

Agenda

Jetty Road
Mainstreet
Committee

NOTICE OF MEETING

Notice is hereby given that a meeting of the
Jetty Road Mainstreet Committee will be held in the

Mayor's Parlour - Glenelg Town Hall
Moseley Square Glenelg
13 December 2023 at 5.45pm



Roberto Bria
Chief Executive Officer



1. Opening

The Chairperson, Ms Gilia Martin will declare the meeting open at 5.45pm.

2. Kurna 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. Apologies

3.1 Apologies received : Nil

3.2 Absent

4. Declaration Of Interest

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

5. Confirmation Of Minutes

Motion

That the minutes of the Jetty Road Mainstreet Committee held on 1 November 2023 be taken as read and confirmed.

6. Questions by Members

6.1 Without Notice

6.2 On Notice

7. Presentations

7.1 Glenelg Winter Arts Festival

Program Director, Ms E. Kirschbaum, Gluttony will provide an overview of the inaugural Glenelg Winter Arts Festival and identified opportunities.



7.2 Jetty Road Masterplan – In Confidence

The Alinea Group will provide an update on the Jetty Road Masterplan.

Pursuant to Section 87(10) of the Local Government Act 1999 the discussion associated with this agenda item and the accompanying documentation is delivered to the Committee Members upon the basis that the Committee considers the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Committee will receive, discuss or consider:

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which -
 - i. 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
 - ii. would, on balance, be contrary to the public interest.

8. Reports By Officers

- | | | |
|-----|---|---------------------|
| 8.1 | Jetty Road Events Update | (Report No: 410/23) |
| 8.2 | Monthly Finance Report | (Report No: 419/23) |
| 8.3 | Marketing Update | (Report No: 422/23) |
| 8.4 | Jetty Road Mainstreet Committee Independent Members | (Report No: 420/23) |
| 8.5 | JRMC Meeting Schedule 2024 | (Report No: 421/23) |

9. Urgent Business – Subject to the Leave of the Meeting

10. Items in Confidence

- | | | |
|------|--------------------------|---------------------|
| 10.1 | Winter Activation | (Report No: 423/23) |
|------|--------------------------|---------------------|

Pursuant to Section 87(10) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Committee Members upon the basis that the Committee considers the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Committee will receive, discuss or consider:

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which -
 - i. 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
 - ii. would, on balance, be contrary to the public interest.



11. Date and time of next meeting

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 7 February 2024 in the Mayor's Parlour – Glenelg Town Hall, Moseley Square, Glenelg.

12. Closure

A handwritten signature in blue ink, appearing to read "Roberto Bria". The signature is stylized with long, sweeping strokes.

Roberto Bria
Chief Executive Officer

Item No: 8.1

Subject: JETTY ROAD EVENTS REPORT

Summary

Jetty Road Mainstreet Committee (JRMCM) in partnership with the City of Holdfast Bay are responsible for implementing and managing a variety of major events to support economic stimulus in the precinct in accordance with the annual marketing and business plan. This report provides an overview of recent and upcoming events.

Recommendation

That the Jetty Road Mainstreet Committee notes this report.

Background

The JRMCM in partnership with the City of Holdfast Bay is responsible for implementing and managing a variety of major events to support economic stimulus in the precinct in accordance with the annual marketing and business plan.

Report

For the upcoming 2023-24 financial year the JRMCM have allocated funds for the following events:

Co-funded with Council

- \$75,000 – Winter Activation – Glenelg Winter Arts Festival
- \$50,000 – Spring Activation – Sea to Shore: Glenelg Seafood Festival
- \$50,000 – Summer Activation – Glenelg Ice Cream Festival

JRMCM Sponsored (Council run)

- \$25,000 – Glenelg Christmas Pageant

Co-Sponsored – Council and JRMCM (Third Party Events)

- \$10,000 Australian Masters Games
- \$10,000 Glenelg Film Festival

Glenelg Christmas Pageant (sponsored)

An estimated crowd of 30,000 people enjoyed the 2023 Glenelg Christmas Pageant that was held along Jetty Road on the morning of Sunday 26 November 2023.

The 2023 Pageant featured:

- 58 floats – an increase by nine on the previous year
- A diverse mix of community including school groups, kindergartens, bands, surf clubs, dance groups and businesses.
- 2500 participants (up from approximately 1800 in 2022)

Following the pageant there were a number of children's activities in Moseley Square and the Bay Discovery Centre, including the opportunity to visit Santa upstairs in Glenelg Town Hall.

A number of new initiatives were successfully implemented in 2023 including an accessible viewing area and the broadcast of the Pageant on community TV station Channel 44. The broadcast, which includes Auslan interpretation of the commentary, is available for viewing on community catch up TV: <https://ctvplus.org.au/series/glenelg-christmas-pageant/>

Glenelg Ice Cream Festival (Summer Activation – co-funded)

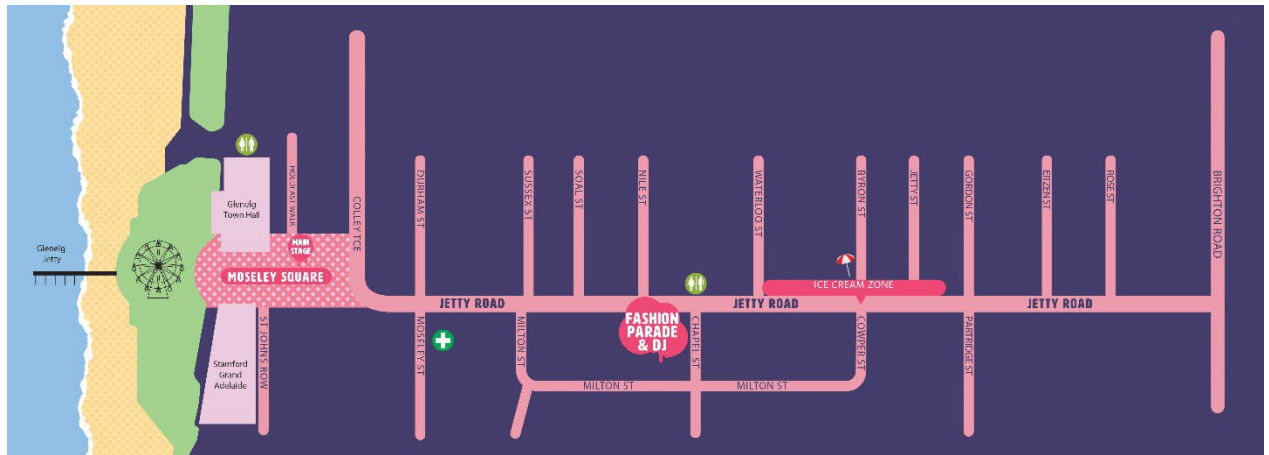
The Glenelg Ice Cream Festival is scheduled for Friday 12 January 2024 from 4pm-10pm, the evening prior to the Santos Tour Down Under Women's Stage 2 race start.

The event is designed as a family-friendly event with activities planned to cater for children, as well as music and a fashion parade featuring Jetty Road Glenelg traders scheduled for 6pm and 7pm. Live music is programmed in Chapel Plaza and Moseley Square and a number of traders have also indicated that they will have their own music as part of their application.

Glenelg Library will facilitate activities for young people as part of a broader program mix for the family target market. Additional activities for young people include:

- Silent Disco
- Soft Play area
- Scavenger Hunt with prizes

An Expression of Interest went out to external Ice-Cream vendors for the Ice Cream Village. Eleven applications were received. With the increase in ice cream vendors, the Ice Cream Village will be double the size of the previous year. This complements the seven local ice cream/frozen yogurt businesses within the Jetty Road precinct. The Ice Cream Zone will be located further east along Jetty Road to encourage movement throughout the precinct. The draft site plan showing the Ice Cream Zone location is shown below:



Glenelg Film Festival (co-sponsored)

The City of Holdfast Bay and Jetty Road Glenelg are key partners of the Glenelg Film Festival which includes marketing and event support for a Finale Event in Colley Reserve on 23 March 2024. As part of the partnership, JRMC are supporting the promotion of the festival via the engagement of a PR company. Council is currently working with the Festival organisers to clarify the requirements for film classification for new works and works displayed in the public realm.

Other upcoming events:

In addition to JRMC funded/supported events, the following events are in Council's forward calendar for the Glenelg area in the coming months. The following is based on information provided by the organisers of each event:

- Giant Wheel: Live until May 2024.
- Moseley Beach Club: Live until April 2024.
- Sunset Markets in Moseley Square (season has commenced): 10 December 2023 and 14 January, 11 February, 10 March 2024.
- Foreshore Fridays in Jimmy Melrose Park (season has commenced): 8 December 2023; 19 January and 9 February 2024.
- The Local in Jimmy Melrose Park: 16 December 2023.
- Bay Sheffield in Colley Reserve: 27 & 28 December 2023.
- New Years Eve in Glenelg: 31 December 2023
- Santos Tour Down Under - Women's Stage 2: 13 January 2024
- Adelaide Festival's *Baleen Moondjan* on Glenelg Beach: 28 February – 2 March 2024

Budget

The total contribution for the events as listed is \$220,000. Events to date have been delivered within budget.

Life Cycle Costs

Not applicable

Strategic Plan

Innovation: entrepreneurialism for lifelong growth, economic and social vibrancy

Council Policy

Not applicable

Statutory Provisions

Not applicable

Written By:

Event Lead

General Manager:

Community and Business, Ms M Lock

Item No: 8.2

Subject: MONTHLY FINANCE REPORT

Summary

This report provides an update on the Jetty Road Mainstreet income and expenditure as at 30 November 2023.

Recommendation

That the Jetty Road Mainstreet Committee notes this report.

Background

The Jetty Road Mainstreet Committee (JRMC) has been established to undertake work to benefit the traders on Jetty Road Glenelg, using the separate rate raised for this purpose. An annual budget is endorsed by Council each year. Expenditure is monitored against the budget each month to ensure that all expenditure and income is within approved parameters.

Report

The 2023-24 Jetty Road Mainstreet budget for November has been delivered on track.

Refer to Attachment 1

The budget variances are:

- Publications – this budget variance is offset by advertising revenue for the Jetty Road LOCAL Magazine Summer edition.
- Professional Services – this budget variance is due to the media Training supported by the Committee.

Budget

Not applicable

Life Cycle Costs

Not applicable

Strategic Plan

Innovation: entrepreneurialism

Sustainability: resilience in our economy

Council Policy

Not applicable

Statutory Provisions

Not applicable

Written By: Jetty Road Development Coordinator

General Manager: Community and Business, Ms M Lock

Attachment 1

INCOME & EXPENDITURE STATEMENT 30 NOVEMBER 2023

	Annual Budget	YTD Budget	YTD Actuals	Variance	2021/22 Actuals	2022/23 Actuals
Revenue						
General Rates Raised	660,245	660,245	660,238	(7)	598,469	617,629
Gift Card Income	-	-	-	-	4,585	-
Other Income	20,000	7,665	50	(7,614)	14,469	18,064
	680,245	667,910	660,289	(7,621)	617,523	635,693
Expenses						
Employee Costs	221,205	84,282	84,117	164	216,716	178,067
Sponsorships	45,000	15,000	10,455	4,545	25,030	25,855
Event Management	28,500	10,000	2,345	7,655	3,778	24,943
Retail Strategy Implementation	15,000	5,000	-	5,000	-	-
Christmas Decorations	-	-	-	-	10,000	-
Food & Drink	2,500	700	687	13	292	1,734
Directory Board	-	-	-	-	655	-
Donations	-	-	-	-	-	-
Lighting	15,000	10,000	9,678	322	19,363	4,742
COVID-19 Related Expenditure	-	-	-	-	22,125	-
Gift Card Expenditure	3,000	3,000	3,105	(105)	9,756	6,191
Other Expenditure	3,000	2,258	3,010	(752)	747	698
Professional Services	5,000	2,000	7,777	(5,777)	39,697	47,258
Marketing	-	-	-	-	-	-
Signage	12,000	12,000	12,000	-	22,975	27,500
Public Relations	55,000	7,000	6,709	291	27,082	22,096
Publications	60,000	30,000	35,355	(5,355)	70,995	77,724
Advertising	43,000	10,000	4,788	5,212	10,176	5,359
Promotions	70,000	27,000	25,154	1,846	67,741	35,566
Marketing Contingency	42,445	30,000	28,239	1,761	22,754	15,378
Events and Activations	-	-	-	-	-	-
Pro Hustle Basketball	-	-	-	-	15,000	-
Co-funded Events	-	-	-	-	-	-
Winter Activation	75,000	75,000	75,000	-	44,304	40,088
Summer Activation	50,000	-	-	-	-	50,000
Seafood Festival	50,000	50,000	50,000	-	-	-
Spring Street Party	-	-	-	-	30,000	50,000
March Activation	-	-	-	-	30,000	-
	795,650	373,240	358,419	14,821	689,186	613,197
Net Profit/(Loss)*	(115,405)	294,670	301,870	7,200	(71,663)	22,496

*Annual Budget includes carry forward amount from 2022/23 of \$115,405

INCOME & EXPENDITURE STATEMENT 30 NOVEMBER 2023

	Annual Budget	YTD Budget	YTD Actuals	Variance
Marketing	-	-	-	
Signage	12,000	12,000	12,000	-
Public Relations	55,000	7,000	6,709	291
Publications	60,000	30,000	35,355	(5,355)
Advertising	43,000	10,000	4,788	5,212
Promotions	70,000	27,000	25,154	1,846
Marketing Contingency	42,445	30,000	28,239	1,761
	282,445	116,000	112,244	3,756

**Annual Budget includes carry forward amount from 2022/23 of \$115,405*

Item No: 8.3

Subject: **MARKETING UPDATE**

Summary

This report provides an update on the marketing initiatives undertaken by the Jetty Road Mainstreet Committee aligned to the 2023-24 Marketing Plan.

Recommendation

That the Jetty Road Mainstreet Committee:

- 1. notes this report;**
 - 2. approves \$6,000 to be allocated to a joint cinema advertising campaign with the Tourism Department; and**
 - 3. approves the Jetty Road Social Media Strategy.**
-

Background

The Jetty Road Development Coordinator is responsible for implementing initiatives on behalf of the Jetty Road Mainstreet Committee aligned to the 2023-24 Marketing Plan.

Report

Val Morgan Cinema Advertising

Information was circulated to the Jetty Road Mainstreet Committee (JRMCM) on Monday 16 October 2023 regarding the opportunity to partner with Council's Tourism Department on cinema advertising. This campaign would target 150,000 cinema goers and focus on encouraging visitation and staycations into the winter season. The campaign would be equally funded between the two departments with the contribution sought from JRMCM being \$6,000.

Black Friday and Cyber Monday

37 businesses participated in Black Friday / Cyber Monday promotions. The campaign was launched Monday 20 November 2023 with individual deals released Thursday 23 November 2023. The campaign was promoted through:

- Jetty Road Website Blog
- Consumer Newsletter and
- Social Media

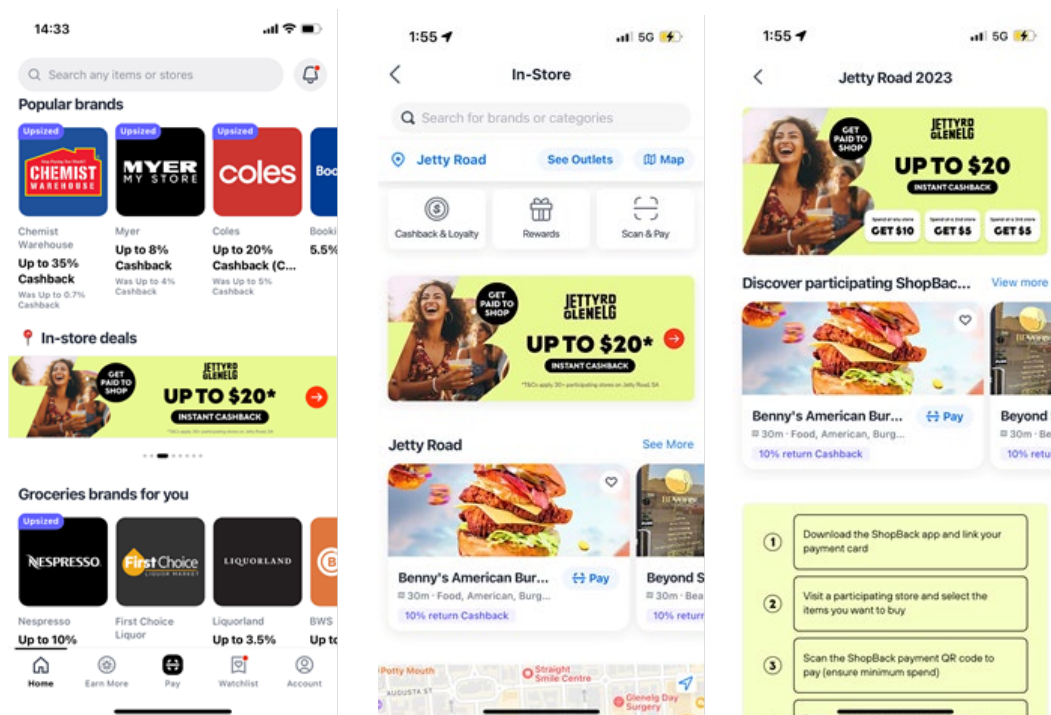
ShopBack

Jetty Road has partnered with ShopBack to promote in-precinct spending and customer loyalty. Through the partnership, customers can get up to \$20 instant cashback by shopping with three different participating businesses. The additional precinct cashback is in addition to the individual store cashback.

32 businesses across hospitality, retail and services have signed up to ShopBack.

The promotion has been shared through:

- Jetty Road Website Blog
- Consumer Newsletter and
- Social Media
- Light post corflutes
- Posters in businesses
- Push notifications through the ShopBack App
- ShopBack electronic newsletter
- Within the ShopBack App



Consumer News

Consumer emails were sent on:

- Friday 24 November 2023, promoting Jetty Road's partnership with ShopBack. It was emailed to 8,963 subscribers, with an open rate of 45% (4,038 opens and 122 clicks).
- Monday 20 November 2023, promoting the Black Friday / Cyber Monday sales, Glenelg Christmas Pageant and the Jetty Road Local Magazine. It was emailed to 8,963 subscribers, with an open rate of 54% (4,846 opens and 154 clicks).

Trader News

- **Thursday 23 November 2023** (Resent on Friday 24 November 2023) to 418 recipients with a 55% open rate. The content focused on the Glenelg Dry Area Consultation.
- **Tuesday 21 November 2023** (Resent on Wednesday 22 November 2023) to 418 recipients with a 55% open rate. The content focused on the Glenelg Ice Cream Festival, ShopBack, Glenelg Christmas Pageant / Black Friday weekend and cardboard recycling.
- **Monday 13 November 2023** (Resent on Tuesday 14 November 2023) to 418 recipients with a 55% open rate. The content focused on the Black Friday, Net Zero Master Class and Bayside Bevvies.
- **Thursday 26 October 2023** (Resent on Friday 27 October 2023) to 418 recipients with a 67% open rate. The content focused on the Adelaide Festival Expression of Interest, Sea to Shore reminder and the Green Business Awards.

Jetty Road Website – 21 October to 21 November 2023:

- What's On is a significant driver for website traffic and will increase through summer.
- Sea to Shore was a key driver of website traffic throughout the reporting period.

*Refer Attachment 1***Social Media**

Jetty Road, Glenelg social media reporting for Facebook and Instagram is reflected for the period of 21 October – 20 November 2023.

The posting schedule for both Jetty Road, Glenelg platforms is:

- 1 Grid / Feed post a day
- Average 5-7 stories per day

Facebook – 21 October – 20 November 2023

	21 August – 20 September	21 September– 20 October	21 October– 20 November
Page Followers	31,684	31,684	31,856
Posts	30	30	27↓

Instagram - 21 October – 20 November 2023

	21 August – 20 September	21 September – 20 October	21 October – 20 November
Followers	20,318	20,357	20,505
Posts	27 posts ↓ 153 Stories 2 Reels	24 posts 169 Stories 3 Reels	22 posts 128 Stories 5 Reels

On Wednesday 29 November 2023, a workshop was held with the JRMC to discuss the updated Social Media Strategy. The Strategy should be reviewed every six to eight months. The final version of the Strategy has been distributed by the Jetty Road Development Coordinator to the Jetty Road Mainstreet Committee.

Budget

The JRMC allocated \$282,445 towards implementing the 2023-24 Marketing Plan of which \$112,244 has been expended as of 30 November 2023.

Life Cycle Costs

Not applicable

Strategic Plan

Innovation: entrepreneurialism

Sustainability: resilience in our economy

Council Policy

Not applicable

Statutory Provisions

Not applicable

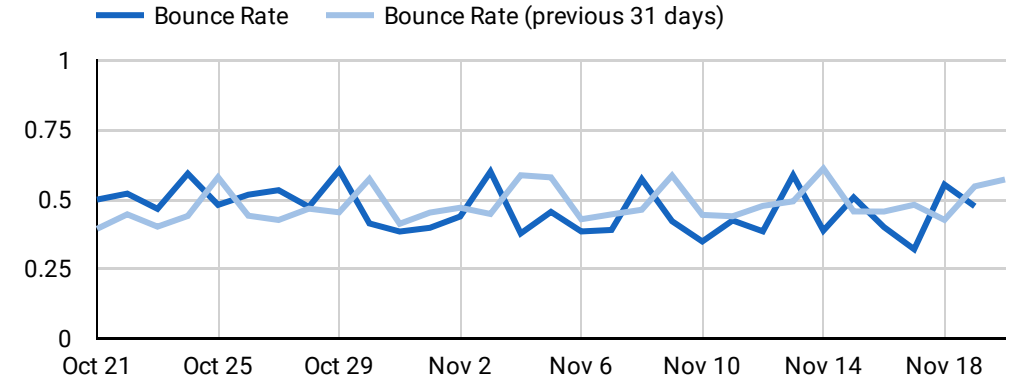
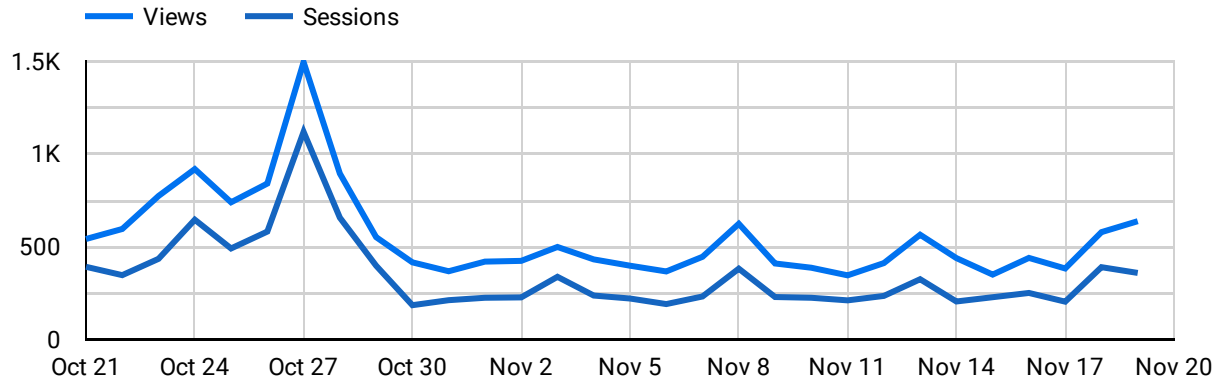
Written By: Jetty Road Development Coordinator

General Manager: Community and Business, Ms M Lock

Attachment 1

Oct 21, 2023 - Nov 20, 2023

Overview of your customers behaviors



Pageviews
16,668

Sessions
10,317

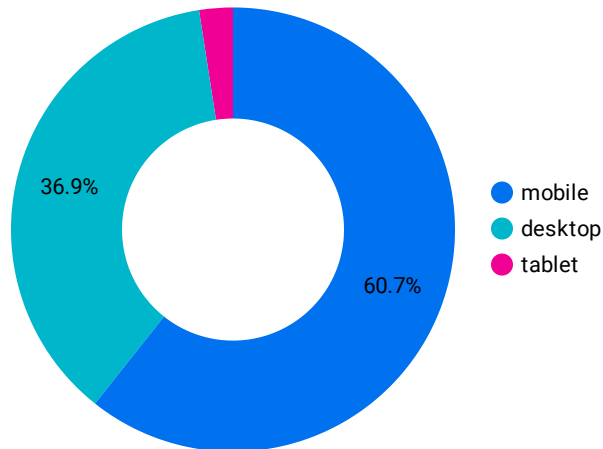
New users
8,569

Event count
52,949

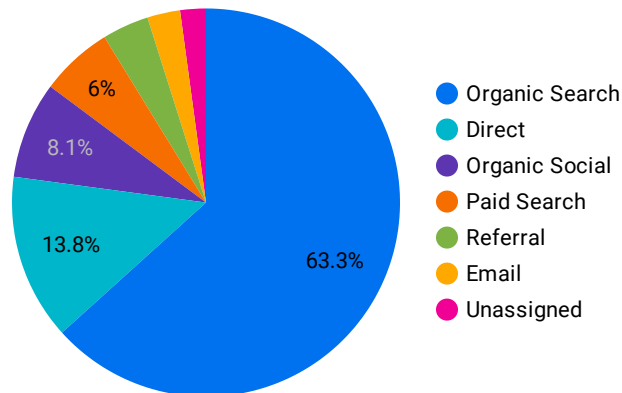
Pages Per Sessions
1.62

Avg. Time on Page
00:00:17

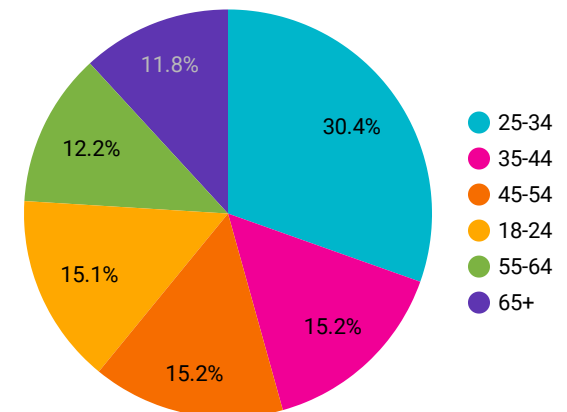
Device Type



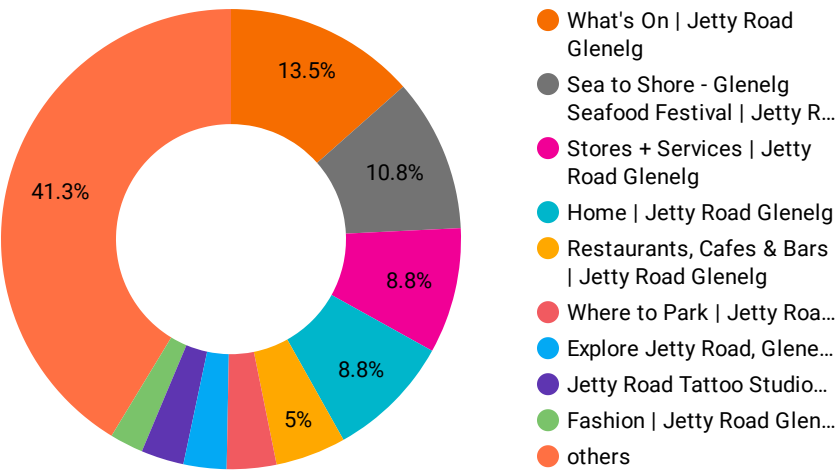
Website Traffic Source



Who is visiting your site?

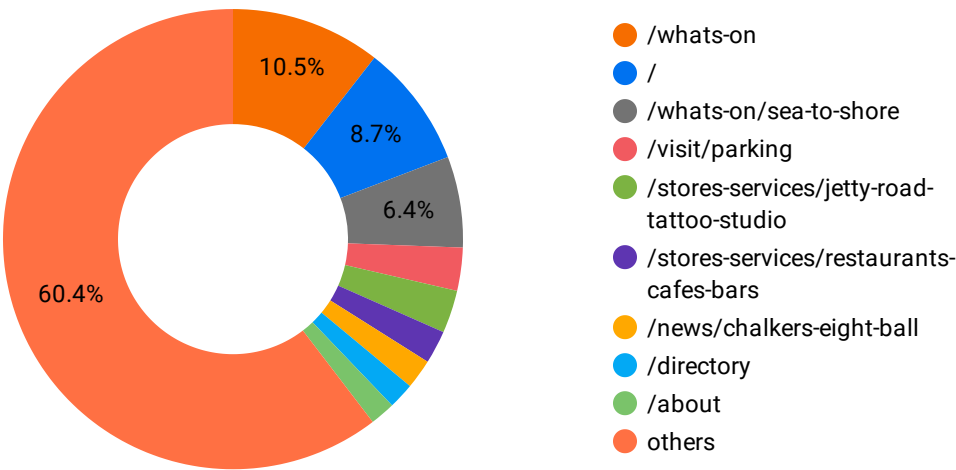


Most popular pages with title breakdown



Page title	Pageviews
What's On Jetty Road Glenelg	1,988
Sea to Shore - Glenelg Seafood Festival Jett...	1,589
Stores + Services Jetty Road Glenelg	1,303
Home Jetty Road Glenelg	1,299
Restaurants, Cafes & Bars Jetty Road Glenelg	731
Where to Park Jetty Road Glenelg	514
Explore Jetty Road, Glenelg Jetty Road Glen...	446
Jetty Road Tattoo Studio Jetty Road Glenelg	444
Fashion Jetty Road Glenelg	348
Chalkers Eight Ball Jetty Road Glenelg	307

Which page is the most popular?



Page path + query string	Pageviews
/whats-on	1,556
/	1,277
/whats-on/sea-to-shore	943
/visit/parking	447
/stores-services/jetty-road-tattoo-studio	444
/stores-services/restaurants-cafes-bars	343
/news/chalkers-eight-ball	307
/directory	269
/about	260
/visit	221

Item No: 8.4

Subject: JETTY ROAD MAINSTREET COMMITTEE INDEPENDENT MEMBERS

Summary

The Jetty Road Mainstreet Committee (JRMCM) comprises of up to 13 persons who are a mix of the Jetty Road Mainstreet Precinct business owners, commercial property owners (nine persons) and Elected Members of Council (two persons) and, if the Committee wishes to do so, independent members (two persons). Following the appointment in April 2023, 11 positions have been filled, leaving the two independent member positions vacant.

This report seeks to advertise for independent member positions for the remainder of the current term, which concludes to 31 March 2025. Nominations for the positions will be open from 29 January to 9 February 2024.

This report also seeks the appointment of a JRMCM member to the Selection Panel.

Recommendation

That the Jetty Road Mainstreet Committee:

1. **notes this report;**
 2. **recommends advertising for and the appointment of up to two independent members to the Jetty Road Mainstreet Committee; and**
 3. **appoints _____ to the Selection Panel in accordance with the JRMCM Terms of Reference.**
-

Background

The Jetty Road Glenelg Precinct ("the Precinct") is recognised throughout South Australia and beyond as one of the best examples of a thriving traditional retail, hospitality and business district, servicing the needs of the community and around two million visitors each year.

In 1994, the former City of Glenelg established the Jetty Road Mainstreet Board ("the Board") with the aim of supporting the Precinct to flourish and expand, to strengthen partnerships between businesses, the Council and local community.

In 2007, the name was changed to the Jetty Road Mainstreet Management Committee (JRMCM), followed by a further name change in 2016 to the Jetty Road Mainstreet Committee (JRMCM).

The Jetty Road Mainstreet Committee (JRMC) can comprise of up to 13 persons who are a mix of the Jetty Road Mainstreet Precinct business owners, commercial property owners (nine persons) and Elected Members of Council (two persons) and, if the Committee wishes to do so, independent members (two persons).

The Jetty Road Mainstreet Committee is established to advise Council on:

- Enhancing and promoting the Precinct as a vibrant shopping, leisure and recreational area with year-round appeal to residents and visitors.
- Furthering the economic development of the Precinct and encouraging further retail investment in the Precinct.
- A consistent marketing and brand strategy for the Precinct Initiatives required to operate the Precinct in accordance with the Council's Strategic Management Plans.
- The Committee will also maintain communication between the Council, traders, landlords, tourism providers, consumers and residents in the Precinct.

To date, the JRMC has not appointed Independent Members, however the opportunity to compliment the current skill mix with independent members has been identified.

Report

Business owners and owners of commercial property within the boundaries of the Jetty Road Glenelg mainstreet precinct who contribute to the separate rate levy are invited to nominate for a position on the Jetty Road Mainstreet Committee. There are nine positions available for those people who are either a landlord or trader.

If the Committee recommends to Council, that it believes it would benefit from independent members to be appointed to the Committee who hold specialist skills, the Council would then advertise for up to two independent members with skills/experience in the following areas:

- Tourism
- Events
- Marketing
- Food and Dining
- Economic Development
- Property Development
- Investment Attraction
- Urban Planning and Design

The term of appointment of all members of the JRMC will be subject to Section 41 of the *Local Government Act 1999*. The Terms of Reference of the Committee state that the positions shall be held for a term not exceeding two years. The term for independent members will align with the current term of the Committee through to 31 March 2025.

Current Members of the JRMC to 31 March 2025 are:

- Ms. Gilia Martin, Attitudes Boutique;
- Mr Angus Warren, Beach Burrito Company;
- Ms Bayley Millard, Yo-Chi;
- Mr Antonio (Tony) Beatrice, Cibo Espresso Glenelg;
- Mr Anthony Chhoy, Chatime;

- Mr Adoni Fotopoulos, Ikos Holdings Trust;
- Mr Chris Morley, Echelon Studio – Architecture and Design;
- Ms Shannon Smith, Royal Copenhagen Glenelg and Brighton;
- Mr Damien Murphy, Glenelg Finance; and
- Councillor Rebecca Abley
- Councillor Allison Kane

Nominations will be open from 29 January to 9 February 2024 and promoted through Council's LinkedIn channel. Clause 8.2 of the Terms of Reference requires the Selection Panel (the Panel) to comprise of a member of the JRMC, the Mayor, one Elected Member appointed to the Committee and the Chief Executive Officer of Council. This report seeks the appointment of a JRMC member to the Panel.

The Panel will make an assessment of nominations in line with the skills identified and applications received.

Towards the end of February, the Selection Panel will review the applications and make the recommendations to Council of the appointment of the committee members for consideration and appointment by Council at their 27 February 2024 meeting.

Budget

Not applicable

Life Cycle Costs

Not applicable

Strategic Plan

Innovation: entrepreneurialism
Sustainability: resilience in our economy

Council Policy

Not applicable

Statutory Provisions

Not applicable

Written By: Jetty Road Development Coordinator

General Manager: Community and Business, Ms M Lock

Item No: 8.5

Subject: JETTY ROAD MAINSTREET COMMITTEE MEETING SCHEDULE

Summary

The Jetty Road Mainstreet Committee (JRMCC) Terms of Reference requires meetings of the JRMCC to be held at least once every two months.

All meetings of the JRMCC shall be held in a place open to the public except in special circumstances as defined by section 90 of the *Local Government Act 1999*.

Meetings are currently held on the first Wednesday of each month. It is proposed that the JRMCC continues this meeting frequency, with every third meeting to be a dedicated workshop.

Recommendation

That the Jetty Road Mainstreet Committee:

1. notes this report;
 2. continues to meet monthly on the first Wednesday of each month, except January, with every third meeting to be a dedicated workshop; and
 3. meetings and workshops will commence at 6.00pm.
-

Background

The Jetty Road Mainstreet Committee (JRMCC) Terms of Reference (TOR) requires meetings of the JRMCC to be held at least once every two months.

All meetings of the JRMCC shall be held in a place open to the public except in special circumstances as defined by section 90 of the *Local Government Act 1999*.

Meetings are currently held on the first Wednesday of each month. It is proposed that the JRMCC continues this meeting frequency, with every third meeting to be a dedicated workshop. Introducing a dedicated workshop into the meeting frequency allows for dedicated discussion on relevant topics without imposing further on Committee members' time.

Report

Proposed JRMC Meeting Schedule for 2024

Month	Date	Meeting Format
January	No meeting	No meeting
February	7 February 2024	Meeting
March	6 March 2024	Meeting
April	3 April 2024	Workshop
May	1 May 2024	Meeting
June	5 June 2024	Meeting
July	3 July 2024	Workshop
August	7 August 2024	Meeting
September	4 September 2024	Meeting
October	2 October 2024	Workshop
November	6 November 2024	Meeting
December	10 December 2024	Meeting

Workshop dates have been chosen to coincide with annual workshop topic requirements. In line with current scheduling, there will continue to be a short workshop before or after the meeting, if required.

Budget

Not applicable

Life Cycle Costs

Not applicable

Strategic Plan

Innovation: entrepreneurialism

Sustainability: resilience in our economy

Council Policy

Jetty Road Mainstreet Committee Terms of Reference.

Statutory Provisions

Local Government Act 1999

Written By: Jetty Road Development Coordinator

General Manager: Community and Business, Ms M Lock