

NOTICE OF MEETING

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

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

Tuesday 28 March 2023 at 7.00pm



Roberto Bria
CHIEF EXECUTIVE OFFICER

Ordinary Council Meeting Agenda

1. OPENING

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

2. KAURNA ACKNOWLEDGEMENT

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

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

3. SERVICE TO COUNTRY ACKNOWLEDGEMENT

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

4. PRAYER

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

5. APOLOGIES

5.1 Apologies Received – Councillor A Kane

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 14 March 2023 be taken as read and confirmed.

Moved Councillor _____, Seconded Councillor _____

Carried

9. PUBLIC PRESENTATIONS

9.1 Petitions – Nil

9.2 Presentations - Nil

9.3 Deputations - Nil

10. QUESTIONS BY MEMBERS

10.1 Without Notice

10.2 On Notice - Nil

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

12.1 Request to Attend Deputy Mayor Forum – Councillor Lindop (Report No: 101/23)

12.2 International Women's Day Breakfast – Councillor Abley (Report No: 99/23)

12.3 Reclaiming Footpath Encroachments – Councillor Smedley (Report No: 103/23)

12.4 Motion on Notice - Recission Motion – Order of Australia Nomination – Councillor Lindop (Report No: 106/23)
Refer Item 18.1 under Items in Confidence

13. ADJOURNED MATTERS**14. REPORTS OF MANAGEMENT COMMITTEES AND SUBSIDIARIES**

14.1 Minutes – Audit and Risk Committee – 15 March 2023 (Report No: 97/23)

14.2 Minutes – Executive Committee – 14 March 2023 (Report No: 96/23)

15. REPORTS BY OFFICERS

15.1 Items in Brief (Report No: 100/23)

15.2 Monthly Financial Report – 28 February 2023 (Report No: 104/23)

15.3 Elected Member Training and Development Policy (Report No: 95/23)

16. RESOLUTIONS SUBJECT TO FORMAL MOTIONS

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

17. URGENT BUSINESS – Subject to the Leave of the Meeting

18. CONFIDENTIAL

- 18.1 Motion on Notice – Recission Motion – Order of Australia Nomination – Councillor Lindop (Report No: 106/23)

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:

- a. **information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person or persons (living or dead).**
- o. **information relating to a proposed award recipient before the presentation of the aware.**

- 18.2 Claim Against Council (Report No: 105/23)

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:

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

- 18.3 Executive Committee – Appointment of a Qualified Independent Person (Report No: 82/23)

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:

- 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: 12.1

Subject: **MOTION ON NOTICE – REQUEST TO ATTEND DEPUTY MAYOR FORUM
– COUNCILLOR LINDOP**

Date: 28 March 2023

PROPOSED MOTION

Councillor Lindop proposed the following motion:

In accordance with the Elected Member Training and Development Policy, Council approves for Councillor Lindop to attend the LGA Deputy Mayor Forum at LG House, 148 Frome Street, Adelaide on Friday 12 May 2023.

BACKGROUND

I would appreciate the support of the Council to attend the LGA Deputy Mayor Forum at LG House, 148 Frome Street, Adelaide on Friday 12 May 2023.

Council is required to approve my attendance in accordance with the Elected Member Training and Development Policy. The cost to attend is \$605 inc GST.

This is an opportunity to learn and engage with local government experts, build practical skills and unpack the knowledge and capabilities needed to perform the role of Deputy Mayor effectively.

I would appreciate the Council's support to attend.

ADMINISTRATION COMMENT

Council has budget remaining for Councillor Lindop to attend this training.

Item No: 12.2

Subject: **MOTION ON NOTICE – INTERNATIONAL WOMEN’S DAY BREAKFAST –
COUNCILLOR ABLEY**

Date: 28 March 2023

PROPOSED MOTION

Councillor Abley proposed the following motion:

That Council:

- 1. Purchases a table of 10 seats annually to the International Women’s Day Breakfast (approx. \$600).**
 - 2. Invites the two high schools in the City of Holdfast Bay to select four female students to attend the International Women’s Day breakfast with the Youth Coordinator and an Elected Member.**
-

BACKGROUND

Adelaide hosts the largest International Women’s Day breakfast in the Southern Hemisphere. Established in 1993, this annual event is the largest annual women’s event in the Adelaide calendar. This is an excellent opportunity for Council to show its commitment to supporting and engaging with young members of the community in a meaningful way.

Item No: 12.3

Subject: **MOTION ON NOTICE – RECLAIMING FOOTPATH ENCROACHMENTS – COUNCILLOR SMEDLEY**

Date: 28 March 2023

PROPOSED MOTION

Councillor Smedley proposed the following motion:

That section 2.7 of Council’s Encroachments Policy is amended to require that any existing encroachment over public land that forms part of a new development application, is assessed for its suitability for return to public open space in consultation with the affected landowner, for the purpose of enhancing public safety, accessibility, and walkability, improving the interface between public and private spaces, whilst having regard to any construction costs required to implement the reclamation, and consideration of any logistical practicalities arising with Council assuming care and control of the land.

BACKGROUND

There is both actual and anecdotal evidence to suggest that there are a number of historic, physical encroachments over public land designed to benefit private residences, whether serving as additional land or for structural support on sloping sites.

In the absence of any explicit policy or resolution requiring otherwise, such encroachments are typically perpetuated with each ensuing redevelopment of the site, often denying Council the opportunity to assess whether such encroachments should be reclaimed for use by the public. A prime example relates to the incursions onto the footpaths caused by the dwellings located on the corners of the Esplanade and Phillipps Street, and the Esplanade and Wakeley Avenue at Somerton Park. Each of the four corner properties have retaining walls that encroach over the footpath, causing a narrowing of each footpath along Phillipps Street and Walkley Avenue relative to the footpath widths elsewhere on these streets.

At the risk of imposing undue hardship on residents who have benefitted from such encroachments over a long period of time, it would seem that the most opportunistic time to reassess the merits of these and other encroachments, would be at the time of a development application, where the encroachment can be ‘designed out’ as part of any new concept, with land returned to the community for its use.

I therefore propose an amendment to the Encroachments Policy that requires consideration of whether any existing encroachment can be returned to Council for the purpose of increasing the amount of usable public open space at the time of considering a development application for the site. Such an amendment would formalise the process for Council to gradually reclaim land on behalf of its community, assisting to create a more walkable and accessible city in the process.

Item No: 14.1

Subject: **MINUTES – AUDIT AND RISK COMMITTEE – 15 MARCH 2023**

Date: 28 March 2023

Written By: Executive Assistant, Strategy and Corporate

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

The minutes of the meeting of the Audit and Risk Committee held 15 March 2023 are presented to Council for information.

RECOMMENDATION

1. **That Council notes the minutes of the meeting of the Audit and Risk Committee of 15 March 2023, namely:**
 - (a) **that the Audit and Risk Committee recommends to Council the appointment of Councillor John Smedley as the Presiding Member for the term of Council; and**
 - (b) **that the Audit and Risk Committee advises Council it has received and considered a Standing Items Report addressing:**
 - **Monthly Financial Statements**
 - **Risk Management and Internal Control**
 - **External Audit**
 - **Public Interest Disclosures**
 - **Economy and Efficiency Audits**
 - **Audit and Risk Committee Meeting Schedule 2023**
 2. **That Council appoints Councillor John Smedley as the Presiding Member of the Audit and Risk Committee for the term of Council.**
-

STRATEGIC PLAN

Statutory requirement

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Local Government Act 1999, Sections 41 and 126

BACKGROUND

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

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

REPORT

The minutes of the meeting of the Audit and Risk Committee held on 15 March 2023 are attached for Members' information.

Refer Attachment 1

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable

Attachment 1



Minutes of the meeting of the Audit and Risk Committee of the City of Holdfast Bay held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 15 March 2023 at 6:00pm.

PRESENT

Members

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

Staff

Chief Executive Officer – Mr R Bria
General Manager Strategy and Corporate – Ms P Jackson
Manager Finance – Mr C Blunt
Manager Strategy and Governance – Ms A Karzek

Guest

Ms Janna Burnham, Manager of Internal Audit, Galpins

1. OPENING

The General Manager Strategy and Corporate declared the meeting open at 6.00pm.

2. APPOINTMENT OF PRESIDING MEMBER

The Audit and Risk Committee's Terms of Reference provides that it may nominate any member of the Committee to be its presiding member (other than the Mayor).

Motion

- 1. That the Audit and Risk Committee appoints John Smedley as Presiding Member for this meeting.**
- 2. That the Audit and Risk Committee recommends to Council the appointment of John Smedley as the Presiding Member for the term of Council.**

Conflict of Interest

Councillor Smedley declared a material conflict of interest for Item 2 **Appointment of Presiding Member** (pursuant to section 75 and 75A of the *Local Government Act 1999*) was that he would have a direct financial advantage.

Councillor Smedley dealt with the material conflict of interest by making it known and leaving the meeting at 6.03pm.

Moved by Cr Snewin, Seconded by P Davies

Carried Unanimously

Councillor Smedley re-joined the meeting at 6.05pm.

3. APOLOGIES

- 3.1 Apologies Received
- 3.2 Absent

4. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Audit Committee held on 19 October 2022 be taken as read and confirmed.

Moved by D Powell, Seconded by P Davies

Carried

6. ACTION ITEMS

The Action Items were tabled and discussed.

Leave of meeting

The Presiding Member sought leave of the meeting to propose that Agenda Item 8.3 Internal Audit Program Report (Report No: 77/23) be considered after Item 6.

Leave of the meeting was granted.

8.3 Internal Audit Program Report (Report No: 77/23)

Of the four risk-based audits scheduled for the Internal Audit Program 2022/23, the first, Flood Mitigation has been completed and the second, Complaints Handling, is currently underway.

In addition, the 'Audit Recommendations Outstanding Actions Update' is attached, highlighting those actions that are not yet implemented, in progress and partially implemented, and completed.

Motion

1. That the Audit Committee notes this report.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Attachment 4 to Agenda Item 8.3 77/23 Internal Audit Program in confidence under section 90(2) and (3)(e) of the *Local Government Act 1999*, the Audit and Risk Committee, pursuant to section 91(7) of that Act orders that the attachment be retained in confidence for a period of 24 months and/or the Chief Executive Officer is authorised to release the documents and that this order be reviewed every 12 months.

Moved P Davies, Seconded S Tu

Carried

7. PRESENTATIONS

7.1 Draft Annual Business Plan, Budget and Long-Term Financial Plan update

The Manager Finance provided an update to the Committee on the draft 2023/24 Annual Business Plan.

Ms Burnham left the meeting at 6.50pm

8. REPORTS BY OFFICERS

8.1 Standing Items (Report No: 75/23)

The Audit and Risk Committee was provided with a report on standing items at the meeting.

Motion

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

- **Monthly Financial Statements**
- **External Audit**
- **Public Interest Disclosures**
- **Economy and Efficiency Audits**
- **Council Recommendations**
- **Audit Committee Meeting Schedule 2023**

Moved Cr Snewin, Seconded D Powell

Carried

8.2 Quarterly Risk Report (Report No: 76/23)

A review of the Strategic Risk Register and high operational risks was undertaken in line with ISO31000 (2018), to ensure an accurate reflection of the current risk

management position across the business, scoping both business risks and opportunities.

The environmental scan, used to identify new and emerging areas relating to both risk and opportunity, has been updated and two additional reports generated detailing 'New/Emerging Risks' and 'Future/Potential Opportunities'. Both are included in this Risk Report.

Motion

That the Audit Committee notes this report.

Moved D Powell, Seconded P Davies

Carried

Item 8.3 Internal Audit Program Report (Report No: 77/23) was considered after Item 6 as per leave of the meeting granted.

8.4 Business Continuity Report (Report No: 90/23)

This report provides and update on the Business Continuity program.

Motion

That the Audit Committee notes this report.

Moved Cr Snewin, Seconded D Powell

Carried

8.5 Long-Term Financial Plan Review (Report No: 91/23)

The Long Term Financial Plan (LTFP) has been reviewed and updated to include the 2022/23 Annual Business Plan and 2021/22 audited financial statements and budget updates to 31 December 2022. The projections in the LTFP indicate Council remains in a sound financial position.

The LTFP has also been informed by the latest Asset Management Plans (AMP) and direction from Council with regard to Council's commitment to financial sustainability. A number of assumptions have been reviewed in updating the plan and these are detailed in the report.

The LTFP will be enhanced as part of the 2023/24 budget process to include major projects that have been identified to be undertaken over the next 10 years.

Motion

That the Audit Committee advises Council it has received and notes the revised Long Term Financial Plan.

Moved S Tu, Seconded P Davies

Carried

9. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING - Nil

10. CONFIDENTIAL ITEMS - Nil

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Wednesday 19 April 2023 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

12. CLOSURE

The Meeting closed at 7.15 pm.

CONFIRMED 19 April 2023

PRESIDING MEMBER

Item No: 14.2

Subject: **MINUTES – EXECUTIVE COMMITTEE – 14 MARCH 2023**

Date: 28 March 2023

Written By: Executive Assistant, Strategy and Corporate

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

The minutes of the meeting of the Executive Committee held 14 March 2023 are presented to Council for information.

RECOMMENDATION

1. That Council notes the minutes of the meeting of the Executive Committee of 14 March 2023.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Attachment 2 to Report No: 96/23 Minutes - Executive Committee Meeting – 14 March 2023 in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of that Act orders that the attachment be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.
-

STRATEGIC PLAN

Statutory requirement

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

Council established an Executive Committee pursuant to Section 41 of the *Local Government Act 1999* with responsibility for undertaking the annual performance appraisal of the Chief Executive Officer to:

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

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

REPORT

The minutes of the meeting of the Executive Committee held on 14 March 2023 are attached for Members' information.

Refer Attachments 1 and 2

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable

Attachment 1



Minutes of the Special meeting of the Executive Committee of the City of Holdfast Bay held in the Council Chamber, Glenelg Town, Moseley Square, Glenelg on Tuesday 14 March 2023 at 6:00pm.

PRESENT

Members

Chairman – Mayor A Wilson
Deputy Mayor – C Lindop
Councillor J Fleming
Councillor B Patton
Councillor S Lonie

Staff

General Manager, Strategy and Corporate – P Jackson

1. OPENING

The Mayor declared the meeting open at 6.02pm.

2. APOLOGIES

- 2.1 Apologies Received
- 2.2 Absent – Councillor O'Donohue

3. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

Councillor Lindop joined the meeting at 6.04pm.

4. REPORTS BY OFFICERS

4.1 Appointment of Qualified Independent Person (Report No: 94/23)

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

- 1** That pursuant to Section 90(2) of the *Local Government Act 1999* the Executive Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager Strategy and Corporate and Staff minute taker in attendance at the meeting in order to consider Report No: 94/23 Appointment of Qualified Independent Person in confidence.
- 2.** That in accordance with Section 90(3) of the *Local Government Act 1999* the Executive Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 94/23 Appointment of Qualified Independent Person on the following grounds:

- d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.

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

Moved Councillor Patton, Seconded Councillor Lindop

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 4.1 94/23 Appointment of Qualified Independent Person in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Executive Committee, pursuant to section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Councillor Lonie, Seconded Councillor Patton

Carried

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

6. **CLOSURE**

The Meeting closed at 6.10pm.

CONFIRMED Day and date

CHAIRMAN

Item No: 15.1

Subject: **ITEMS IN BRIEF**

Date: 28 March 2023

Written By: Executive Support Officer

Chief Executive Officer: Mr R Bria

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. **Council Leadership on Strategic Planning**
 2. **IWS SRWRA Performance Summary**
 3. **Outstanding Council Actions Update**
 4. **Jetty Road, Glenelg Editorial**
-

REPORT

1. Council Leadership on Strategic Planning

Council received correspondence from the Hon Nick Champion MP, Minister for Planning, regarding Council's role in leading the strategic planning required to inform the Greater Adelaide Regional Plan.

Refer Attachment 1

2. IWS SRWRA Performance Summary

Council received correspondence from IWS regarding the recently completed review of MSW bins for councils and a performance summary for the City of Holdfast Bay was provided.

Refer Attachment 2

3. Outstanding Council Actions Update

A list of outstanding Council Meeting Actions up to 22 March 2023, along with a brief explanation of their status is provided. For brevity, completed actions have not been included.

Refer Attachment 3

4. Jetty Road, Glenelg Editorial

Mayor Wilson provided an editorial piece to the Advertiser on 17 March 2023 in response to the press for Jetty Road, Glenelg.

Refer Attachment 4

Attachment 1





23MP40068

Ms Amanda Wilson
Mayor
City of Holdfast Bay

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

Council Leadership on Strategic Planning

Dear Mayor Wilson

I am writing regarding the crucial role of Councils in strategic planning for the future growth, development and management of their local government areas.

Metropolitan Councils have an ongoing role in leading the strategic planning required to inform the Greater Adelaide Regional Plan, as well as in pursuing necessary changes to better protect local character and heritage, and to appropriately manage car parking on local streets.

Greater Adelaide Regional Plan

As you are aware, the State Planning Commission (the Commission) is currently progressing its Regional Planning Program, which will include delivery of a new Greater Adelaide Regional Plan (the Plan).

Part of the core business of Councils is to lead strategic planning for their local areas. Councils have an important role to play in understanding the scope for future growth and change and proactively planning for where and when that growth and change should occur. Councils have historically fulfilled these functions, and this has not changed with the implementation of the new planning system.

Further to the letters to the Council's Mayor and Chief Executive Officer in March 2022, the more work the Council has done in strategic planning for its local area, the more collaborative the preparation of the Plan can be. Many of the Greater Adelaide Councils are well placed to do this strategic planning work, with many having dedicated policy and strategic planning staff.

I acknowledge the work undertaken by your Council to date, but I note there is more to do in order to be in a position to proactively and effectively engage with strategic planning for your local area. I strongly encourage you to continue to better drive and support the further strategic planning which will occur through the development of the Plan.



The Department is committed to working collaboratively with Councils in developing the Plan and is taking a partnership approach. In particular, the Regional Planning Team in the Department will be looking to Councils to contribute insights about where they want growth to occur within their Council areas.

Code Amendments

As noted above, the role of Councils in actively planning for growth and change has not changed through transition to the new planning system.

For the first iteration of the Planning and Design Code (the Code), the majority of policy content was transitioned from existing policy in the (former) Development Plans to the closest “like for like” policy available within the Code library. Through this implementation process, a number of Councils sought application of different zones which were not possible at the time, as they would have effected a rezoning (which in turn would have warranted more targeted consultation with impacted communities).

As you would be aware, in recognition of the Council's ongoing role in strategic planning, the Code Amendment process allows Councils to initiate and lead amendments to the Code, as required to deliver on Councils strategic ambitions. Councils are well placed to lead Code Amendments and engage with local communities on any proposed change.

On that basis, I strongly encourage Councils to undertake an audit of the Code as it applies to their Council area against the new Code zone library and to seek to initiate a Code Amendment to provide more contemporary zone policy where the need for change is identified.

In addition, Councils are also in a position to proactively advocate for their communities through other proponent-led Code Amendments. This is supported through Practice Directions which require early engagement with the Council administration before a Code Amendment is initiated. In providing pre-initiation comment, I encourage Councils to recommend key community interest groups or stakeholders who may benefit from targeted engagement, and to offer the sharing of information and other documentation to assist in both the formulation of the proposal and the engagement process itself. I encourage Councils to actively participate in proposed Code Amendments which are of strategic importance to a local area.

Character and Heritage

On 19 October 2022, on the advice of both the Commission and the Expert Panel, I announced a package of work aimed at better protecting character and heritage at a local level. This included supporting and facilitating Councils to:

- undertake Code Amendments to elevate existing Character Areas to Historic Areas (where appropriate justification can be provided); and
- review and update their Character Area Statements (and Historic Area Statements) to address identified gaps or deficiencies.

A range of guidance material is already available on the PlanSA Website to assist Councils with their work on character and heritage policy at <https://plan.sa.gov.au/resources/planning/heritage-and-character>. In addition to this, the Department is also working on further guidance material which is expected to be available to Councils in early to mid 2023.

In the meantime, noting the importance of protecting the valuable character and heritage of local neighbourhoods, Councils should be actively progressing the necessary strategic investigations required to inform this work. In addition, I strongly urge Councils to undertake the work in identifying any gaps or deficiencies in current Character Area Statements, to determine where further content would be useful in the assessment of development applications.

In addition, I expect that Councils will undertake thorough assessments of proposals to demolish Local Heritage Places or buildings in Historic Areas. In particular, rigorous processes should be adopted to ensure demolition only occurs following proper scrutiny of the application (including of any engineering or heritage assessment reports presented in support of demolition).

Managing Local Parking

As you are aware, the Code provides the policy framework to guide what kinds of development should occur and where. This policy can also dictate the number of car parks required to support and service development, as well as associated matters such as driveway location and layout.

I have asked the Expert Panel to consider the matter of car parking policy within the Code and I anticipate the Panel will make recommendations to me on these matters in early 2023. However, as indicated in the Panel's Discussion Papers, in the Panel's view, although car parking is a legitimate issue for South Australians, there is not significant work to be done to the Code, but rather in the appropriate management of both on and off-street car parking and local road design.

In that context, it is important to note that, while the Code can (and does) guide the form of development and car parking provisions, the appropriate management of both on and off-street car parking and local road design largely falls to Councils to manage and enforce at a local level.

Where local elected members hold immediate concerns about congestion or safety on local streets, Councils are able to install traffic control devices on these roads in accordance with their powers under the *Road Traffic Act 1961*. In addition, Councils have powers under the *Local Government Act 1999* to control the design of and works occurring on local roads. This could include, amongst other things, installation of parking controls or road design to better manage particularly crowded streets.

I trust this information is of assistance. Should you have any questions regarding the matters outlined in this letter, please contact the PlanSA Helpdesk on 1800 752 664 or via email at PlanSA@sa.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nick Champion', with a stylized flourish at the end.

Hon Nick Champion MP
Minister for Planning

17 March 2023

Attachment 2



From: "Georgia Kantilaftas" <georgia.kantilaftas@iwsgroup.com.au>
Sent: Thu, 16 Mar 2023 15:32:08 +1030
To: "Holdfast Mail" <mail@holdfast.sa.gov.au>
Subject: Attention Mr. Robert Bria : City of Holdfast Bay MSW Bins Council Performance Summary
Attachments: SRWRA_IWS Performance Summary City of Holdfast Bay.pdf

Good afternoon Robert,

We trust this email finds you well.

IWS recently completed a review of MSW Bins for Councils.

Please find attached the City of Holdfast Bay MSW Performance Summary for your review.

A copy of the attached was also provided to the Environmental Office at City of Holdfast.

Should you have any queries, Mr. Joe Borrelli is available at your convenience.

Regards,

Georgia Kantilaftas
For Joe Borrelli.



Georgia Kantilaftas
Accounts

, IWS Group

t: +61 8 8348 5100

e: georgia.kantilaftas@iwsgroup.com.au | w: www.iwsgroup.com.au

a: Lot 254 Hines & Wingfield Roads, Wingfield, 5013

PRIVACY & CONFIDENTIALITY NOTICE

This e-mail and any files transmitted with it are confidential and are only for the use of the person to whom they are addressed. If you are not the intended recipient, you have received this e-mail in error, and any use, dissemination, forwarding, printing, copying or dealing with this e-mail, in any way whatsoever, is strictly prohibited. If you have received this e-mail in error, please reply immediately by way of advice to us. It is the duty of the addressee/recipient to virus-scan and otherwise test the information provided, before loading it onto any computer system. Reading this email does not warrant that the information is free from viruses or from any other defect or error. Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of the company.

Holdfast Bay

July 2021-June 2022

6,591 tonnes of MSW bins processed

IWS Compost Like Output (CLO) Recycling Infrastructure/Process



1

Primary processing to recover organics



2

Recovered organics from MSW



3

Pasteurisation, composting & secondary processing – 4-6 months



4

Recovered organic product



5

Final organic product in use



6

Organic material approved under EPA Licence 51568 for landfill rehabilitation



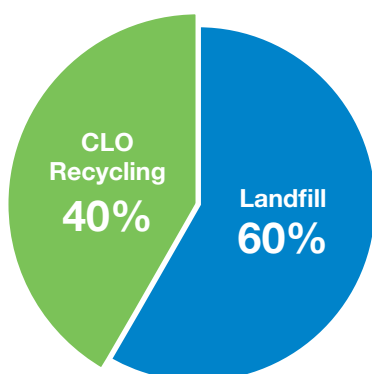
Economic benefits

- Significant capital investment
- Significant commitment to employment
- Significant contribution to state economy



Environmental benefits

- Recycled products
- Reduction of landfill
- Reduction of green house gas emissions



Organic Recovery Process

2,636 tonnes diverted from landfill

Through our organic recovery process we have abated 3,625 tonnes of CO₂ emissions, the environmental benefit of which is equivalent to 14,500 trees planted.



Giving waste a second chance

Attachment 3



Outstanding Council Meeting Actions as at 22 March 2023

Meeting Date	Report No.	Report Title	Resolution Number	Resolution	Confidential	Status
14/03/2023	58/23	Motion on Notice - Pedestrian Safety and Traffic Calming Measures – Councillor Smedley	C140323/7369	<ol style="list-style-type: none"> 1. That Council installs a raised wombat crossing with amber flashing lights, to replace the existing emu school crossing on Partridge Street, Glenelg adjacent to St Peter’s Woodlands School and Council allocates a budget of \$150,000 in the 2022/23 financial year to undertake this work. The preference is for the flashing lights to be school activated. 2. Administration to bring back to Council a report identifying other needed locations for crossings with lights as appropriate, along local and collector roads within the City, adjacent schools and aged care facilities, particularly Alwyndor. Such report is to suggest prioritised locations for gradual rollout as part of annual budget processes. 	N	Capital budget allocation has been included in the 2022/23 budget. Planning commencing on this initiative.
14/03/2023	89/23	Motion on Notice - Tree Protection – Councillor Abley	C140323/7372	That Administration write to Jarvis Toyota Group to advise that Council no longer seeks their contribution to the National Tree Planting Day. Also, that Administration sends a copy of this letter to Planet Ark highlighting the reason for our decision.	N	Environmental Officer to write letter.
14/03/2023	88/23	Motion on Notice - Koala Crossing King George Avenue, Hove – Councillor Fleming	C140323/7373	<p>That Council:</p> <ol style="list-style-type: none"> 1. approves the installation of a koala crossing on King George Avenue outside McAuley Community School to replace the existing emu crossing; and 2. allocates a budget of \$40,000 in the 2022/23 financial year to undertake this work. 	N	Capital budget allocation has been included in the 2022/23 budget. Planning commencing on this initiative.
28/02/2023	62/23	Brighton Jetty Sculptures	C280223/7355	<p>That Council:</p> <ol style="list-style-type: none"> 1. Notes this report; and 2. Consider a capital budget allocation of \$20,000 annually through the Annual Business Plan process for potential 	N	Capital budget allocation will be included in the 2023/24 annual business plan process for Council consideration.

Outstanding Council Meeting Actions as at 22 March 2023

Meeting Date	Report No.	Report Title	Resolution Number	Resolution	Confidential	Status
				public art acquisitions, subject to recommendations by the selection panel and alignment with the Public Art Policy and the Creative Holdfast Arts and Culture Strategy 2019-2024.		
14/02/2023	28/23	Sea to Shore: Glenelg Seafood Festival	C140223/7340	That Council: 1. notes this report; and 2. considers that the Sea to Shore: Glenelg Seafood Festival become an annual event subject to endorsement of the 2023/24 Annual Business Plan and budget.	N	Sea to Shore is being considered as part of the 2023/24 annual business plan and budget.
24/01/2023	06/23	Motion on Notice – Colton Avenue Traffic investigation - Councillor Fleming	C240123/7318	That: 1. Administration investigate the viability of restricting Colton Avenue to a single direction of traffic southbound, including consultation with the School, waste contractors, and surrounding residents including residents of Colton Avenue, Townsend Avenue, Murray Street, The Crescent (north of King Street) and Wattle Avenue (east of King George Avenue). 2. A report and results of the community consultation is to be returned to Council within six months.	N	The City's Traffic team is in the process of arranging consultation with residents of Colton Avenue, Murray Street and Townsend Street regarding a concept for closing Colton Avenue to one direction of traffic. This consultation will feed into the Traffic team's investigation and will be provided to Council in the form of a report, with recommended actions.
24/01/2023	07/23	Motion on Notice – Saltram Road Traffic Management - Councillor Miller	C240123/7319	That Council staff work with the developer and builder of 21-25 South Esplanade, Glenelg development site to manage traffic during the demolition and construction phase including: 1. Minimising large or heavy vehicles on the local road network including Saltram Road; and 2. If necessary, Council consider vehicle load / length limits and parking restrictions during the construction period.	N	Council resolution to be communicated to the State Commission Assessment Panel (SCAP) as part of the ongoing referral process for the now active Development Application.

Outstanding Council Meeting Actions as at 22 March 2023

Meeting Date	Report No.	Report Title	Resolution Number	Resolution	Confidential	Status
				Following construction, Council review traffic flow in the area and if a significant increase undertake a traffic study which will include community consultation to determine if changes are required.		
13/12/2022	467/22	Traffic Study at North Brighton – Councillor Fleming	C131222/7299	That a traffic study be taken in the first six months of 2023 on Francis Street, North Brighton from Maple to Brighton Road, and a report be brought back to Council.	N	Traffic counts and associated background information is in the process of being collated, which will inform a report to Council with associated recommendations.
13/12/2022	482/22	Poultry Policy – Councillor Miller	C131222/7301	That Council create a poultry policy for greater clarity into residential ownership of chickens and roosters in Holdfast Bay.	N	Report to come back to Council in April.
23/08/2022	354/22	Development Policy – Art Deco Review	C230822/7214	That Council: <ol style="list-style-type: none"> notes the reports prepared by Hosking Willis Architects as to the heritage value attributable to a selection of properties incorporating Art Deco design themes; seek Hosking Willis Architects to review their determinations under the criteria set out in Section 67(1)(d) of the <i>Planning, Development and Infrastructure Act 2016</i> applying a broader lens for all properties under review with particular reference for 25 & 31 Broadway, Glenelg South, 8 Giles Avenue (Retten) Glenelg, 33 Pier Street, Glenelg South, 18A South Esplanade (Shoreham) Glenelg, and 53 Whyte Street (Strathmerton) Somerton Park; 	N	Final few properties continue to be reviewed, with the timing for completion extended to late May 2023.

Outstanding Council Meeting Actions as at 22 March 2023

Meeting Date	Report No.	Report Title	Resolution Number	Resolution	Confidential	Status
				<p>3. notes further consideration will be made to all properties forming the Art Deco Heritage Review utilising all criteria set out in Section 67(1) of the <i>Planning, Development and Infrastructure Act 2016</i>;</p> <p>4. That the findings in the Hosking Willis Architect Reports, including supplementary reports received in association with this project at a later date, inform a future Code Amendment process under the Planning, Development and Infrastructure Act 2016 to consider the properties for formal recognition as Local Heritage Places; and</p> <p>5. That the Holdfast Bay History Centre be included to provide additional comments and reports to inform a future Code Amendment process under the PDI Act 2016 to consider the properties for formal recognition as Local Heritage Places.</p>		
23/08/2022	327/22	Jetty Road Masterplan Stage 2	C230822/7219	<p>That Council:</p> <p>1. approves Administration undertaking concept and detailed design for Stage 2 of the Jetty Road Masterplan, being the Coastal Zone, and that the design:</p> <ul style="list-style-type: none"> • use the existing design principles to inform the design options for the Coastal Zone; • retain the tram line and tram terminal in its current location; unless future negotiations with State and/or Federal Governments elicit support for an alternative that can be put to Council for approval; 	N	Design team have been appointed and are working with Administration in the creation of concept designs in line with Council's agreed design parameters at the 23 August 2022. Further workshops with Council will be scheduled to work through design options and preferences before broader stakeholder engagement occurs.

Outstanding Council Meeting Actions as at 22 March 2023

Meeting Date	Report No.	Report Title	Resolution Number	Resolution	Confidential	Status
				<ul style="list-style-type: none"> investigate the removal of tram barriers and fencing to beautify and increase pedestrian flow and access (in consultation with the Department of Transport and Infrastructure); and use Juperana natural stone (as used in Chapel Plaza) as the primary paver in the Coastal Zone. <p>2. endorses Administration to complete concept plan options and cost estimations and report back to Council for further consideration at a Workshop before commencing the detailed design.</p>		
26/07/2022	248/22	Motion on Notice - Portable Solar Speed Monitoring Signs – Councillor Fleming	C260722/2676	<p>1. That Council Administration investigate and bring back a Council report on the feasibility of purchasing or hiring temporary, portable or permanent smart solar speed monitoring signs for school zones; and</p> <p>2. That the Council report include, the most appropriate locations for the signs around our city, how many may be required and the cost of purchase and maintenance of them.</p>	N	Consultation with various product suppliers and existing users of similar devices has been undertaken, and this information is being collated to inform a report to Council.
10/05/2022	76/22	Pigeon Control	C260422/2580	<p>That Council:</p> <p>1. Endorses the following additional strategies for pigeon control:</p> <ul style="list-style-type: none"> Review and update the existing bird feeding prohibited signage. Provide signage to businesses with outdoor dining permits to encourage patrons not to feed birds and to discard their waste. 	N	<p>1. Met with Comms and developed strategy.</p> <p>2. Discussed with local business on best signage for them.</p> <p>3. Outdoor dining renewals will be sent soon and pigeon messaging will be included reminding business to clean up.</p>

Outstanding Council Meeting Actions as at 22 March 2023

Meeting Date	Report No.	Report Title	Resolution Number	Resolution	Confidential	Status
				<ul style="list-style-type: none"> Investigate and trial grants for businesses to assist property owners undertaking approved pigeon management actions for proofing and deterrents. Increased communication and enforcement with businesses to clear food waste from tables. Provision of information and education campaign via the council's website, social media channels and newsletters. <ol style="list-style-type: none"> Endorses \$10,000 to be included in the 2022/23 Draft Annual Business Plan for the additional pigeon control strategies. Review the success of the above strategies over the next 12 months and report back to Council with the results and draft Pigeon Management Policy. 		<ol style="list-style-type: none"> Following this officers will note no compliances and write to business. Looking into a process for grants. Information and stickers have been printed and distributed to businesses. Grant application process is complete, and we have received some interest from business
8/03/2022	50/22	Resilient South Sector Agreement	C080322/2559	That Council support the Resilient South Sector Agreement and authorise the Mayor to sign on behalf of the City of Holdfast Bay.	N	It is proposed that the signing of the Sector Agreement be undertaken at an event at which we will also launch this new plan, and to which the Mayors from all four councils would be invited (to sign the agreement), along with the Minister for Climate, Environment and Water (Deputy Premier). It is anticipated that this event may take place later this year, potentially in August or September.

Outstanding Council Meeting Actions as at 22 March 2023

Meeting Date	Report No.	Report Title	Resolution Number	Resolution	Confidential	Status
23/11/2021	397/21	Trial Parklet Installation	C231121/2488	<p>That Council:</p> <ol style="list-style-type: none"> notes the complexities of installing parklets as outlined in this Report; Administration put together an Expression of Interest to gauge interest from traders and the community in parklets and their preferred locations; allocates \$15,000 to undertake a high-level traffic assessment to identify standards against which proposals can be evaluated, along with up to 10 locations that would be most suitable for parklet trials; and Administration bring back a Report on the outcome of the Expression of Interest and traffic assessment, along with further recommendations. 	N	In Progress – draft engagement plan completed. Work has begun on implementation.

Attachment 4





holdfast.sa.gov.au

Brighton Civic Centre 24 Jetty Road, Brighton SA 5048

PO Box 19 Brighton SA 5048

P 08 8229 9999 F 08 298 4561

Glenelg Customer Service Centre and Library

2 Colley Terrace, Glenelg SA 5045

OFFICE OF THE MAYOR

17 March 2023

Letters to the Editor
The Advertiser & Sunday Mail
GPO Box 339
Adelaide SA 5001

via email: tiser@theadvertiser.com.au

Message from City of Holdfast Bay Mayor, Amanda Wilson

Jetty Road and Glenelg are thriving.

Our summer events draw thousands of people to the Bay for unique experiences by the sea – among them locals, residents from neighbouring suburbs and interstateers.

We've had opera on the beach, celebrations of seafood, ice cream and fireworks, with 100,000 people converging on our shores to see in the new year.

We agree that Jetty Road and the precinct needs to be modernised and we are working towards that. We are delivering on the Jetty Road Masterplan which provides a long-term vision for Jetty Road while reinforcing the precinct's status as Adelaide's premier seaside destination.

Construction of the first stage of the masterplan was completed in 2021 with a \$3.6 million upgrade of Chapel Street and Bouchee Walk. This included the creation of a new public plaza with seating, landscaping and public art to create a new welcoming space for the community.

Planning is currently underway on the design scope for the next stage of the masterplan which focuses on Jetty Road/Colley Terrace interface with Moseley Square, between Hope Street and Moseley Street.

But we are a resident base of only 37,000 people and Jetty Road, Glenelg is a South Australian asset.

It is impossible in today's global economy for our ratepayers to fully fund the sort of world-class upgrade that we would want, and that is deserving of the precinct, without significant investment from the rest of the state.

Our Council, the City of Holdfast Bay, invests significant funds annually into maintaining the vibrancy of the city, while supporting businesses to sustain their investment in the city.



In the last six months alone, Jetty Road, Glenelg has attracted three new national businesses, as well as six new eateries and four beauty businesses. Rosa Mexicano has chosen Glenelg as the site of their first SA restaurant due to open in the coming months.

Reno Marrasso, co-founder of South Ave Seltzer, says the company chose Jetty Road Glenelg as the location of its new head office. "We love the area, community and energy," he said. "Jetty Road has a special place in our heart - it is where we launched into our first venue, Terra & Sol, and since then we have expanded to a bunch of other Jetty Road venues.

"We love all the stores and owners around us. We honestly wouldn't want to be based anywhere else." Gilia Martin, owner of Attitudes Boutique and chairperson of the Jetty Road Mainstreet Committee says the precinct is getting busier. "Since the borders opened, we've had consistent foot traffic and the precinct is buzzing," she said. "We are back to pre-COVID numbers – both with locals and an increase in people from interstate and overseas".

The upgrade of Jetty Road is not something that Council can do in a vacuum.

It needs business owners, landlords and the State Government to come on board and to help elevate 'the Bay' to the international standard that is deserved of one of the most livable cities in the world.

Yours sincerely



Amanda Wilson
Mayor



Item No: 15.2

Subject: **MONTHLY FINANCIAL REPORT – 28 FEBRUARY 2023**

Date: 28 March 2023

Written By: Management Accountant

General Manager: Strategy and Corporate, Ms P Jackson

SUMMARY

Attached are financial reports as at 28 February 2023. They comprise a Funds Statement and a Capital Expenditure Report for Council's municipal activities and Alwyndor Aged Care. The adjusted forecast budget includes the carried forward amount as approved by Council 23 August 2022 and the two quarterly budget updates approved by Council 25 October 2022 and 14 February 2023.

No changes to the Municipal budget are recommended at this time, but the report highlights items that show a material variance from the YTD budget.

Alwyndor forecasts an increase in their operating deficit of \$27,000 to \$308,000 due to higher than expected employee and contract labour costs offset by increased revenue from client growth and government funding.

RECOMMENDATION

That Council:

1. receives the financial reports and budget update for the 8 months to 28 February 2023 and notes no change to the Municipal activities 2022/23 revised budget forecast.
 2. notes the first 2022/23 budget update for Alwyndor operations including:
 - (a) an increase in the forecast operating deficit for 2022/23 of \$27,000 from an operating deficit of \$281,000 to an operating deficit of \$308,000;
 - (b) an increase in the forecast capital expenditure for 2022/23 of \$232,000 from \$874,000 to \$1,106,000;
 - (c) a decrease in the forecast funding surplus for 2022/23 of \$111,000 from a funding surplus of \$395,000 to a funding surplus of \$284,000.
-

STRATEGIC PLAN

Not applicable

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

BACKGROUND

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

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

Refer Attachment 1

REPORT

A comprehensive budget update was conducted for the half-year ending 31 December 2022 and approved by Council 14 February 2023. Following this review the majority of the current variances to date are due to budget and actuals timing differences over the first eight months of the financial year.

There are major positive variances within Community Safety due to higher than forecasted car parking related revenue and within Capital Expenditure due to delays in the timing of a number of capital projects. All budgets will be reassessed again as part of the budget review and update to be conducted at 31 March 2023.

Alwyndor Aged Care

Forecasted revenue has increased by \$3,429,000 with reasons including; client growth in Support at Home services; expected increase in residential funding from AN-ACC (Australian National Aged Care Classification); and increased brokered income from Home Care.

Materials, contracts and other expenses have increased by \$2,504,000 due to increased contractor labour costs with the implementation of the new catering model and additional brokered services in Support at Home.

The result of these budget adjustments is an increase to the operating deficit of \$27,000 to \$308,000 and will be funded from a combination of Alwyndor's operating activities and cash reserves.

Capital expenditure has increased by \$232,000 for a new telephone system and additional IT equipment.

Further details of the amounts and notes with funding statements for both Council Municipal and Alwyndor operations have been prepared and are attached to this report.

Refer Attachment 1

Attachment 1





City of Holdfast Bay Municipal Funds Statement as at February 2023

2022 - 2023 Original Budget \$'000	Year to Date				2022 - 2023 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000			
131	101	165	(64)	Cemeteries	131	1
495	309	355	(46)	Commercial & Club Leases	495	
(1,458)	(1,063)	(1,033)	(30)	Council Administration	(1,458)	
(917)	(591)	(532)	(59)	Development Services	(935)	2
1,730	838	837	-	- FAG/R2R Grants	1,882	
(1,825)	(1,362)	(1,371)	9	Financial Services	(1,886)	
(10,468)	(5,276)	(5,236)	(41)	Financial Services-Depreciation	(10,468)	
(267)	-	-	-	- Financial Services-Employee Leave Provisions	(267)	
(830)	(256)	(238)	(18)	Financial Services-Interest on Borrowings	(718)	
101	-	-	-	- Financial Services-SRWRA	101	
38,455	39,223	39,226	(2)	General Rates	38,569	
(2,867)	(2,182)	(2,202)	20	Innovation & Technology	(2,867)	
(614)	(347)	(384)	36	People & Culture	(614)	
(612)	(313)	(345)	32	Public Realm and Urban Design	(578)	
(819)	(543)	(532)	(11)	Strategy & Governance	(878)	
(1,204)	(711)	(649)	(61)	City Activation	(1,272)	3
1,266	864	965	(101)	Commercial - Brighton Caravan Park	1,385	4
44	36	38	(3)	Commercial - Partridge House	44	
(563)	(347)	(364)	17	Communications and Engagement	(563)	
(351)	(233)	(227)	(6)	Community and Business Administration	(351)	
(887)	(746)	(788)	41	Community Events	(937)	
892	840	1,127	(287)	Community Safety	982	5
(574)	(335)	(341)	6	Community Wellbeing	(578)	
(533)	(350)	(383)	33	Customer Service	(533)	
-	195	222	(27)	Jetty Road Mainstreet	(93)	
(1,518)	(918)	(896)	(23)	Library Services	(1,518)	
(302)	(197)	(193)	(4)	Assets & Delivery Administration	(302)	
(1,413)	(731)	(704)	(27)	Engineering & Traffic	(1,518)	
(966)	(318)	(344)	26	Environmental Services	(921)	
(8,137)	(5,342)	(5,389)	47	Field Services & Depot	(8,282)	
(2,036)	(1,169)	(1,122)	(47)	Property Management	(2,095)	
(439)	(271)	(271)	1	Street Lighting	(569)	
(4,072)	(2,215)	(2,159)	(56)	Waste Management	(4,072)	6
945	-	-	-	- Less full cost attribution - % admin costs capitalised	945	
390	16,589	17,233	(645)	=Operating Surplus/(Deficit)	263	
10,468	5,276	5,236	41	Depreciation	10,468	
166	-	-	-	- Other Non Cash Items	166	
10,634	5,276	5,236	41	Plus Non Cash Items in Operating Surplus/(Deficit)	10,634	
11,024	21,866	22,469	(604)	=Funds Generated from Operating Activities	10,897	
1,484	3,605	3,841	(235)	Amounts Received for New/Upgraded Assets	4,482	7
474	1,057	1,057	-	- Proceeds from Disposal of Assets	1,936	
1,958	4,663	4,897	(235)	Plus Funds Sourced from Capital Activities	6,418	
(9,094)	(3,854)	(3,786)	(68)	Capital Expenditure on Renewal and Replacement	(13,544)	
(5,721)	(2,888)	(2,473)	(415)	Capital Expenditure on New and Upgraded Assets	(17,194)	
(14,815)	(6,742)	(6,260)	(482)	Less Total Capital Expenditure	(30,738)	8
253	246	246	-	Plus: Repayments of loan principal by sporting groups	253	
253	246	246	-	Plus/(less) funds provided (used) by Investing Activities	253	
(1,580)	20,033	21,353	(1,321)	= FUNDING SURPLUS/(REQUIREMENT)	(13,170)	
Funded by						
-	2,545	2,545	-	Increase/(Decrease) in Cash & Cash Equivalents	(1,518)	
-	16,813	18,277	(1,464)	Non Cash Changes in Net Current Assets	-	
(2,959)	-	-	-	- Less: Proceeds from new borrowings	(13,031)	
1,379	674	531	143	Plus: Principal repayments of borrowings	1,379	
(1,580)	20,033	21,353	(1,321)	=Funding Application/(Source)	(13,170)	



City of Holdfast Bay

Capital Expenditure Summary by Budget Item to February 2023

2022-23 Original Budget \$'000	Year to Date			Revised Forecast \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000	
(944)	-	-	- Full Cost Attribution	(944)
(806)	(500)	(509)	8 Information Technology	(892)
(989)	(25)	(22)	(3) Commercial and Economic Enterprises	(2,996)
-	-	(5)	5 Partridge House	-
(85)	(40)	(46)	6 Brighton Library	(85)
-	-	(23)	23 Sport and Recreation	(562)
(13)	(6)	(12)	5 Depot and Stores	(13)
(1,306)	(1,183)	(1,199)	15 Machinery Operating	(2,670)
-	-	(6)	6 Rehabilitation and Support Services	-
(2,322)	(557)	(345)	(212) Road Construction and Re-seal Program	(2,788)
(453)	(353)	(259)	(94) Footpath Program	(453)
(1,200)	(55)	(49)	(6) Stormwater Drainage Program	(3,707)
-	(161)	(69)	(92) Traffic Control Construction Program	(161)
(1,122)	(700)	(679)	(21) Kerb and Water Table Construction Program	(1,360)
(30)	(10)	-	(10) Other Transport - Bus Shelters etc.	(30)
(3,487)	(2,408)	(2,289)	(119) Reserve Improvements Program	(8,587)
(1,302)	(603)	(590)	(13) Land, Buildings and Infrastructure Program	(3,439)
(450)	(94)	(98)	3 Streetscape Program	(1,261)
(306)	(26)	(26)	- Foreshore Improvements Program	(670)
-	(19)	(36)	16 Caravan Park - General	(19)
(14,815)	(6,742)	(6,260)	(482) Total	(30,738)

Note 1 – Cemeteries - \$64,000 favourable

Memorial (\$45,000) and cemetery (\$13,000) related revenue higher than forecast.

Note 2 – Development Services - \$59,000 favourable

Planning fee revenue higher than forecast (\$140,000) offset by higher legal fees for appeals (\$71,000).

Note 3 – City Activation - \$61,000 favourable

Employment cost savings due to temporary vacancies (\$39,000) and number of shopfront character grants processed lower than budgeted for (\$21,000).

Note 4 – Commercial - Brighton Caravan Park - \$101,000 favourable

Year to date Caravan Park revenue higher than forecast.

Note 5 – Community Safety - \$287,000 favourable

Employment cost savings due to temporary vacancies (\$48,000) along with higher than forecast revenue for car parking (\$129,000), hoarding fees (\$73,000), and dog and cat management fees (\$33,000).

Note 6 – Waste Management - \$56,000 favourable

Year to date savings on waste disposal costs at Southern Region Waste Resource Authority (SRWRA) and waste collection costs at Solo. Year to date saving expected to be offset by forecast cost increases for the remainder of financial year.

Note 7 – Amounts Received for New/Upgraded Assets - \$235,000 favourable

Contribution from the City of Marion for the Harrow Road, Somerton Park stormwater Gross Pollutant Trap (GPT) capital project (\$200,000) and reimbursement received from the LGA for the purchase of a Mini-Loaded as part of the Workers Compensation Scheme Risk Incentive program (\$30,000). Budget adjustments will be made as part of the March 2023 budget update.

Note 8 – Capital Expenditure - \$482,000 favourable

There are positive variances on a number of capital projects mainly due to the timing of projects, including the following:

- Gully Masterplan implementation
- Road reseal program
- Traffic control construction program
- Footpaths and cycleway program



**Alwyndor Aged Care
Funds Statement as at 28 February 2023**

2022-23 Original Budget \$'000	Year to Date				2022-23	Proposed	2022-23	Note
	Original Budget YTD \$'000	Actual YTD \$'000	Variance \$'000		Adopted Forecast \$'000	Forecast Adjustment \$'000	Proposed Forecast \$'000	
5,576	3,670	4,308	(638)	User Charges	5,576	1,091	6,667	
13,653	9,060	9,369	(309)	Operating Grants and Subsidies	13,653	794	14,447	
445	287	378	(91)	Investment Income	445	218	663	
5,361	3,471	3,303	168	Reimbursements	5,361	(37)	5,323	
3,993	2,599	3,410	(811)	Other Income	3,993	1,363	5,355	
29,027	19,087	20,769	(1,683)	Operating Revenue	29,027	3,429	32,456	2
(20,916)	(13,769)	(14,186)	418	Employee Costs - Salaries & Wages	(20,916)	(911)	(21,827)	3
(6,966)	(4,628)	(6,117)	1,489	Materials, Contracts and Other Expenses	(6,966)	(2,504)	(9,470)	4
(68)	(45)	(78)	33	Finance Charges	(68)	(55)	(123)	
(1,358)	(904)	(898)	(6)	Depreciation	(1,358)	14	(1,344)	
(29,308)	(19,346)	(21,280)	1,934	Less Operating Expenditure	(29,308)	(3,456)	(32,764)	
(281)	(260)	(511)	251	=Operating Surplus/(Deficit)	(281)	(27)	(308)	1
-	-	(16)	16	Net gain/(loss) on disposal of investments	-	(16)	(16)	
-	-	479	(479)	Net gain/(loss) on Fair Value movement on investments	-	479	479	
(281)	(260)	(48)	(212)	=Net Surplus/(Deficit)	(281)	436	155	
1,358	904	898	6	Depreciation	1,358	(14)	1,344	
-	-	16	(16)	Net gain/(loss) on disposal of investments	0	16	16	
-	-	(479)	479	Net gain/(loss) on Fair Value movement on investments	0	(479)	(479)	
193	128	109	19	Provisions	193	162	354	
1,551	1,032	544	488	Plus Non Cash Items in Net Surplus/(Deficit)	1,551	(316)	1,235	
1,269	772	496	276	=Funds Generated from Operating Activities	1,269	121	1,390	
(524)	(699)	(762)	62	Capital Expenditure on New and Upgraded Assets	(874)	(232)	(1,106)	5
(524)	(699)	(762)	62	Less Total Capital Expenditure	(874)	(232)	(1,106)	
745	73	(266)	338	= Funding SURPLUS/(REQUIREMENT)	395	(111)	284	
Funded by								
745	73	(266)	338	Increase/(Decrease) in Cash & Cash Equivalents	395	(111)	284	
745	73	(266)	338	=Funding Application/(Source)	395	(111)	284	

Alwyndor Aged Care – Notes February 2023

1 Operating Deficit

The \$308K operating deficit after allowing for non cash items and proposed capital expenditure, has led to a reduced funding surplus of \$284k, which will be funded by existing cash reserves.

Growth targets have been amended to consider the year to date performance and the impact of the changing environment and associated assumptions throughout the year.

Key changes from the Adopted Forecast (\$281K deficit) are as follows:

2 Operating Revenue

- Higher growth in Home Care income due to increased Home client growth (as evident from the growth in 'Other Income').
- Higher Residential funding from AN-ACC (Australian National Aged Care Classification funding model).
- Higher Brokered income from Home Care, offset by higher associated Materials, Contracts and other expenditure costs.
- Recovery of historical residential government funding (net amount \$80K).
- COVID-19 Grant income.

3 Employee Costs - Salaries & Wages

- Additional Coordinators and Support Workers in Home Care in response to growth (offset by revenue above).
- Additional carer shifts in Residential to support higher acuity residents (offset by higher AN-ACC funding noted above).
- Higher Corporate costs in response to growth.

4 Materials, Contracts and Other Expenses

- Additional brokered services in Support at Home which are recovered as part of Operating Revenue.
- Additional COVID-19 expenditure (partly offset by COVID-19 Grant Income).

5 Capital Expenditure

The increase in capital expenditure from \$874K to \$1,106K reflects \$232K of IT expenditure comprising \$94K on additional IT equipment (desktops/laptops) and \$138K for a new telephone system for Alwyndor.

Item No: 15.3

Subject: **ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY**

Date: 28 March 2023

Written By: Executive Officer and Assistant to the Mayor

Chief Executive Officer: Mr R Bria

SUMMARY

The Elected Member Training and Development Policy is due for review and is now presented to Council for adoption.

Suggested changes are shown through tracked changes and are generally minor in nature.

RECOMMENDATION

That Council approves the changes to the Elected Member Training and Development Policy, as amended, subject to any minor typographical corrections that may be required.

STRATEGIC PLAN

Our Holdfast 2050+

COUNCIL POLICY

Elected Member Allowances, Support and Entitlements Policy

STATUTORY PROVISIONS

Local Government Act 1999

Local Government (General) Regulations 2013

Local Government (Members) Allowances and Benefits Regulations 1999

BACKGROUND

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

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

REPORT

The Elected Member Training and Development Policy is due for review and is presented to Council for adoption. A marked-up version of the Elected Member Training and Development Policy is provided for Elected Members' reference.

Refer Attachment 1

A clean version of the new Policy is provided for ease of reference.

Refer Attachment 2

Most amendments proposed are minor/typographical in nature, however, the more substantial changes are outlined below.

- Members must seek Council approval to attend any training and development activities above \$500 (exclusive of GST and related expenses), an increase from \$350. Costs less than \$500 (exclusive of GST and related expenses) require the approval of either the Mayor or Chief Executive Officer.
- Following attendance at a conference, Elected Members must prepare and submit a written Activity Report to the Chief Executive Officer, who will arrange for it to be presented to Council at an upcoming meeting.
- Clarification that any unspent budget allocation does not accumulate and will return to Council's budget at the end of each financial year.
- Clarification that costs for attendance and travel by family members will not be met by Council.
- Clarification that the Civic Governance Team coordinates all travel, including registration arrangements on behalf of the Elected Member.
- Administration will provide a progress report against expenditure of the budget allocation on a six-monthly basis.
- Included the policy will be reviewed within 12 months of a general election or as directed by Council.

Following endorsement of the Elected Member Training and Development Policy, Administration will undertake a review to identify the training and development needs of Elected Members.

BUDGET

Budget allocations are included to cover the cost of providing training and development activities as outlined in the Elected Member Training and Development policy.

LIFE CYCLE COSTS

Not applicable

Attachment 1



ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

ECM DSID Number:	
First Issued / Approved:	Date of first issue/approval
Last Reviewed:	Date of last review
Next Review:	Review Date
Responsible Officer:	Responsible Officer
Date Placed on Intranet:	Date Placed on Intranet

1. PREAMBLE

The City of Holdfast Bay (Council) is committed to providing the training and development activities for supports the ongoing development of its Elected Members to enable them to engage in the decision-making process with the appropriate knowledge, skills, and competencies to undertake their Elected Member role. The Council recognises its responsibility to develop prepare and adopt a policy training and development policy for its Elected Members for the purpose under section 80A of the *Local Government Act 1999*.

Following a general or supplementary election, a training program will be developed to ensure that Elected Members undertake training in accordance with the mandatory requirements under the Local Government (General) Regulations 2013 (section 8AA). This training will be used to assist and enhance members understanding of their role and responsibilities and must be completed within the first 12 months of each member's term.

1.1 Background

The training and development opportunities made available to Elected Members will contribute to the achievement of the strategic and governance objectives of Council. ~~needs of Elected Members will be specific to their legislative and governance roles and functions.~~

The Council recognises that the successful discharge of the role of the Elected Member is assisted by the provision of a range of training opportunities that include, but are not limited to:

- a. Information and/or Briefing Sessions
- b. Skills development
- c. Conference and Seminars

A range of delivery methods will be considered, dependent upon the needs of the Members and the topic under consideration.

1.2 Purpose

This policy provides the framework under which the Council will provide appropriate training for Elected Members.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

1.3 Scope

This policy applies to all training and development activities for the City of Holdfast Bay Elected Members of the Council.

1.4 Definitions

Information and/or Briefing Sessions – ~~organised by the City of Holdfast Bay conducted by Council with appropriate guest speakers and presenters, staff and are held on a fortnightly basis, on topics that are of immediate interest to Elected Members.~~

Training and Development – personal skills related to activities as an Elected Member (i.e., public speaking, finance, leadership) specific to, and directly related to Local Government.

Conferences and Seminars (directly related to the role of an Elected Member) – includes workshops and forums, local and interstate, specific to, and directly related to Local Government.

1.5 Strategic Reference

Our Holdfast 2050+

2. PRINCIPLES

- 2.1 Council is committed to providing training and development activities for its Elected Members to ~~assist equip them with the necessary skills and knowledge required to effectively carry out their duties and responsibilities, thus enabling them to better serve their constituents, them in the performance and discharge of their functions and duties.~~
- 2.2 Council will provide an annual budget allocation to support the training and development activities undertaken by Elected Members. Any unspent budget allocation does not accumulate and will return to Council's budget at the end of each financial year.
- 2.3 After a general or supplementary election, Council will facilitate the development of a ~~training and Development Plan (the Plan) for~~ program for the new Elected Member body to ensure training is undertaken in accordance with any mandatory requirements under the Local Government (General) Regulations 2013 (section 8AA), with relevant inductions included.
- ~~2.4 A The Plan will be reviewed on an annual basis. A range of strategies will be used to identify the training and development needs of Elected Members including:~~
- ~~a. Surveys and questionnaires;~~
 - ~~b. Interviews and discussions with Elected Members;~~
 - ~~c. Information and/or Briefing Sessions; and~~

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

d. Assessment of the needs of Elected Members.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

Elected Members will also have access to specific training that is offered by the Local Government Association. This training provides Elected Members with professional and personal development training opportunities which is contextualised to the Local Government sector of South Australia. Council's Civic Governance team will circulate the course offerings to Elected members. This training does not require Council approval

2.5 The range of training delivery methods will include, but not be limited to:

- a. Training and development sessions provided by the Local Government Association (LGA) and other recognised providers. This training may be delivered in-house or externally.
- b. Information and/or Briefing sessions.
- c. Conferences and seminars offered by organisations such as the LGA, Australian Local Government Association, Local Government Managers Australia and other providers that provide an opportunity for Elected Members to gain information and network with Elected Members and staff of other councils from within and outside of South Australia.
- d. Printed material, including training booklets and discussion papers that may be distributed to Elected Members for information.
- e. On-line training delivery.

2.6 Elected Members are encouraged to attend conferences and seminars as they provide opportunities to enhance his/her understanding of Local Government and to network with other Elected Members both within and outside the State.

a. Council will support the attendance by all members at one intrastate Local Government related conference and one interstate Local Government related conference or similar every two (2) years. Following attendance at a conference, Elected Members must prepare and submit a written Activity Report to the Chief Executive Officer, who will arrange for it to be presented to Council at an upcoming meeting.

a-b. The Mayor and one Elected Member (or two Elected Members in the absence of the Mayor) may attend the Australian Local Government Association (ALGA) National General Assembly (NGA) and AGM each year, with the understanding that members who attended the previous year cannot attend again the following year. Attendance at this the ALGA NGA is to be included in 2.6(a) above. Following attendance at the ALGA NGA, Elected Members must prepare and submit to Council a written report to the Chief Executive Officer, who will arrange for it to be presented to Council at an upcoming meeting.

c. Non-Elected Members of Council's committees may also have the opportunity to attend a Local Government related conference with the approval of Council.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

- d. In approving a member's attendance at a conference, Council will take into account:

i. The relevance of the conference to the members' role in Council;

ii. The available budget; and

iii. Whether the member has attended any previous conferences during the current term of council, ensuring that the opportunity to attend a conference is made equally available to all Elected Members.

- 2.7 a. Where the cost to attend is more than \$500 exclusive of GST and related expenses, Elected Members who wish to participate in appropriate training and development, other than the mandatory training provided to all Elected Members, must seek approval from Council prior to registering in any program, seminar or other development activity. This may be requested by an Elected Member through a Motion on Notice to be given to the Chief Executive Officer at least seven (7) clear days before the date of the next Council meeting. The request must include full details of the training, the anticipated benefit, the cost to attend and any other relevant information.

In making a decision on a training and development request, consideration will be given to the number of attendances an individual member has had in that financial year.

- b. Where the cost to attend is less than ~~\$500~~ exclusive of GST and related expenses, either the Mayor or Chief Executive Officer may give approval ~~to attend the training and development~~, without the need for the matter to be considered by Council. A note of the request and its approval will be included in the next Items in Brief report to Council.

- 2.8 A budget for Elected Member training and development will be approved each year ~~as part of~~ through the annual budget process. This budget will be based on a dollar amount for all Elected Members and progress against expenditure of the budget allocation will be reported on a six-monthly basis.

- 2.9 Where approval has been granted ~~by~~ to Elected Members ~~for to attend a~~ attendance at a training and development program/activity, an Elected Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act and Regulations, and Council's Elected Members Entitlements Allowances, Support and Entitlements Policy. Itemised tax receipts for all expenses incurred by the Elected Member must be provided and no reimbursement will be made without the appropriate tax receipts.

- 2.10 Costs for attendance and travel by family members will not be met by Council.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

- 2.11 Where travel is required, i.e., flights, accommodation, conference/seminar registrations, are to be arranged by the Civic Governance Team and will be made to ensure the best value to Council.
- 2.12 All training undertaken by Elected Members will be recorded in ~~the Register~~Council's Register of Allowances and Benefits which will be updated as required to reflect ~~training expenditure~~attendances.
- 2.13 The City of Holdfast Bay's annual report will ~~report include on~~ the attendance and expenditure allocated and used for training of Elected Members at any approved conference, ~~and~~ seminar and/or training and development.
- 2.14 This policy will be reviewed within 12 months of a general election or as directed by Council.

~~2.11 After a general or periodic election, Council staff will facilitate the development of a Training and Development Plan (the Plan) for all new and returning Elected Members, which will incorporate the Local Government Association training standards. There are 4 mandatory modules that need to be completed by Elected Members: Behaviour, Civic, Legal, and Strategy and Finance. This training is the minimum requirement for Council Members. The mandatory topics will be covered within the first 12 months of each member's term.~~

~~2.12 The Plan will be reviewed on an annual basis. A range of strategies will be used to identify the training and development needs of Elected Members including:~~

- ~~a. Surveys and questionnaires~~
- ~~b. Interviews and discussions with Elected Members~~
- ~~c. Information/Briefing Sessions~~
- ~~d. a. Assessment of the needs of Elected Members~~

~~Elected Members will also have access to specific training that is offered by the Local Government Association. This training provides Elected Members with professional and personal development training opportunities which is contextualised to the local government sector of South Australia. Council's Civic Governance team will circulate the course offerings to Elected members. This training does not require Council approval.~~

3. REFERENCES

3.1 Legislation

- *Local Government Act 1999*
- Local Government (General) Regulations 2013
- Local Government (Members) Allowances and Benefits Regulations 1999

3.2 Other References

- Elected Members Allowances, Support and Entitlements Policy
- LGA Training Standards for Council Members

4. AVAILABILITY

This policy is available for inspection during normal business hours from our principal office:

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

Civic Centre
24 Jetty Road
Brighton SA 545

It is also available for viewing, downloading and printing free of charge from Council's website
www.holdfast.sa.gov.au

Date Endorsed by Senior Leadership Team	click here to enter date
CEO Signature	Signature placed here
Date of CEO Signature	click here to enter date

Attachment 2



ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

ECM DSID Number:	
First Issued / Approved:	Date of first issue/approval
Last Reviewed:	Date of last review
Next Review:	Review Date
Responsible Officer:	Responsible Officer
Date Placed on Intranet:	Date Placed on Intranet

1. PREAMBLE

The City of Holdfast Bay (Council) is committed to providing the training and development activities for its Elected Members to enable them to engage in the decision-making process with the appropriate knowledge, skills, and competencies to undertake their Elected Member role. The Council recognises its responsibility to prepare and adopt a training and development policy for its Elected Members under section 80A of the *Local Government Act 1999*.

Following a general or supplementary election, a training program will be developed to ensure that Elected Members undertake training in accordance with the mandatory requirements under the Local Government (General) Regulations 2013 (section 8AA). This training will be used to assist and enhance members understanding of their role and responsibilities and must be completed within the first 12 months of each member's term.

1.1 Background

The training and development opportunities made available to Elected Members will contribute to the achievement of the strategic and governance objectives of Council.

The Council recognises that the successful discharge of the role of the Elected Member is assisted by the provision of a range of training opportunities that include, but are not limited to:

- a. Information and/or Briefing Sessions
- b. Skills development
- c. Conference and Seminars

A range of delivery methods will be considered, dependent upon the needs of the Members and the topic under consideration.

1.2 Purpose

This policy provides the framework under which the Council will provide appropriate training for Elected Members.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

1.3 Scope

This policy applies to all training and development activities for the City of Holdfast Bay Council.

1.4 Definitions

Information and/or Briefing Sessions – conducted by Council with appropriate guest speakers and presenters.

Training and Development – personal skills related to activities as an Elected Member (i.e., public speaking, finance, leadership) specific to, and directly related to Local Government.

Conferences and Seminars (directly related to the role of an Elected Member) – includes workshops and forums, local and interstate, specific to, and directly related to Local Government.

1.5 Strategic Reference

Our Holdfast 2050+

2. PRINCIPLES

- 2.1 Council is committed to providing training and development activities for its Elected Members to equip them with the necessary skills and knowledge required to effectively carry out their duties and responsibilities, thus enabling them to better serve their constituents.
- 2.2 Council will provide an annual budget allocation to support the training and development activities undertaken by Elected Members. Any unspent budget allocation does not accumulate and will return to Council's budget at the end of each financial year.
- 2.3 After a general or supplementary election, Council will facilitate the development of a training program for the new Elected Member body to ensure training is undertaken in accordance with any mandatory requirements under the Local Government (General) Regulations 2013 (section 8AA), with relevant inductions included.
- 2.4 A range of strategies will be used to identify the training and development needs of Elected Members including:
 - a. Surveys and questionnaires;
 - b. Interviews and discussions with Elected Members;
 - c. Information and/or Briefing Sessions; and
 - d. Assessment of the needs of Elected Members.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

Elected Members will also have access to specific training that is offered by the Local Government Association. This training provides Elected Members with professional and personal development training opportunities which is contextualised to the Local Government sector of South Australia.

- 2.5 The range of training delivery methods will include, but not be limited to:
- a. Training and development sessions provided by the Local Government Association (LGA) and other recognised providers. This training may be delivered in-house or externally.
 - b. Information and/or Briefing sessions.
 - c. Conferences and seminars offered by organisations such as the LGA, Australian Local Government Association, Local Government Managers Australia and other providers that provide an opportunity for Elected Members to gain information and network with Elected Members and staff of other councils from within and outside of South Australia.
 - d. Printed material, including training booklets and discussion papers that may be distributed to Elected Members for information.
 - e. On-line training delivery.
- 2.6 Elected Members are encouraged to attend conferences and seminars as they provide opportunities to enhance his/her understanding of Local Government and to network with other Elected Members both within and outside the State.
- a. Council will support the attendance by all members at one intrastate Local Government related conference and one interstate Local Government related conference or similar every two (2) years. Following attendance at a conference, Elected Members must prepare and submit a written Activity Report to the Chief Executive Officer, who will arrange for it to be presented to Council at an upcoming meeting.
 - b. The Mayor and one Elected Member (or two Elected Members in the absence of the Mayor) may attend the Australian Local Government Association (ALGA) National General Assembly (NGA) and AGM each year, with the understanding that members who attended the previous year cannot attend the following year. Attendance at the ALGA NGA is to be included in 2.6(a) above. Following attendance at the ALGA NGA, Elected Members must prepare and submit to Council a written report to the Chief Executive Officer, who will arrange for it to be presented to Council at an upcoming meeting.
 - c. Non-Elected Members of Council's committees may also have the opportunity to attend a Local Government related conference with the approval of Council.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

- d. In approving a member's attendance at a conference, Council will take into account:
 - i. The relevance of the conference to the members' role in Council;
 - ii. The available budget; and
 - iii. Whether the member has attended any previous conferences during the current term of council, ensuring that the opportunity to attend a conference is made equally available to all Elected Members.
- 2.7 a. Where the cost to attend is more than \$500 inclusive of GST and related expenses, Elected Members who wish to participate in appropriate training and development, other than the mandatory training provided to all Elected Members, must seek approval from Council prior to registering in any program, seminar or other development activity. This may be requested by an Elected Member through a Motion on Notice to be given to the Chief Executive Officer at least seven (7) clear days before the date of the next Council meeting. The request must include full details of the training, the anticipated benefit, the cost to attend and any other relevant information.

In making a decision on a training and development request, consideration will be given to the number of attendances an individual member has had in that financial year.
- b. Where the cost to attend is less than \$500 inclusive of GST and related expenses, either the Mayor or Chief Executive Officer may give approval without the need for the matter to be considered by Council. A note of the request and its approval will be included in the next Items in Brief report to Council.
- 2.8 A budget for Elected Member training and development will be approved each year through the annual budget process. This budget will be based on a dollar amount for all Elected Members and progress against expenditure of the budget allocation will be reported on a six-monthly basis.
- 2.9 Where approval has been granted to Elected Members to attend a training and development program/activity, an Elected Member may seek reimbursement of expenses in accordance with the relevant provisions of the Local Government Act and Regulations, and Council's Elected Members Allowances, Support and Entitlements Policy. Itemised tax receipts for all expenses incurred by the Elected Member must be provided and no reimbursement will be made without the appropriate tax receipts.
- 2.10 Costs for attendance and travel by family members will not be met by Council.
- 2.11 Where travel is required, i.e., flights, accommodation, conference/seminar registrations, are to be arranged by the Civic Governance Team and will be made to ensure the best value to Council.

ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY

- 2.12 All training undertaken by Elected Members will be recorded in Council's Register of Allowances and Benefits which will be updated as required to reflect training expenditure.
- 2.13 The City of Holdfast Bay's annual report will include the attendance and expenditure allocated and used for training of Elected Members at any approved conference, seminar and/or training and development.
- 2.14 This policy will be reviewed within 12 months of a general election or as directed by Council.

3. REFERENCES

3.1 Legislation

- *Local Government Act 1999*
- Local Government (General) Regulations 2013
- Local Government (Members) Allowances and Benefits Regulations 1999

3.2 Other References

- Elected Members Allowances, Support and Entitlements Policy
- LGA Training Standards for Council Members

4. AVAILABILITY

This policy is available for inspection during normal business hours from our principal office:

Civic Centre
24 Jetty Road
Brighton SA 545

It is also available for viewing, downloading and printing free of charge from Council's website www.holdfast.sa.gov.au.

Date Endorsed by Senior Leadership Team	click here to enter date
CEO Signature	Signature placed here
Date of CEO Signature	click here to enter date