management Team Contact List

ROLE	PRIMARY / ALTERNATE	NAME	MOBILE
CEO		Roberto Bria	XXXX XXX XXX
Mayor	Primary	Amanda Wilson	XXXX XXX XXX
	Alternate (Deputy Mayor)	Rebecca Abley	XXXX XXX XXX
General Manager Business Services	Primary	Pam Jackson	XXXX XXX XXX
	Alternate	John Newton	8229 9924

Specialist Contact List

Company/Role	Name	PHONE (BH)	MOBILE
Chair Emergency Planning Committee	Annie Elliot	8229 9950	N/A
Emergency Management Response Committee	Michael de Heus	8229 9803	XXXX XXX XXX
Team Leader Governance	Nicole Roberts	8229 9941	XXXX XXX XXX
Technology Operations	Leigh Ray	8229 9814	XXXX XXX XXX

Core Roles & Responsibilities

CMT Leader	<ul style="list-style-type: none"> Remind members of their responsibility for documentation and timely and accurate comms Brief CMT members of what is known, what is not known, what action has taken place and what requires action Set the Operating Rhythm and run CMT meetings with assistance from the CMT Coordinator Manage the agenda of CMT meetings and monitor the status of assigned tasks and actions Liaise with Senior Leadership Team (SLT) for decisions
CMT Coordinator	<ul style="list-style-type: none"> Setup the CMT room including role tent cards and Plan on a Page placemats Responsible for CMT call-out Assist the CMT Leader to run the CMT meetings Work with CMT Admin to ensure visual logs are kept and meeting minutes recorded Assist with management of new information coming into the room
CMT Admin	<ul style="list-style-type: none"> Ensure CMT has adequate refreshments including water and healthy snacks Ensure visual logs are kept and meeting minutes recorded Maintain meeting minutes and written CMT Log

Crisis Management Team – How to meet

PHONE:	IN PERSON:
<p>When a CMT is convened it is often with members not in the office. Use available tools where appropriate to connect everyone: Send relevant details to the team as required.</p>	<p>Meeting rooms can be established at the discretion of the CMT leader:</p> <ol style="list-style-type: none"> Kingston or Mawson Rooms, Civic Centre Mayor's Parlour, Glenelg

Team Meetings – Checklist & Agenda

1	<p>CONFIRM / REVIEW WHAT WE KNOW</p> <p>Discuss what is known / unknown:</p> <ul style="list-style-type: none"> What are the facts? What is new/what has changed? What are the assumptions? What is not known? 	<p>Agree the main issue(s) – identify the key focus of the team</p>
2	<p>CONSIDER WHAT MAY HAPPEN</p> <p>MOST LIKELY Agree the most likely outcome for this event.</p>	<p>WORST CASE Discuss the “worst case” outcome for this event – how bad could it get.</p>
3	<p>ASSESS IMPACTS</p> <p>Assess the potential impacts. Consider:</p> <ul style="list-style-type: none"> Staff Members Members Reputation Operations / business activities Technology 	<p>For Worst Case, what additional considerations are required? Consider forming sub-team(s) to focus on key issues / tasks.</p>
4	<p>AGREE ACTIONS</p> <p>NOW? Identify the immediate actions, include details for each task:</p> <ul style="list-style-type: none"> Actions/decisions Who is responsible? Timings of actions 	<p>LATER? Consider the longer-term actions required, with details including:</p> <ul style="list-style-type: none"> What, Who, Where Timing of when to commence action When CMT should consider the action
5	<p>AGREE COMMUNICATIONS STRATEGY</p> <ul style="list-style-type: none"> Identify key stakeholders to be engaged Agree key messages Identify responsibility for preparing / delivering message Confirm authorisation and methods of delivery Confirm timings for message / briefing release 	

Attachment 3



Customer Experience and Libraries – BCP on a Page



Disruption has occurred. If need be call emergency services 000

Loss of Site

Loss of IT Systems/Equipment

Loss of People

Loss of Third-party

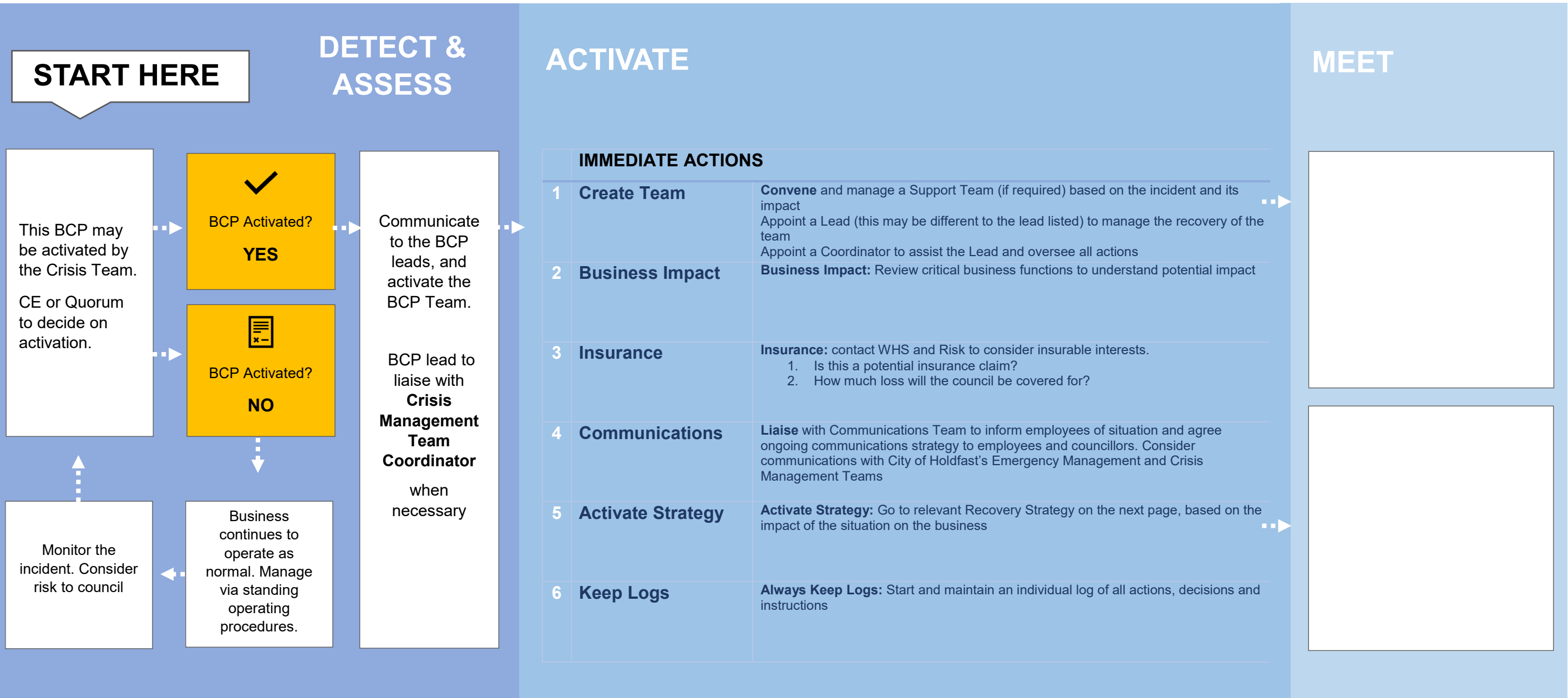
Ask yourself:

What has happened?
Summarise the nature & cause of the event

Date and time of event?
May be different to time reported

Location of event?
May be multiple areas in the council or not have a locality focus

NOTIFY [SLT] FOR ALL INCIDENTS AND CRISES



Use the strategies below to assist with immediate actions after a disruption.
Further steps can be found in the BCP Guide

STEP	LOSS OF SITE	✓
1	Critical Staff: Confirm alternate working arrangements: <ul style="list-style-type: none"> Can they work remotely? 1. Is there another Holdfast location suited to their needs, such as a Library or Civic Centre. Refer to preferred site alternate location. Is it a viable option in this incident? 	
2	Replacement IT equipment: Assess the availability of laptops and essential equipment to support the recovery of critical business functions. If <i>insufficient</i> laptops are available: <ul style="list-style-type: none"> Request laptops from employees <i>not</i> undertaking critical business functions Contact Technology and request support to obtain additional laptops Where possible transfer processes to alternate location and/or groups to complete actions or postpone until laptops available. 	
3	Non-Critical Staff: Confirm with Team Managers that non-essential employees have been advised to return home until further notice or non-critical staff can assist in service delivery in critical process.	
4	Communications: Communicate alternate working arrangements and timeframes for recovery with impacted employees.	

STEP	LOSS OF EXTERNAL 3rd PARTY	✓
1	Understand Impact: Is the affected 3rd party critical? If critical: Liaise with 3rd party provider to: <ul style="list-style-type: none"> confirm expected recovery time, if known identify workarounds/strategies for the continuity and recovery of critical business functions 	
2	Consider Alternate Arrangements: Depending on the severity of the disruption and expected recovery time, consider the following options: <ul style="list-style-type: none"> Can other council's or the Local Government Functional Support Groups? Identify alternate service provider(s) and assess likely timeframe to engage/procure products and services; <ul style="list-style-type: none"> Utilise existing Holdfast resources to provide support to impacted critical business functions 	
3	Get Help: Engage with Legal and Procurement teams to support management of disrupted provider and engagement of alternate providers	
4	Communications: Confirm the communications strategy with the 3 rd party and communicate required actions to employees and residents of the City of Holdfast.	

STEP	LOSS OF IT	✓
1	Confirm situation: What systems have been affected? What is the expected outage timeframe?	
2	Business Impact: Liaise with your team to confirm actual/likely impacts to critical business functions	
3	Technology Requirements: Who in your team is affected? What is their technology requirements for the critical functions? (technology requirements section I over page) – pass this information to IT so they know what your priorities are.	
4	Manual Workarounds: Consider if manual workarounds are practical to use and implement if necessary (i.e. if IT is also affected by the disruption)	
5	Communicate with Technology: Agree point of contact to receive status updates.	
6	Work Transfer: If the technology outage affects a single region, consider transferring processes to other non-affected sites/area	

STEP	LOSS OF PEOPLE	✓
1	Find People: In liaison with General Managers, confirm if there are sufficient suitably skilled resources to continue to operate critical business functions	
2	Continue Operations: If insufficient employees to continue operation: <ul style="list-style-type: none"> Liaise with other Department to identify availability of suitably skilled employees; Review critical functions within the business to identify those actions that can be ceased or transferred; Consider implementing a roster system to allow for rest for those employees still available to operate; 	
3	Monitor employee welfare such as potential fatigue or stress related issues. <ul style="list-style-type: none"> Liaise with Work Health & Safety function to provide guidance and support to employees as required. Consider engaging Employee Assistance Provider through People Experience Team. 	
4	Communicate: Provide regular information updates to all key stakeholders, including non-affected Teams (if required). Consider: <ul style="list-style-type: none"> Plan and status of recovery activities; and Identified risks associated with recovery 	

Consider the criticality of business processes and IT applications before proceeding.
Turn over the page.

Customer Experience and Libraries – BCP on a Page

PEOPLE: Contact List and Key Roles

Role	Primary/Alternate	Name	Mobile	Email
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Understand the Roles

Lead	<ul style="list-style-type: none"> Lead the use of this Plan. Work with CMT to understand status of situation, strategic overview and any impediments to activation of this Plan. Actively manage your team, communications and anything else needed to recover their operations.
Coordinator	<ul style="list-style-type: none"> Working with the Lead, assist to call out relevant people to assist with this Plan. Be a resource for the Lead to call on to assist with actions and decisions. Be the central point of call for all employees in your group.

Critical Business Functions and Timeframes

Process Name	Criticality	Contingency strategies and things to think about
Front of House and Contact Centre Management	T1	Consider: 1. Rostering and staffing 2. Reactive communications 3. Outgoing comms, and requests. 4. Transactions and EFT 5. Section 7 Searches 6. General inbound calls (waste management, etc) 7. Website submissions
Library spaces	T2	Consider: 1. Extreme heat days 2. Meeting room hire 3. Planning days 4. Toilets and refuge for extreme weather 5. Phone charging 6. Provide water
Triage and Referrals	T5	Consider: 1. Liaison with Department of Environment, Water and Natural Resources, other Departments, such as DIPTI 2. Referrals to SES 3. Animal management (external providers) 4. Fines enforcement recovery unit
Services	T5	Consider: 1. Computer and WIFI access 2. Homebound library 3. Children's programmes 4. Out-reach programmes 5. Digital literacy programme 6. Community information programme 7. Book discussion groups 8. School holiday programmes 9. STEM 10. One on one digital support 11. Scanning, photocopying and printing service 12. Lending books, returns 13. Digital training and IELTS 14. JP service 15. Council customer service at Glenelg only 16. Tax help support 17. Community information (train timetables) 18. Pick up point for major state or fed publications. 19. Council and state government engagements.
Acquire Materials	T6	Consider: 1. Books, DVDs, electronic materials

IT: Critical Technology Applications & Timeframes

Application Name	RTO	RPO	Manual Workaround
EFTPOS	At Time of Recovery	Functionality Only	Manual payments.
EnvisionWare	Soon After Recovery	Functionality Only	Officeworks or other libraries and manually control computer user access.
Intranet	At Time of Recovery	Last Backup (upto 24 hours data loss)	Refer to hard copy documents and bookmarked links.
Office, Internet & Email	At Time of Recovery	Functionality Only	Phones.
One Card	At Time of Recovery	Last Backup (upto 24 hours data loss)	Refer to the state gov for DR process. Offline mode, and will collect data, the it will automatically up load the data retrospectively.
PABX Mitel	At Time of Recovery	Functionality Only	Transfer to after hours service in Melbourne.
ECM Records Manager	At Time of Recovery	Last Transaction	-

External & Internal Dependencies

Vendor/Supplier Name	Internal/External	Reliance Level	Description of service	Contact Name & Number
ComBank	External	Total Reliance	-	
EnvisionWare	External	Partial Reliance	-	8132 5800
FE Technologies	External	Partial Reliance	-	1300 731 991
PLS	External	Total Reliance	-	8348 2311
Telstra	External	Total Reliance	-	

SITES: Options of where to go

Site	Processes			
Brighton Library	Library spaces, Services, Acquire Materials			
BAU Staff	13			
Additional Comments	Includes casuals.			
Work from Home?	Number of staff	% of Access Capability	Additional Requirements	Max Time Operable
No	-	-	-	-
Number of people required to work from home over time:				
-				
Transfer to alternate workplace?	Preferred location	Additional Requirements		
Yes	Glenelg Library			
Number of people required to work from home over time:				
T1: - T2: - T3: - T4: - T5: - T6: -				

Site	Processes
Civic Centre	Front of House and Contact Centre Management, Triage and Referrals
BAU Staff	8
Additional Comments	

Customer Experience and Libraries – BCP on a Page

Work from Home?	Number of staff	% of Access Capability	Additional Requirements	Max Time Operable
Yes	Up to 8	100%	Only if Civic Centre is closed to the public	Until Civic Centre re-opens
Number of people required to work from home over time:				
-				
Transfer to alternate workplace?	Preferred location	Additional Requirements		
Yes	Glenelg Library	Would need to set-up contact centre at the library. Technology available at site, however, resources would need to be procured.		
Number of people required to work from home over time:				
T1: - T2: - T3: - T4: - T5: - T6: -				

Site	Processes			
Glenelg Library	Library spaces, Services, Acquire Materials			
BAU Staff	13			
Additional Comments				
Work from Home?	Number of staff	% of Access Capability	Additional Requirements	Max Time Operable
No	-	-	-	-
Number of people required to work from home over time:				
-				
Transfer to alternate workplace?	Preferred location	Additional Requirements		
Yes	Brighton Library			
Number of people required to work from home over time:				
T1: - T2: - T3: - T4: - T5: - T6: -				

BUSINESS CONTINUITY PLAN GUIDE

Customer Experience

THIS DOCUMENT SHOULD BE USED IN CONJUNCTION WITH YOUR CONTINUITY PLAN ON A PAGE

VERSION: 1.0

DATE: AUGUST 16, 2018

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1. INTRODUCTION

The purpose of this document is to support the business to recover from a disruption to its normal business operations.

1.1. SCOPE

This Business Continuity Guide is a supporting document for the BC Plan on a Page, and addresses the following scenarios:

- Loss of Key **People**
- Loss of **IT** (Technology/Equipment)
- Denial of Access to **Site**/Premises
- Loss of **External Parties** (Third Party Providers)

1.2. HOW THIS GUIDE WORKS

This guide works alongside the Continuity Plan on a Page and contains additional tools, guides, actions and templates to assist in a recovery event.

2. DETECT & ASSESS

Follow the instructions on your Plan on a Page:

If **NO** BCP activation is required, the situation will be managed under normal business as usual procedures.

If BCP activation **IS** required, this plan along with the BC Plan on a Page should be used.

Below is a situation assessment checklist to assist understanding the impact on the business:

Situation Assessment (consult others as required)	
PEOPLE <i>Who is affected and how?</i>	<ul style="list-style-type: none"> • Are there any Injuries? • What potential harm exists – physical, psychological, both? • Who has been affected and how? Staff / Contractors / Visitors / Residents in the council? • What is their status (i.e. evacuated and at designated assembly point?) • What support is required by the affected team?
REPUTATION <i>Reputational impact?</i>	<ul style="list-style-type: none"> • Is there a reputation impact? If so, what and with whom? • Do staff need to be communicated to? • Is wider communication required to the community or South Australian State Departments?
INFRASTRUCTURE / TECHNOLOGY <i>What is affected & how?</i>	<ul style="list-style-type: none"> • Is this isolated to one area of the business? • What capability is impacted and how? • Is there any data loss? • Are IT Systems impacted (including cyber security?) • Is there any equipment loss? • Loss of equipment? Plant?
SITE <i>Affected sites / BUs?</i>	<ul style="list-style-type: none"> • Library, Recreational Centre, or Community Hall affected? • Is an owned and operated site affected including security? • Is a tenanted/leased site affected including security? • Is there an impact on the businesses ability to operate from a site? • Is a single department or multiple departments impacted?
EXTERNAL PARTY <i>Affected third parties?</i>	<ul style="list-style-type: none"> • Does the issue affect a critical third-party supplier? • Does this impact our ability to operate? • Can other councils in Adelaide assist? • What is the status of the third party?

3. ACTIVATE

If a decision is made to activate a business continuity team, this agenda and checklist will assist to run the first meeting of the team.

ALWAYS REMEMBER TO CONSIDER **PRISE**¹.

1	CONFIRM / REVIEW WHAT WE KNOW	
	Identify the known information from across the Business: <ul style="list-style-type: none"> Reconfirm facts What is new/what has changed? What is affected/what is not affected? What workarounds are currently in place? Number of issues currently being addressed 	Agree on what is the main issue - state what the main focus should be in dealing with this event. e.g.: <i>safety of the staff at certain locations, recovery of operations in specific geographies, etc.</i>
2	CONSIDER WHAT MAY HAPPEN	
	MOST LIKELY Using the main issue, state what you see as being the most likely outcome for this event.	WORST CASE Using the main issue, state what you see as being the "worst case" outcome for this event.
3	ASSESS IMPACTS	
	Against all key areas of the Business: <ul style="list-style-type: none"> What functions are working/not working? What workarounds or options exist? What are the critical Interdependencies? What additional resources are required? Are there any key timelines required for a response? Are there any impacts to external stakeholders 	For Worst Case , what additional considerations are required? Consider forming sub-team(s) to focus on key issues / tasks.
4	AGREE ACTIONS	
	NOW? Include details for each task: <ul style="list-style-type: none"> Actions/decisions? Who is responsible? Timings of actions? Desired outcomes? How status is to be reported? Approved additional resources? 	LATER? List those actions that can be delayed with details including: <ul style="list-style-type: none"> What, Who, Where Timing of when to commence action When others should consider the action
5	AGREE COMMUNICATIONS STRATEGY	
	<ul style="list-style-type: none"> Agree key message Identify responsibility for preparing message Confirm authorisation and methods of delivery Confirm timings for message / briefing release 	Liase with Communications Team

¹ PRISE is an acronym used at the City of Holdfast to assess an incident. PRISE stands for; People (internal and external), Reputation, Infrastructure (both IT and non-IT), Sites and External Third-Parties (suppliers and regulators). PRISE recognises an impact to one or more of these five elements may result in a business continuity incident.

4. RESPOND & RECOVER

Business Continuity Plan Coordinator to review and follow the relevant strategy as outlined below.

- **Loss of/Denial of Access to Site** when:
 - Access to a Site is not available for an extended period
 - Complete failure of systems from site (e.g. no power / no technology) requiring relocation or services or work
- **Loss of IT/Technology** when critical systems are not available for an extended period affecting work outcomes
- **Loss of Key People** when employees or onsite contractors performing critical functions are not available
- **Loss of External Third-Party Provider** when a critical supplier is not able to deliver critical services/products

ALL INITIAL ACTIONS ON YOUR BC PLAN ON A PAGE MUST BE COMPLETE. THEY ARE ALSO LISTED BELOW.

This guide contains follow-on and stand-down actions that may be considered

4.1. LOSS OF/DENIAL OF ACCESS TO SPACE

Immediate Actions

#	Actions	✓
1	Critical Staff: Confirm alternate working arrangements: <ul style="list-style-type: none"> • Can they work remotely? Is there another Holdfast location suited to their needs	
2	Replacement IT equipment: Assess the availability of laptops and essential equipment to support the recovery of critical business functions. If <i>insufficient</i> laptops are available: <ul style="list-style-type: none"> • Request laptops from employees <i>not</i> undertaking critical business functions • Contact IT and request support to obtain additional laptops Where possible transfer processes to alternate location and/or groups to complete actions or postpone until laptops available.	
3	Non-Critical Staff: Confirm with Team Managers that non-essential employees have been advised to return home until further notice.	
4	Communications: Communicate alternate working arrangements and timeframes for recovery with impacted employees. <ul style="list-style-type: none"> • Consider contacting insurance to reconcile loss. Communicate with WHS and Risk. 	

Ongoing Actions

#	Actions	✓
1	Regularly review the progress of all recovery activities and escalate any delays to as soon as possible	
2	Maintain regular contact with disrupted teams to review progress of recovery actions (workarounds, alternate sites, backup equipment, etc.) and adjust as required	
3	Regularly review welfare of employees and agree actions to manage fatigue and stress. Consider engaging Employee Assistance Provider (Contact the People Experience Team for activation).	

-- Extended Guide

4	Manage ongoing employees and stakeholder requirements. Liaise with Team Managers to ensure team-specific stakeholders are being managed	
5	Regularly provide update to all relevant key stakeholders, including non-affected Teams (if required)	
6	Consider and begin planning for longer term issues: <ul style="list-style-type: none"> • How long can we operate from alternate locations and home? • Where can people work from longer term? 	

Stand Down

#	Actions	✓
1	Once building has been restored to operational use: <ul style="list-style-type: none"> • Inform all internal stakeholders; • Continue to monitor situation to ensure no additional issues 	
2	Assess residual impacts, back log of activities and required resources to resolve. <ul style="list-style-type: none"> • Liaise with People team to obtain additional resources if required. 	
3	Create and implement a project plan for activities required to resume normal business operations	
4	Continue to monitor impact to the team and employees	
5	Conduct Post Incident Review to identify key learnings regarding the Recovery activities	

4.2. LOSS OF IT/TECHNOLOGY/EQUIPMENT

Immediate Actions

#	Actions	✓
1	Confirm situation: What systems have been affected? What is the expected outage timeframe?	
2	Business Impact: Liaise with your team to confirm actual/likely impacts to critical business functions	
3	Technology Requirements: Who in your team is affected? What is their technology requirements for the critical functions? <ul style="list-style-type: none"> pass this information to IT so they know what your priorities are. 	
4	Manual Workarounds: Consider if manual workarounds are practical to use and implement if necessary (i.e. if IT is also affected by the disruption)	
5	Communicate with Technology: Agree point of contact to receive status updates.	
6	Work Transfer: If the technology outage affects a single region, consider transferring processes to other non-affected regions.	

Ongoing Actions

#	Actions	✓
1	Regularly review the progress of all recovery activities and escalate any delays to the Leadership as soon as possible	
2	Review welfare of employees and agree actions to manage fatigue and stress due to additional workload. Consider engaging Employee Assistance Provider.	
3	Provide regular information updates to all internal stakeholders, including non-affected Teams (as required). Communicate: <ul style="list-style-type: none"> Direction and information regarding alternate or postponed processes Expected timeframes, if known, for recovery 	
4	Confirm and allocate any further actions required by the team during recovery phase	
5	Communications: Communicate alternate working arrangements and timeframes for recovery with impacted employees. <ul style="list-style-type: none"> Consider contacting insurance to reconcile loss. Communicate with WHS and Risk. 	

Stand Down

#	Actions	✓
1	Once systems/equipment have been restored to operational use: <ul style="list-style-type: none"> Inform all internal stakeholders (e.g. employees, management); Continue to monitor situation to ensure no additional issues 	
2	Assess residual impacts, back log of activities and required resources to resolve: <ul style="list-style-type: none"> Consider additional human resources required – liaise with People team to arrange. 	
3	Create and implement a project plan for activities required to resume normal business operations	
4	Continue to monitor impact to employees	
5	Conduct Post Incident Review to identify key learnings regarding the Recovery activities	

-- Extended Guide

4.3. LOSS OF KEY PEOPLE

A loss of key people may occur for many reasons. This recovery strategy can assist when this loss causes disruption to the business which requires a coordinated approach and response.

Actions

#	Actions	✓
1	In liaison with Team Managers, confirm if there are sufficient suitably skilled resources to continue to operate critical business functions	
2	If insufficient employees to continue operation: <ul style="list-style-type: none"> • Liaise with other Teams to identify availability of suitably skilled employees; • Review critical functions within the business to identify those actions that can be ceased or transferred; • Consider implementing a roster system to allow for rest for those employees still available to operate; 	
3	Monitor employee welfare such as potential fatigue or stress related issues. <ul style="list-style-type: none"> • Liaise with Work Health & Safety (Physical Security Team) function to provide guidance and support to employees as required. • Consider engaging Employee Assistance Provider through the Experience Team. 	
4	Provide regular information updates to all key stakeholders, including non-affected Teams (if required). Consider: <ul style="list-style-type: none"> • Plan and status of recovery activities; and • Identified risks associated with recovery 	
5	Regularly review the progress of all recovery activities and escalate any delays to the management as soon as possible	
6	Confirm and allocate any further actions required by the team during recovery phase	

Stand Down

#	Actions	✓
1	Once sufficient levels of employees have returned or key roles have been temporarily filled: <ul style="list-style-type: none"> • Assess any residual impact, back log of activities and required resources to resolve • Commence recruitment of permanent employees to replace employees as needed 	
2	Conduct Post Incident Review to identify key learnings regarding the Recovery activities	

-- Extended Guide

4.4. LOSS OF EXTERNAL THIRD-PARTY PROVIDER

Immediate Actions

#	Actions	✓
1	<p>Understand Impact: Is the affected 3rd party critical?</p> <p>If critical: Liaise with third-party provider to:</p> <ul style="list-style-type: none"> confirm expected recovery time, if known identify workarounds/strategies for the continuity and recovery of critical business functions 	
2	<p>Consider Alternate Arrangements: Depending on the severity of the disruption and expected recovery time, consider the following options:</p> <ul style="list-style-type: none"> Identify alternate service provider(s) and assess likely timeframe to engage/procure products and services; Do they have the necessary qualifications or police checks to perform the service? Utilise existing Holdfast resources to provide support to impacted critical business functions 	
3	<p>Get Help: Engage with Legal and Procurement teams to support management of disrupted provider and engagement of alternate providers</p>	
4	<p>Communications: Confirm and communicate required employee and Member actions</p>	

Ongoing Actions

#	Actions	✓
1	<p>Review the situation - <i>has anything changed? What is the current status of the incident/disruption?</i></p>	
2	<p>Review welfare of employees and agree on actions to manage fatigue and stress</p>	
3	<p>Provide regular information updates to all key stakeholders, including non-affected Teams. Consider:</p> <ul style="list-style-type: none"> Plan and status of recovery activities; and Identified risks associated with recovery 	
4	<p>Regularly review the progress of all recovery activities and escalate any delays to management as soon as possible</p>	

Stand Down Actions

#	Actions	✓
1	<p>Once issue is resolved, stand down Team Managers and resume normal business operations</p>	
2	<p>Assess residual impact, back log of activities and required resources to resolve</p>	
3	<p>Assess long term relationship with service provider and any legal considerations</p>	
4	<p>Conduct Post Incident Review to identify key learnings regarding the Recovery activities</p>	

5. PERSONAL LOG

APPENDIX – OTHER SUPPORTING INFORMATION

End of Document

Item No: 15.6

Subject: **REVIEW OF ITEMS HELD IN CONFIDENCE**

Date: 14 December 2021

Written By: Governance & Risk Officer (Acting)

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

An extensive review of all items held in confidence is being undertaken, in stages, pursuant to Section 90(3) of the *Local Government Act 1999* (the Act).

The Confidential Items Review considers the nature of the information contained within the confidential items, the grounds on which it was originally held in confidence and the length of time the information can be kept confidential. Each item is reviewed individually, resulting in a determination as to whether the confidentiality order for each item is still current under the Act.

This report recommends that five (5) Confidential Items (reports and/or attachments and/or minutes) be released from confidence and that 41 Confidential Items reviewed at this time should be retained in confidence.

RECOMMENDATION

That Council:

- 1. approves the Confidential Items presented as Attachment 1 to this report be released from confidence; and**
 - 2. approves the Confidential Items presented as Attachment 2 to this report be retained in confidence and included in future stages of the Confidential Items Review.**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Code of Practice – Access to Meetings and Documents

STATUTORY PROVISIONS

Section 90 (3) *Local Government Act 1999*

Section 91 (9)(a) *Local Government Act 1999*

BACKGROUND

Underpinning Council's commitment to transparent decision making is the principle that unless there is good reason, as defined by Section 90(3) of the *Local Government Act 1999*, all of the material presented to, and discussed at Council as well as its decisions, should be publicly available.

Although it is recognised that Council will have cause from time to time to retain some items in confidence, it is also best practice that these decisions be regularly reviewed to determine the earliest opportunity to release them to the public, with a view to keeping as few matters in confidence as possible.

REPORT

Governance has completed a review of 49 Confidential Items (including reports, attachment and minutes), liaising with relevant Managers, General Managers and Chief Executive Officer. The Chief Executive Officer has delegated authority to release certain confidential items and has authorised the release of three items.

A summary of the 5 Confidential Items recommended for release by Council resolution are presented in Attachment 1.

Refer Attachment 1

A summary of the 41 Confidential Items recommended to be retained in confidence and included in future stages of the extensive Confidential Items review are presented in Attachment 2.

Refer Attachment 2

Items will be released by adding them to Council's webpage and/or will be publicly available to inspect at the Civic Centre, Brighton.

BUDGET

There are no budget implications.

LIFE CYCLE COSTS

There are no life cycle costs.

Attachment 1



Items for Release

Date	Subject	Report No.	RIC Grounds	Documents	Staff comments
5/23/2017	Motion on Notice - Glenelg Football Club	174/17	(d) Commercial informaiton	Report and minutes	Release. Action taken as per minutes.
9/26/2017	Kauri Parade Sporting & Community Club Lease	17.1	(b) Commercial advantage	Minutes	Release. Verbal update only.
10/24/2017	Confidential minutes - Jetty Road Mainstreet Committee - 4 October 2017	388/17	(k) Tender	Attachment 2	Release. Strategy released.
7/23/2020	External Audit Services	205/20	(k) Tender	Report attachment and minutes	Release. Contract awarded
12/08/2020	EOI for Cafe Services at Proposed Kingston Park Kiosk	417/20	(b) Commercial advantage	No RIC	Release. EOI finalised.

Attachment 2



Items to be Retained

Date	Subject	Report No.	RIC Grounds	Documents	Recommendation
6/13/2017	Waste Management Cost Savings and Contract Renewal	193/17	(d) Commercial advantage (k) Tender	Report and minutes	Retain items in confidence for a further 12 months
3/12/2019	Council Wide Recycling Contract	93/19	(b) commercial advantage (d) commercial information	Report and minutes	Retain items in confidence for a further 12 months
12/10/2019	Material Recovery Facility (MRF)	459/19	(d) Commercial Advantage not a trade secret	Report and attachments	Retain items in confidence for a further 12 months. Subject to SRWRA release.
12/10/2019	Internal Review of Council Decision (s.270) E-Scooter Trial	465/19	(i) Litigation	Report, attachment and minutes	Retain items in confidence for a further 12 months
12/10/2019	Final Designs - Chapel Street Plaza & Hindmarsh Lane	457/19	(b) Commercial Advantage	Report	Retain item in confidence for a further 12 months
2/11/2020	Minutes - Special Audit Committee - 4 December 2019	32/20	(d) Commercial Advantage not a trade secret	Attachment 2	Retain item in confidence for a further 12 months. Subject to SRWRA release.
2/25/2020	Question on Notice - Belgravia Leisure Lease - Kauri Community and Sports Centre - Councillor Bradshaw	56/20	(d) Commercial Advantage not a trade secret	Report and minutes	Retain items in confidence for further 12 months.
4/14/2020	Appointments to the Council Assessment Panel	87/20	(a) Personal affairs	Attachment 1	Retain item in confidence for further 12 months.
4/28/2020	Unsolicited Proposal – New Private Hospital and Specialist Centre	101/20	(d) Commercial Advantage not a trade secret	Report	Retain item in confidence for a further 12 months. Matter ongoing.
5/12/2020	Information Report - Southern Region Waste Resource Authority - 3 February 2020	122/20	(b) Commercial Advantage (d) Commercial Advantage not a trade secret	Attachment 2	Retain item in confidence for a further 12 months. Subject to SRWRA release.
5/12/2020	Information Report - Southern Region Waste Resource Authority - 4 May 2020	136/20	(b) Commercial Advantage (d) Commercial Advantage not a trade secret	Attachment 2	Retain item in confidence for a further 12 months. Subject to SRWRA release.

Items to be Retained

Date	Subject	Report No.	RIC Grounds	Documents	Recommendation
5/26/2020	The Future of Community Wellbeing	135/20	(d) Commercial Advantage not a trade secret (e) security of employees of council or council property	Report	Retain item in confidence for a further 12 months
6/09/2020	New Management Agreement - Brighton Caravan Park	146/20	(a) Personal Affairs (d) commercial advantage not a trade secret	Report and minutes	Retain items in confidence for further 12 months.
6/09/2020	Chief Executive Performance Review	157/20	(a) Personal Affairs (e) Employee protection	Report, attachments and minutes	Retain items in confidence for a further 12 months
6/23/2020	Broadway Kiosk – Application for Rent Review	151/20	(b) Commercial Advantage (d) Commercial Advantage not a trade secret	Report, attachments and minutes	Retain items in confidence for further 12 months.
6/23/2020	Appointment to the Council Assessment Panel	160/20	(a) Personal affairs	Attachment 1	Retain item in confidence for further 12 months.
6/23/2020	Weekly Food Organics -Green Organics (FOGO) Collection Pilot	165/20	(c) trade secret	Attachment 2	Retain items in confidence for further 12 months. Ongoing matter.
6/23/2020	New Management Agreement Somerton Surf Lifesaving Club Inc	161/20	(d) Commercial advantage not a trade secret	Report, attachments and minutes	Retain items in confidence for a further 12 months
6/23/2020	Entertainment Activation	132/20	(b) Commercial Advantage	Report, attachments and minutes	Retain item in confidence for a further 12 months. Matter ongoing.
7/14/2020	Adjourned Report - New Management Agreement – Somerton Surf Lifesaving Club Inc	178/20	(d) Commercial advantage not a trade secret	Report, attachments and minutes	Retain items in confidence for a further 12 months
7/28/2020	Proposed Activation	211/20	(b) Commercial Advantage	Report	Retain item in confidence for further 12 months.
8/11/2020	Self Service Bait Vending Machine – Brighton Jetty (Report No: 198/20)	198/20	(b) Commercial advantage	Report, attachments and minutes	Retain items in confidence for a further 12 months
8/11/2020	Kauri Community & Sporting Complex – Management Review	222/20	(b) Commercial advantage (d) Commercial advantage not a trade secret	Report and attachments	Retain items in confidence for a further 12 months.

Items to be Retained

Date	Subject	Report No.	RIC Grounds	Documents	Recommendation
8/11/2020	Urgent Business – Independent Investigation – Mayor Wilson	237/20	(e) Employee protection	Report and minutes	Retain items in confidence for a further 12 months
9/08/2020	Broadway Kiosk – Partial Assignment of Lease	252/20	(d) Commercial Advantage not a trade secret	Report, attachments and minutes	Retain items in confidence for further 12 months. Ongoing matter.
9/22/2020	Tender Exemption Request – Supply of Asphalt Services	275/20	(b) Commercial advantage	Report and attachment	Retain items in confidence for a further 12 months
9/22/2020	Late Contract Claim	276/20	(b) Commercial advantage (h) Legal advice	Report and attachments	Retain items in confidence for a further 12 months
10/07/2020	Waste Contract	312/20	(b) commercial advantage	Report, attachments and minutes	Retain items in confidence for a further 12 months
10/27/2020	Verge Management – Artificial Turf – Update	286/20	(h) Legal advice	Report	Retain item in confidence for a further 12 months. Policy is pending council approval.
10/27/2020	Waste Contract	345/20	(b) Commercial Advantage	Report and minutes	Retain items in confidence for a further 12 months
10/27/2020	Confidential Information Report - Southern Region Waste Resource Authority Board Meeting - 21 September 2020	348/20	(b) Commercial Advantage(d) Commercial Advantage not a trade secret	Attachment 2	Retain item in confidence for a further 12 months. Subject to SRWRA release.
10/27/2020	Bay Sheffield Event	335/20	(d) Commercial Advantage not a trade secret	Report	Retain item in confidence for a further 12 months. Matter ongoing.
11/24/2020	Information Reports - Southern Region Waste Resource Authority Update	384/20	(b) Commercial Advantage (d) Commercial Advantage not a trade secret	Attachment 2 and minutes	Retain items in confidence for a further 12 months. Subject to SRWRA release.
12/16/2020	IT Disaster Recovery Plan	421/20	(e) Employee protection	Report, attachment and minutes	Retain items in confidence for a further 12 months
12/16/2020	Internal Audit - Cyber Security Review	420/20	(e) Employee protection	Report, attachment and minutes	Retain items in confidence for a further 12 months
10/22/2019	Confidential Minutes - Audit Committee - 9 October 2019	394/19	(a) Personal affairs	Attachment 2	Retain until Alwyndor review early 2022
10/09/2019	Alwyndor Corporate Risk Register	373/19	(a) Personal affairs	Report, attachment and minutes	Retain until Alwyndor review early 2022

Items to be Retained

Date	Subject	Report No.	RIC Grounds	Documents	Recommendation
7/25/2017	Fee for Use of Council Land	235/17	(h) Legal advice	Report and attachments	Retain until Alwyndor review early 2022
7/23/2020	Alwyndor Long Term Financial Plan	206/20	(b) Commercial advantage (c) trade secret (d) commercial information (not trade secret)	Report, attachment and minutes	Retain until Alwyndor review early 2022
7/23/2020	Review of Investment Options - Alwyndor	207/20	(b) commercial advantage (d) Commercial advantage not a trade secret	Report, attachments and minutes	Retain until Alwyndor review early 2022
8/04/2020	Confidential - Minutes – Audit Committee Meeting - 23 July 2020	221/20	(b) Commercial advantage (c) Trade secret (d) Commercial advantage not a trade secret (k) Supply of goods and services	Report, attachments and minutes	Retain until Alwyndor review early 2022

Item No: 15.7

Subject: **NOMINATIONS SOUGHT FOR STORMWATER MANAGEMENT AUTHORITY**

Date: 14 December 2021

Written By: Governance & Risk Officer (Acting)

General Manager: Corporate and Strategy, Ms P Jackson

SUMMARY

The Local Government Association (LGA) is seeking nominations for the positions of Ordinary Members and Presiding Member, from suitably qualified council members or employees of Council to fill four positions on the Stormwater Management Authority (SMA) for a term of up to three years.

Nominees should consider the selection criteria of the position as outlined on the Call for Nominations Information Sheet. Nominees can be Elected Members or staff, noting that staff are not paid sitting fees.

Any nominees need to have their nomination endorsed by Council prior to submission to the LGA. If Council does not have a nominee, it may just note the report.

RECOMMENDATION

That Council notes the report.

OR

That Council nominates _____ for consideration by the LGA to be nominated for the Stormwater Management Authority.

COMMUNITY PLAN

Community: Fostering an engaged and contributing community
Environment: Building an environmentally resilient city
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government (Stormwater Management Agreement) Amendment Act 2016
Local Government Act 1999 – Schedule 1A

BACKGROUND

The SMA was established on 1 July 2007 and comprises a seven member board appointed by the Minister for Environment and Water. Four board members are nominated by the Local Government Association (LGA), and three board members are nominated directly by the Minister.

The purpose of the Stormwater Management Authority is to implement the Agreement on stormwater management between the State of South Australia and the LGA. The SMA leads the development and support the implementation of multi-objective stormwater management plans that address flood risk, environmental amenity and water security to maximise the public benefit of stormwater.

The SMA acts as a stormwater planning and prioritisation body for South Australia. The SMA promotes the development of integrated Stormwater Management Plans (SMPs) by local government, and administers the Stormwater Management Fund to assist local government with the costs of stormwater management planning and stormwater infrastructure. The SMA works closely with the LGA, the Department for Environment and Water, and landscape boards.

REPORT

On 18 November 2021, the LGA commenced seeking nominations for four positions (including the joint nomination for Presiding Member) for the SMA.

Both Elected Members and Council employees are eligible for nomination.

The roles are suited to nominees with qualifications and/or experience in public administration, water resources, stormwater management, mitigation of flood hazards, environmental management or infrastructure development. At least one of the members appointed on nomination of the LGA must have appropriate qualifications or experience to represent the interests of regional local government.

There are six meetings per year of three hour duration, generally held in the Adelaide CBD. The Presiding Member remuneration is \$18,574 pa and ordinary member's remuneration is \$12,383pa. Staff are not eligible for sitting fees.

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

Refer Attachment 1

Pursuant to the *LGA Appointments and Nominations to Outside Bodies — Policy*, the LGA will only accept endorsed nominations sent by member councils. The LGA will not accept nominations from individuals such as councillors, potential nominees or council employees, unless otherwise agreed.

Any nomination by Council requires the Nomination Form (Part B) to be completed and returned to the LGA by close of business 4 February 2022. An up to date curriculum vitae and response to the selection criteria (of no more than two pages) must be supplied by the nominee. By applying, the nominee accepts that the LGA may request an interview and/or details of referees.

Refer Attachment 2

The LGA Secretariat also maintains a Nominees Database, which will record the details of nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee's preferences. The Nomination Forms (Part B) request if a nominee wishes to be listed on the database. An Elected Member can consider this if nominated and when completing the appropriate Form.

BUDGET

There are no budget implications for Council.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



Nominations to Outside Bodies - Part A

Stormwater Management Authority (SMA)	
Legal Status of Body	The SMA is established under Clause 7, Sch 1A Local Government Act 1999
Summary Statement	Implements the Agreement on Stormwater Management between the State of South Australia and the LGA. Leads the development and supports the implementation of multi-objective stormwater management plans that address flood risk, environmental amenity and water security and that maximise the public benefit of stormwater. The Authority operates as a body for the planning, prioritisation and funding of stormwater initiatives, and administers the Stormwater Management Fund which provides funding for stormwater planning and infrastructure projects.
Meetings	There are 6 meetings per year, generally held in the Adelaide CBD. Meetings are usually of 3 hours duration. Mutually convenient dates and time are determined with members.
Selection criteria	
<i>The following selection criteria based on the Panel Information Pack must be addressed when completing Part B</i>	
Qualifications / industry experience	<ul style="list-style-type: none"> • Qualifications and/or experience in public administration, water resources, stormwater management, mitigation of flood hazards, environmental management or infrastructure development. • appropriate qualifications or experience to represent the interests of regional local government
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Attachment 2



LGA Appointments and Nominations to Outside Bodies — Nomination Form

Instructions

This form:

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

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

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

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

SECTION 1: COUNCIL to complete

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

SECTION 2: NOMINEE to complete

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

Item No: 15.8

Subject: **NOMINATIONS SOUGHT FOR THE SA POWER NETWORKS
COMMUNITY ADVISORY BOARD**

Date: 14 December 2021

Written By: Governance and Risk Officer (Acting)

General Manager: Corporate and Strategy, Ms P Jackson

SUMMARY

The Local Government Association (LGA) is seeking nominations from a suitably qualified Elected Member or employee of Council to fill a position on the SA Power Networks Community Advisory Board for a term of up to two years.

Nominees should consider if they meet the selection criteria of the position as outlined on the Call for Nominations Information Sheet.

Any nominees who wish to be nominated, need to have their nomination endorsed by Council prior to submission to the LGA. If Council does not have a nominee, it may just note the report.

RECOMMENDATION

That Council notes the report.

OR

That Council nominates _____ for consideration by the LGA to be nominated for the SA Power Networks Community Advisory Board.

COMMUNITY PLAN

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Harnessing emerging technology

Environment: Building an environmentally resilient city

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

On 17 November 2021, the Local Government Association (LGA) advertised for nominations for or two positions (one metro and one regional) on the SA Power Networks Community Advisory Board (formerly SAPN Customer Consultative Panel) for a term of up to two years.

The purpose of the SAPN Community Advisory Board (CAB) is to provide a forum where SA Power Networks can engage with various customer groups, customer representatives and external stakeholders, to ensure customer views shape their service delivery and decision-making.

The key objectives of the CAB are to:

- provide a forum that enables representative groups of the South Australian community and consumers to engage with SA Power Networks on priority issues and topics;
- ensure the interests of customers are considered in decision-making;
- provide a forum for listening, discussion and collaborative engagement with customers and stakeholders;
- advocate for the needs and priorities of customers;
- drive co-design with customers of services, products and processes;
- ensure alignment with customer priorities in a rapidly changing environment; and
- build understanding and trust between stakeholders and SA Power Networks.

There is one metropolitan position available for a two year term. Members are able to sit for more than one term.

REPORT

Council can nominate a person to put forward to the LGA for membership of the CAB. The role would be suited to nominees with expertise and knowledge in one or more of the following areas:

- innovation and the future of energy
- social inclusion
- basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates, and
- understanding of network capacity, network reliability, impacts on natural environment.

The CAB meets as follows:

- four quarterly half day face to face meetings
- two online meetings via Teams of up to two hours in duration
- four optional meetings via Teams for special interest purposes, and
- other meetings on special topics as requested by regulatory bodies or external groups as needed.

SA Power Networks is offering remuneration up to \$3,500 per member per annum. This is based on attendance at quarterly face to face meetings (@\$500 per meeting), attendance at two online meetings (@\$250 per meeting) and participation in four optional meetings (@\$250 per meeting). This fee also covers work outside of meetings, such as pre-meeting preparation/reading.

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

Refer Attachment 1

Pursuant to the *LGA Appointments and Nominations to Outside Bodies — Policy*, the LGA will only accept endorsed nominations sent by member councils. The LGA will not accept nominations from individuals such as councillors, potential nominees or council employees, unless otherwise agreed.

Any nomination by Council requires the Nomination Form (Part B) to be completed and returned to the LGA by close of business 5 January 2022. An up to date curriculum vitae and response to the selection criteria (of no more than 2 pages) must be supplied by the nominee. By applying, the nominee accepts that the LGA may request an interview and/or details of referees.

Refer Attachment 2

BUDGET

There are no budget implications for Council as remuneration is paid by SA Power Networks.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



Nominations to Outside Bodies - Part A

South Australia Power Networks Community Advisory Board (CAB)	
Legal Status of Body	The CAB is established by SAPN and is not a statutory authority
Summary Statement	<p>The purpose of the Community Advisory Board (CAB) is to provide a forum where SA Power Networks can engage with various customer groups, customer representatives and external stakeholders, to ensure customer views shape their service delivery and decision-making.</p> <p>The CAB provides an opportunity to build and evolve effective, collaborative and two-way relationships between SA Power Networks and its customers.</p>
Selection criteria	
<i>The following selection criteria based on the Panel Information Pack must be addressed when completing Part B</i>	
Qualifications <i>(formal qualifications relevant to the appointment)</i>	<ul style="list-style-type: none"> Local government experience as a council member or staff member Other relevant qualifications
Industry Experience	<ul style="list-style-type: none"> Basic understanding of and interest in the electricity industry
Key Expertise	<p>Expertise and knowledge in:</p> <ul style="list-style-type: none"> Innovation and the future of energy Social inclusion Basic understanding or interest of the energy distribution and regulatory environment in which SA Power Networks operates
Liability and indemnity cover	
<i>The LGA requires that persons appointed to outside bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the outside body (on an annual basis)</i>	
Insurance information (Certificates of Currencies or equivalent) supplied by the Outside Body	Yes
Insurance Policies are valid & current	Yes

Attachment 2





Nominations to Outside Bodies - Part B

This form:

- must not exceed 2 pages;
- must be submitted by a council;
- must be emailed in PDF format to lgasa@lga.sa.gov.au; and
- upon receipt at the LGA, will be acknowledged by return email.

SA Power Networks Community Advisory Board

Council details			
Name of council submitting the nomination			
Name of council officer submitting this form – refer LGA Policy	Name:		
	Position:		
	Email:		
	Telephone:		
Council meeting minute reference and date (if relevant)			
Nominee details			
Name of Nominee			Gender
<input type="checkbox"/> Current Elected Member or <input type="checkbox"/> Current council officer			
Home / Postal Address			
Phone		Mobile:	
Email			
Is a CV attached or will it be forwarded separately?			
Information relevant to the appointment sought			
<i>(address the selection criteria from Part A)</i>			
Qualifications:			
Industry Experience:			
Key Expertise:			



Any other comments:

Undertaking:

The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA?

Yes No

Signature of Nominee: _____

Item No: 15.9

Subject: **COMMONWEALTH HOME SUPPORT PROGRAM (CHSP) UPDATE**

Date: 14 December 2021

Written By: Manager, Community Wellbeing

General Manager: Community and Business, Ms M Lock

SUMMARY

The grant funded Commonwealth Home Support Program (CHSP) was novated to Alwyndor from 1 July 2020. Alwyndor brokers the Transport and Social Support Group services to Community Wellbeing at the City of Holdfast Bay.

This report provides an overview of this transition since novation; it highlights the impact of COVID-19 on service delivery and provides information on future changes as part of the aged care reform process.

RECOMMENDATION

That Council note the report.

COMMUNITY PLAN

Community: Building a healthy, active and resilient community
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community
Environment: Using resource efficiently
Culture: Providing customer-centred services
Culture: Enabling high performance
Culture: Being financially accountable
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Commonwealth Home Support Program (CHSP) Agreement
Charter of Aged Care Rights
Aged Care Quality Standards

BACKGROUND

On 26 May 2020, the confidential report - the Future of Community Wellbeing (Report No. 135/20) was presented to Council with Resolution Number C260520/1917.

The administration of the Commonwealth Home Support Program (CHSP) was novated to Alwyndor from 1 October 2020, although the transition to Alwyndor occurred from 1 July 2020, in line with the financial year and employee contract periods.

By mutual agreement and with a Brokerage Agreement in place, Alwyndor sub-contracts two CHSP services back to Council; being transport (community bus and 1:1 personal transport) and Social Support Group services.

It is mutually recognised that Council is best placed to provide these two services, due to owning the infrastructure which supports these services. It is further acknowledged, these services are also made available to the wider community and not limited to those who are CHSP eligible.

This report provides an update on the progress of these two services since the novation occurred.

REPORT

Transition

The Transition of the Commonwealth Home Support Program to Alwyndor commenced from 1 July 2020, as it aligned to the financial year and employment contracts for staff engaged under the contract.

Staff (4.9FTE) supporting the services that Alwyndor would deliver were given new employment contracts with Alwyndor.

Council retained 3.4FTE for the coordination and delivery of the Transport and Social Support Group services that were sub-contracted back to council.

The staff remaining at Council transitioned to using the same client relationship management software as Alwyndor for transparency of shared clients and ease of reporting. A contemporary software has now been selected through an open tender process undertaken following project scoping in which employees from all areas of community service delivery participated. This system (AlayaCare) is a cloud based approach which includes an interactive client portal, integrated logistical allocation of tasks to employees to ensure efficiencies in service delivery, a single care plan for clients across all services and a contemporary cloud based operating system which position us well for future service development and readiness for future reforms.

To ensure consistency for the client group, the central incoming phone number has been in use for several years, and is well known within the community, was adopted by Alwyndor, ensuring minimal disruption for the residents accessing CHSP subsidised services. More recently, a second number that has also been in circulation within the community was redirected to Alwyndor, ensuring 100% of incoming calls for CHSP services are directed via Alwyndor as the lead agency for all CHSP services.

All in home services, home modification / maintenance, and gardening services have continued to be provided by Alwyndor. Around half of the clients were Alwyndor Therapy and Wellness clients and use of these services has continued to expand. There has been a focus on transitioning to a provision of services by Alwyndor staff rather than contractors, merging the services with wider in home services and ensuring ongoing accreditation for the services together with quality support and communication for all local clients.

COVID-19 impact

The ongoing pandemic and associated restrictions continue to impact service delivery, with limits on numbers of clients who can travel on the community buses or attend group social activities. Despite the challenges, Council's CHSP services (Transport and Social Support Group) continue to be available to the community via the Community Wellbeing program.

Currently the community bus service offers an average of 21 bus runs per week, offering opportunities for residents to visit local shopping precincts, as well as fortnightly trips to Westfield Marion and the Adelaide Central Market. The community buses are also utilised by the social support program to deliver group outings to places of interest, as well as transport to local activities offered at the various centres within council.

A small component of the transport service makes Council's buses available for hire to local, not for profit community groups, at times when the buses are not being used for Council related business.

A fleet of four vehicles, (2x Toyota Coasters and 2x Toyota HiAce mini buses) makes it possible to offer the diversity of opportunities that currently exists within the program.

COVID-19 has also seen an increase in the demand for 1:1 personal transport services. The personal transport is delivered by Council volunteers who use their own vehicles to take residents to medical appointments and other personal appointments at destinations outside of the community bus routes.

All vehicles (council buses and volunteer motor vehicles) have to comply with COVID-19 measures, such as having QR codes available and displayed, undergoing sanitary cleaning between trips and the mandatory wearing of masks by drivers and passengers.

Until recently, current COVID-19 restrictions meant that the buses could only operate at half capacity, significantly reducing the number of people travelling at any one time. Whilst not a cost effective way to deliver the service, the community continued to enjoy every possible opportunity to maintain vital connections that enhance their independence and quality of life. This has been especially important during this time of ongoing uncertainty brought about by the pandemic.

Through applying flexibility and creativity to the delivery of services, the popular Social Support Group service continues to go from strength to strength, in spite of the restrictions currently in place. There is a program of activities offered through the service, ranging from exercise classes and art groups to fishing, swimming, and outings for coffee or going to the movies. Monthly bus outings to places of interest are extremely popular and the Let's Eat community meal continues

to attract between 50 and 60 residents at each sitting. Whilst the activities primarily target the CHSP eligible cohort, most activities are also attended by community residents who pay a private rate to attend, and this number continues to grow as more of the community become aware of what is available.

Outputs

The Social Support Group service is consistently able to achieve more than 100% of required outputs as the restrictions do not impact most activities too severely. Venues are large enough to accommodate the number of attendees and the wearing of masks and other precautions ensure that the services can still be delivered.

For the transport service, it has been more difficult to achieve the outputs due to the reduced capacity on the community buses. However, partly offset by an increase in 1:1 Personal Transport, the transport service is currently achieving just below 80% of outputs.

In recognition of the challenges that the pandemic poses the Federal Government is not imposing penalties or withholding funds for any service which does not achieve 100% of outputs during the pandemic. Additionally, from July 2021, all CHSP service providers have flexibility to move grant funding between the funded service types which enables agility to respond to need and maximise funding.

Future considerations

The recommendations of the Royal Commission have now been considered by the Federal Government with 126 of the 148 recommendations adopted in full or in principle. An alternative on four (4) recommendations was adopted, twelve (12) are subject to further consideration, six (6) were not accepted - four (4) of which reflect areas where the two Commissioners differed in their views. The recommendations relate all aspects of our aged care systems and services.

Whilst for some years now the future of CHSP funding has been uncertain it is now clear that it will cease in its current form from 1 July 2023 to coincide with reform of the current Home Care Package (HCP) service model. The final form of this is not yet known in detail however it is clear that the levels of HCP will expand from the current Level 1 through to 4 with increasing levels of acuity to include at least one additional level equivalent to the current CHSP services. Again, it is not yet clear exactly which services will continue to be funded

Transitioning of funding from 'block' (the traditional method of funding providers in advance which has been gradually phased out over a number of years) to monthly payment in arrears is commencing for HCP in 2022. A National Pricing Authority has been established and will establish Unit pricing for all service types to ensure national consistency in fees and charges. It is hoped that it will also reduce the administrative burden on providers and streamline reporting requirements.

For many service providers these changes will have a significant impact upon resourcing capabilities, business models and cash reserves.

The Community Wellbeing team and the Community Connections team (Alwyndor) will continue to work together as the reform rolls out. Ensuring continued compliance as well as responding to the new service models as they are announced. Our aim will be to ensure programs continue noting the services will require ongoing consideration and remodelling to meet changing funding, needs and demands. We will ensure appropriate engagement with our communities as this process evolves.

BUDGET

The annual budget for the Transport and Social Support Group services is \$375,452 and is paid by Alwyndor to Community Wellbeing on a quarterly basis consistent with the current Brokerage Agreement. This will however change to monthly in arrears from July 2022.

LIFE CYCLE COSTS

The current contract for delivery of CHSP services with Alwyndor extends to 30 June 2023.

Item No: 15.10

Subject: **REVIEW OF AUTHORISATIONS AND DELEGATIONS UNDER THE INSTRUMENT OF GENERAL APPROVAL AND DELEGATION (DATED 22 AUGUST 2013) TO COUNCIL - ROAD TRAFFIC ACT 1961**

Date: 14 December 2021

Written By: Team Leader, Governance

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

The Minister for Transport and Infrastructure has granted general authorisations and delegations to councils for the purpose of exercising specific powers and functions under the *Road Traffic Act 1961*.

These authorisations and delegations are made under the Instrument of General Approval and Delegation dated 22 August 2013 (the General Approval).

The Instrument of sub-delegation and authorisations are presented to Council to resolve to grant the powers under the *Road Traffic Act 1961*.

RECOMMENDATION

That Council:

- 1. revokes any previous sub-delegations relating to section 33(1) of the *Road Traffic Act 1961* and resolves to grant the sub-delegation of powers under the *Road Traffic Act 1961*.**
- 2. authorises the employees of Council to exercise the powers under sections 17 and 20 of the *Road Traffic Act 1961* conferred on or delegated to Council by the General Approval, subject to the conditions set out in the General Approval and any additional conditions noted in the table with respect to the exercise of the power provided in Attachment 2; and**
- 3. resolves in accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the General Approval) to authorise the following persons pursuant to Clause A.7 of the General Approval to endorse Traffic Impact Statements for the purposes of Clause A provided that such persons shall take into account the matters specified in Clause A.7 of the General Approval:**

- **Mr Roberto Bria, Chief Executive Officer**
 - **Mr Michael de Heus, General Manager Assets and Delivery**
 - **Mr James Mitchell, Manager Engineering**
 - **Rhys Skipper, Traffic and Transport Lead**
 - **Mr Kaushal Karki, Technical Officer Traffic**
4. **In accordance with Clause A.7 of the General Approval, the Council is of the opinion that the following persons are experienced traffic engineering practitioners for the purposes of preparing Traffic Impact Statements as required by Clause A.7 of the General Approval:**
- **Mr Roberto Bria, Chief Executive Officer**
 - **Mr Michael de Heus, General Manager Assets and Delivery**
 - **Mr James Mitchell, Manager Engineering**
 - **Rhys Skipper, Traffic and Transport Lead**
 - **Mr Kaushal Karki, Technical Officer Traffic**
5. **In accordance with Clause E.2 of the General Approval, the Council is of the opinion that the following persons have an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans:**
- **Mr Roberto Bria, Chief Executive Officer**
 - **Mr Michael de Heus, General Manager Assets and Delivery**
 - **Mr James Mitchell, Manager Engineering**
 - **Rhys Skipper, Traffic and Transport Lead**
 - **Mr Kaushal Karki, Technical Officer Traffic**
-

COMMUNITY PLAN

Culture: Enabling high performance

Culture: Supporting excellent, efficient operations.

COUNCIL POLICY

Not Applicable

STATUTORY PROVISIONS

Road Traffic Act 1961

BACKGROUND

The Minister for Transport and Infrastructure granted delegations to the Council under the Instrument of General Approval and Delegation dated 22 August 2013 (the General Approval).

The General Approval permits the Council to:

- (a) sub-delegate the powers under section 33(1) of the Road Traffic Act; and
- (b) authorise employees of the Council to exercise the powers under sections 17 and 20 of the Road Traffic Act.

REPORT

In order to sub-delegate the powers under section 33(1) of the Road Traffic Act an instrument of sub-delegation is attached for Council to grant the sub-delegation of powers under the *Road Traffic Act 1961* to the Chief Executive Officer (these powers cannot be sub-delegated). Any previous sub-delegations under this section 33(1) are to be revoked.

Refer Attachment 1

The General Approval provides that any authorisations to employees of the Council must be made in writing and approved by the Chief Executive Officer on behalf of the Council. The Chief Executive Officer will on behalf of the Council make the attached authorisations following the Council resolution.

Refer Attachment 2

The General Approval includes various conditions which apply to the exercise of the Council's power to install, maintain, alter, operate or remove any traffic control device as follows:

- (a) a Traffic Impact Statement must be prepared by a person who the Council considers is an experienced traffic engineering practitioner;
- (b) the Traffic Impact Statement must be endorsed by a person authorised by the Council.

In addition, the General Approval requires all traffic control devices for the purpose of an event other than those specified in Clause A.8 to be installed in accordance with a Traffic Management Plan prepared by a person who in the opinion of the Council has an appropriate level of knowledge and expertise in the preparation of traffic management plans.

The Council is required to authorise the persons listed in resolution C to be able to prepare Traffic Impact Statements and Traffic Management Plans.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.

Attachment 1



Instrument of Sub-Delegation for the Purposes of the Instrument of General Approval and Delegation (dated 22 August 2013) under the Road Traffic Act 1961

1. The Minister for Transport and Infrastructure granted:
 - (a) approvals to the Council for the purposes of specific powers under sections 17 and 20 of the *Road Traffic Act 1961*; and
 - (b) appointed the Council as the Minister's delegate in respect of specific powers under sections 17 and 33(1) of the *Road Traffic Act 1961*,by the Instrument of General Approval and Delegation dated 22 August 2013 (**General Approval**).

In exercise of the powers contained in the General Approval are hereby delegated this **14th** day of **December 2021** to the Chief Executive Officer and anyone who may, from time to time, be appointed to act in that position.

Delegation Sources

- Instrument of General Approval and Delegation to Council Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events Road Traffic Act 1961 (Sections 17, 20 & 33) Minister for Transport and Infrastructure

Positions

Abbreviation	Position	Name
Chief Executive Officer	Chief Executive Officer	Roberto Bria

ID	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
514136	Instrument of General Approval and Delegation to Council Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events Road Traffic Act 1961 (Sections 17, 20 & 33) Minister for Transport and Infrastructure	s33(1)	<p>2. Pursuant to the General Approval, the Council sub-delegates to the Chief Executive Officer the power under section 33(1) of the Road Traffic Act to declare an event to be an event to which section 33 of the Road Traffic Act applies and make orders directing:</p> <p>(a) that specified roads (being roads on which the event is to be held or roads that, in the opinion of the delegate, should be closed for the purpose of the event) be closed to traffic for a specified period; and</p> <p>(b) that persons taking part in the event be exempted, in relation to the specified roads, from the duty to observe the following provisions of the Australian Road Rules:</p> <p>(i) rule 221: using hazard warning lights;</p> <p>(ii) rule 230: crossing a road – general;</p> <p>(iii) rule 231 crossing a road at pedestrian lights;</p> <p>(iv) rule 232: crossing a road at traffic lights;</p> <p>(v) rule 234: crossing a road on or near a crossing for pedestrians;</p> <p>(vi) rule 237: getting on or into a moving vehicle (provided that the speed of the vehicle does not exceed 5 km/h);</p>	Chief Executive Officer	<p>3. The delegation granted in this instrument is subject to the conditions set out in Clause G of the General Approval and the following conditions:</p> <p>(a) the sub-delegate must ensure that the delegated powers are exercised in accordance with relevant legislative requirements and relevant policies and guidelines adopted by the Council; and</p>

ID	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
			<p>(vii) rule 238: pedestrians travelling along a road (except in or on a wheeled recreational device or toy);</p> <p>(viii) rule 250: riding on a footpath or shared path;</p> <p>(ix) rule 264: wearing of seat belts by drivers (provided that the speed of the vehicle does not exceed 25 km/h);</p> <p>(x) rule 265: wearing of seat belts by passengers 16 years old or older (provided that the speed of the vehicle does not exceed 25 km/h);</p> <p>(xi) rule 266: wearing of seat belt by passengers under 16 years old (provided that the speed of the vehicle does not exceed 25 km/h);</p> <p>(xii) rule 268: how persons must travel in or on a motor vehicle; (provided that the speed of the vehicle does not exceed 25 km/h)</p> <p>(xiii) rule 269: opening doors and getting out of a vehicle etc (provided that the speed of the vehicle does not exceed 5 km/h); and</p> <p>(xiv) rule 298: driving with a person in a trailer (provided that the speed of the vehicle does not exceed 25 km/h).</p>		

Attachment 2





Authorisations under the Road Traffic Act 1961 Approved by the Chief Executive Officer of the Council in Accordance With the Instrument of General Approval and Delegation to Council

15 December 2021

Preamble

1. The Minister for Transport and Infrastructure granted:

- (a) approvals to the Council for the purposes of specific powers under sections 17 and 20 of the *Road Traffic Act 1961*; and
- (b) appointed the Council as the Minister's delegate in respect of specific powers under sections 17 and 33(1) of the Road Traffic Act,

by the Instrument of General Approval and Delegation (dated 22 August 2013) (**General Approval**).

2. Pursuant to the General Approval, the Council authorises the employees of the Council named in the attached table to exercise the powers under sections 17 and 20 of the Road Traffic Act conferred on or delegated to the Council by the General Approval subject to the conditions set out in the General Approval and any additional conditions noted in the table with respect to the exercise of the power.

Signature

Roberto Bria
CHIEF EXECUTIVE OFFICER

15 December 2021

Delegation Sources

- Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Positions

Abbreviation	Position	Name
Civil Works Lead	Civil Works Lead	Brian Abbott
Community Safety Officer	Community Safety Officer	Peter Kempe/ Alan Stanley/ Peter O'Hare/ Kelly Haniford
Electrician	Electrician	Andy Simpson
General Manager Assets and Delivery	General Manager Assets and Delivery	Michael de Heus
General Manager Community and Business	General Manager Community and Business	Marnie Lock
Manager Community Safety	Manager Community Safety	Adrian Hill
Manager Engineering	Manager Engineering	James Mitchell
Manager Field Services	Manager Field Services	Bill Blyth
Open Space Lead	Open Space Lead	Kris Charlton
Operations and Fleet Support Officer	Operations and Fleet Support Officer	Brad Larsson
Rapid Response/City Cleansing Lead	Rapid Response/City Cleansing Lead	Dave Stuart
Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees	Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees	Dave Stuart, Nathan Tuck, Anthony Morrell, Dene Pearse, Kanti Dungey, Peter Tomsen, Adam Kromkam, Dave Ryan

Abbreviation	Position	Name
Senior Project Manager Infrastructure Delivery	Senior Project Manager Infrastructure Delivery	Kylie May
Technical Officer Arboriculture	Technical Officer Arboriculture	Ben Hall
Traffic and Transport Lead	Traffic and Transport Lead	Rhys Skipper

Authorisations under the Road Traffic Act 1961 Approved by the Chief Executive Officer of the Council in Accordance With the Instrument of General Approval and Delegation to Council (Superseded)

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s17	<p>AUTHORISATIONS</p> <p>2. TRAFFIC CONTROL DEVICES</p> <p>2.1 Pursuant to Clause A of the Instrument the Minister granted the Council approval, for the purposes of Sections 17(1) and (2) of the Act, to install, maintain, alter, operate, or remove, or cause to be installed, maintained, altered, operated or removed, any traffic control device, on, above or near a road which is under the Council's care, control and management subject to the conditions specified in the Instrument, other than those specified in Clause A.8 of the Instrument, or those dealt with in other Clauses of the Instrument.</p>	<p>Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead</p>	
Clause A.1	<p>AUTHORISATIONS</p> <p>2. TRAFFIC CONTROL DEVICES</p>	<p>Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager</p>	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>2.2 Pursuant to Clause A.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, provided that such authorisation is made by instrument in writing and approved by the Chief Executive Officer of the Council.</p>	<p>Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead</p>	
<p>Clause A.1</p>	<p>AUTHORISATIONS</p> <p>2. TRAFFIC CONTROL DEVICES</p> <p>2.3 In accordance with Clause A.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council, the following Officers to be AUTHORISED to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, subject to the conditions specified in the Instrument in relation to Clause A of the Instrument:</p>	<p>Civil Works Lead, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead</p>	
<p>Clause B</p>	<p>AUTHORISATIONS</p>	<p>Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery,</p>	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>3. SPEED LIMITS AT WORKS ON ROADS</p> <p>3.1 Pursuant to Clause B of the Instrument, the Minister granted the Council approval, for the purposes of Section 20(2) of the Act, to place signs for the purpose of indicating the maximum speed to be observed by drivers while driving by or towards a work area or a worksite where workers are engaged or works are in progress at the direction of the Council subject to the conditions specified in the Instrument.</p>	<p>General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead</p>	
<p>Clause B.1</p>	<p>AUTHORISATIONS</p> <p>3. SPEED LIMITS AT WORKS ON ROADS</p> <p>3.2 Pursuant to Clause B.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause B of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.</p>	<p>Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead</p>	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Clause B.1	<p>AUTHORISATIONS</p> <p>3. SPEED LIMITS AT WORKS ON ROADS</p> <p>3.3 In accordance with Clause B.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause B of the Instrument, subject to the conditions specified in the Instrument in relation to Clause B of the Instrument: see corresponding names to positions listed on page 3 and 4 of this Authorisation.</p>	<p>Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead</p>	
Clause C	<p>AUTHORISATIONS</p> <p>4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS</p> <p>4.1 Pursuant to Clause C of the Instrument, the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove any traffic control device in relation to an area where persons</p>	<p>Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager</p>	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	are engaged in work or an area affected by works in progress, or in relation to part of a road temporarily closed to traffic under the Act or any other Act, subject to the conditions specified in the Instrument.	Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead	
Clause C.1	<p>AUTHORISATIONS</p> <p>4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS</p> <p>4.2 Pursuant to Clause C.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause C of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.</p>	Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead	
Clause C.1	<p>AUTHORISATIONS</p> <p>4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS</p>	Civil Works Lead, Community Safety Officer, Electrician, General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Open Space Lead, Operations and Fleet	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	<p>4.3 In accordance with Clause C.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause C of the Instrument, subject to the conditions specified in the Instrument in relation to Clause C of the Instrument: see corresponding names to positions listed on page 3 and 4 of this Authorisation.</p>	<p>Support Officer, Rapid Response/City Cleansing Lead, Senior Field Workers- Cleansing, Infrastructure, Open Space, Civil Works, Trees, Senior Project Manager Infrastructure Delivery, Technical Officer Arboriculture, Traffic and Transport Lead</p>	
<p>Clause D</p>	<p>AUTHORISATIONS</p> <p>5. TEMPORARY PARKING CONTROLS</p> <p>5.1 Pursuant to Clause D of the Instrument the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove a traffic control device for the purposes of imposing, varying or abolishing a parking control on a temporary basis on a road or road which is under the Council's care, control or management subject to the conditions specified in the Instrument.</p>	<p>General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety</p>	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
<p>Clause D.1</p>	<p>AUTHORISATIONS</p> <p>5. TEMPORARY PARKING CONTROLS</p> <p>5.2 Pursuant to Clause D.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council in Clause D of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.</p>	<p>General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety</p>	
<p>Clause D.1</p>	<p>AUTHORISATIONS</p> <p>5. TEMPORARY PARKING CONTROLS</p> <p>5.3 In accordance with Clause D.1 of the Instrument, I, as Chief Executive Officer of the Council approve, on behalf of the Council the following Officers to be AUTHORISED to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause D of the Instrument, subject to the conditions specified in the Instrument in relation to Clause D of the Instrument: see</p>	<p>General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety</p>	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	corresponding names to positions listed on page 3 and 4 of this Authorisation.		
Clause F	<p>AUTHORISATIONS</p> <p>6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY</p> <p>6.1 Pursuant to Clause F of the Instrument the Minister delegated to the Council the power conferred on the Minister pursuant to Section 17 of the Act to specifically approve the installation, maintenance, alteration, operation, or removal of a traffic control device in the municipality or district of the Council by a road authority, on, above, or near a road under the care control or management of the Council, subject to the conditions specified in the Instrument.</p>	<p>General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Senior Project Manager Infrastructure Delivery, Traffic and Transport Lead</p>	
Clause F.1	<p>AUTHORISATIONS</p> <p>6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY</p> <p>6.2 Pursuant to Clause F.1 of the Instrument, the Council may authorise any Officer(s) to exercise, for and behalf of the Council, the powers conferred on the Council in Clause F of</p>	<p>General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Senior Project Manager Infrastructure Delivery, Traffic and Transport Lead</p>	

Authorisations under Road Traffic Act 1961 Made in Accordance with the Notice to Council 22 August 2013 from the Minister for Transport

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.		
Clause F.1	<p>AUTHORISATIONS</p> <p>6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY</p> <p>6.3 In accordance with Clause F.1 of the Instrument, I, as Chief Executive Officer of the Council, approve on behalf of the Council, the following Officer(s) to be AUTHORISED to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause F of the Instrument, subject to the conditions specified in the Instrument in relation to Clause F of the Instrument: see corresponding names to positions listed on page 3 and 4 of this Authorisation.</p>	<p>General Manager Assets and Delivery, General Manager Community and Business, Manager Community Safety, Manager Engineering, Manager Field Services, Senior Project Manager Infrastructure Delivery, Traffic and Transport Lead</p>	