

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**

Wednesday 14 August 2019 at 6.00pm

A blue ink signature of Roberto Bria.

**Roberto Bria
CHIEF EXECUTIVE OFFICER**

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



Jetty Road Mainstreet Committee Agenda

1. OPENING

The Deputy Chairperson, Eve Leenearts will declare the meeting open at 6:00 pm.

2. APOLOGIES

2.1 Apologies received – Con Maios, Adoni Fotopolous, Councillor Miller

2.2 Absent

3. 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.

4. CONFIRMATION OF MINUTES

Motion

That the minutes of the Jetty Road Mainstreet Committee held on 26 June 2019 be taken as read and confirmed.

5. QUESTIONS BY MEMBERS

5.1 Without Notice: Nil

5.2 With Notice: Nil

6. MOTIONS ON NOTICE: Nil

7. ADJOURNED ITEMS: Nil

8. PRESENTATION

Jetty Road Masterplan

Emily Ketchington, Strategic Planner, City of Holdfast Bay Council will provide an update on the progress on the detailed designs for Chapel Street Plaza and Hindmarsh Lane and the Lighting Masterplan.

9. REPORTS/ITEMS OF BUSINESS

- | | | |
|-----|--|---------------------|
| 9.1 | Monthly Finance Report | (Report No: 297/19) |
| 9.2 | Review Code of Practice Meeting Procedures | (Report No: 298/19) |
| 9.3 | Marketing Update | (Report No: 299/19) |
| 9.4 | Glenelg Rejuvenation Project | (Report No: 300/19) |
| 9.5 | Events Update | (Report No: 301/19) |
| 9.6 | Christmas Decorations | (Report No: 302/19) |
| 9.7 | Trader Workshops | (Report No: 303/19) |
| 9.8 | Community Safety and Wellbeing | (Report No: 304/19) |

10. URGENT BUSINESS – Subject to the Leave of the Meeting**11. DATE AND TIME OF NEXT MEETING**

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 4 September in the Glenelg Library Meeting Room, Colley Terrace, Glenelg

12. CLOSURE

ROBERTO BRIA
CHIEF EXECUTIVE OFFICER

Item No: 9.1
Subject: **MONTHLY FINANCE REPORT**
Date: 14 August 2019
Written By: Jetty Road Development Coordinator
General Manager: Community Services, Ms M Lock

SUMMARY

Jetty Road Mainstreet Committee end of 2018/19 financial year report is prepared by the Jetty Road Development Coordinator presented for information of the members of the Jetty Road Mainstreet Committee.

RECOMMENDATION

That the Jetty Road Mainstreet Committee note this report.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community
Economy: Supporting and growing local business
Economy: Boosting our visitor economy

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

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

REPORT

The 2018/19 Jetty Road Mainstreet budget end of financial year result has been delivered on track.

Budget management has allowed for \$59,059 of cost savings to be made in 2018/19 across a number of budget lines. These cost savings in 2017/18 took place in some of the following areas:

- \$30,042 - Events and project management – event management and operational savings were made
- \$32,950 - Winter Wonderland - event management and operational savings were made and -
- \$15,820 was allocated to Festoon Lighting on Cowper Street.
- \$3,173 - Salaries
- \$10,027 - Tour Down Under
- \$4,618 – Christmas Pageant

At the 20 February Special JRM budget meeting the JRM agreed that they preferred to allocate the 2018/19 cost savings towards a Street Party (\$30,000) and the implementation of the Jetty Road Retail Strategy 2018-2022 (\$15,000).

BUDGET

Not Applicable

LIFE CYCLE COSTS

There are no life cycle costs associated with this report.

INCOME & EXPENDITURE STATEMENT 30 June 2019

	Annual Budget	YTD Budget	YTD Actuals	Variance	2017/18 Actuals 30 June
Revenue					
General Rates Raised	564,539	564,539	564,513	(26)	564,510
Other Income	4,200	4,200	24,349	20,149	2,468
Gift Card Revenue	-	-	6,130	6,130	26,203
	568,739	568,739	594,992	26,253	593,181
Expenses					
Employee Costs	149,371	149,371	146,198	3,173	149,625
Sponsorships	12,500	12,500	7,600	4,900	10,000
Professional Services	4,500	4,500	12,472	(7,972)	28,416
Event Management	69,388	69,388	39,346	30,042	41,705
Marketing	129,994	129,994	149,115	(19,121)	127,337
Retail Strategy Implementation	40,000	40,000	41,964	(1,964)	-
Repairs & Maintenance	-	-	125	(125)	994
Food & Drink	3,250	3,250	2,629	621	3,084
Office Expenses	1,750	1,750	1,836	(86)	1,488
Directory Board	2,500	2,500	135	2,365	939
Christmas Decorations	42,515	42,515	42,225	290	20,064
Operation Shopfront	-	-	-	-	195
Festoon Lighting	-	-	15,820	(15,820)	-
Gift Card Expenditure	-	-	7,329	(7,329)	30,461
Unallocated credit card expenditure	-	-	1,866	(1,866)	-
Christmas Pageant	35,717	35,717	31,099	4,618	30,502
Winter Wonderland	74,421	74,421	41,471	32,950	35,246
Tour Down Under	50,000	50,000	39,973	10,027	42,100
October Street Party	30,000	30,000	31,897	(1,897)	34,318
Tram Track Marketing	-	-	-	-	(2,393)
	645,906	645,906	613,100	32,806	554,081
Net Profit/(Loss)*	(77,167)	(77,167)	(18,108)	59,059	39,100

*Annual Budget includes carry forward amount from 2017/18 of \$77,167

Marketing - Breakdown

	Actual	Budget
Digital Marketing	38,930	37,400
Radio	-	-
Television	9,000	10,000
Outdoor Signage	52,045	47,000
Print Media	44,083	9,005
Promotional Collateral	5,058	2,300
Contingency Budget		24,289
	<u>149,115</u>	<u>129,994</u>

226 - Glenelg Mainstreet

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
200 - Salaries	126,597	0	126,597	126,597	123,918	2,679	0	123,918	2,679
249 - Wages - Overtime	4,000	0	4,000	4,000	3,674	326	0	3,674	326
250 - Salaries Superannuation	11,871	0	11,871	11,871	11,706	165	0	11,706	165
283 - Sponsorships	12,500	0	12,500	12,500	7,600	4,900	0	7,600	4,900
300 - Other Contractual Services	0	0	0	0	68	(68)	0	68	(68)
301 - Professional Services	4,500	0	4,500	4,500	12,404	(7,904)	0	12,404	(7,904)
310 - Project/Event Management	69,388	0	69,388	69,388	39,346	30,042	0	39,346	30,042
31D - Retail Strategy Implementation	40,000	0	40,000	40,000	41,964	(1,964)	0	41,964	(1,964)
401 - Christmas Decorations	42,515	0	42,515	42,515	42,225	290	0	42,225	290
415 - Food and Drink	1,250	0	1,250	1,250	1,453	(203)	0	1,453	(203)
41F - Food, Drink, Entertainment (FBT Applicable)	2,000	0	2,000	2,000	1,176	824	0	1,176	824
423 - Repairs and Maintenance - General Materials	0	0	0	0	125	(125)	0	125	(125)
426 - Printing and Stationery - Other	750	0	750	750	1,751	(934)	0	1,684	(934)
433 - Marketing - Promotion & Familiarisation	122,827	0	122,827	122,827	149,115	(26,288)	0	149,115	(26,288)
438 - Directory Board	2,500	0	2,500	2,500	135	2,365	0	135	2,365
800 - Other Expenditure	0	0	0	0	15,833	(15,833)	0	15,833	(15,833)
817 - Insurance - Workers Compensation - Sals	6,903	0	6,903	6,903	6,900	3	0	6,900	3
832 - Telecommunications	1,000	0	1,000	1,000	73	927	0	73	927
898 - Credit Card Expenditure yet to be Allocated	0	0	0	0	1,866	(1,866)	0	1,866	(1,866)
89A - JRMC Carry Forward Budget	(70,000)	77,167	7,167	7,167	0	7,167	0	0	7,167
8GC - Gift Card Expenditure	0	0	0	0	7,329	(7,329)	0	7,329	(7,329)
900 - Miscellaneous Income	0	0	0	0	(5,863)	5,863	0	(5,863)	5,863
910 - Ticket Sales	(4,200)	0	(4,200)	(4,200)	(1,822)	(2,378)	0	(1,822)	(2,378)
966 - General Rates Raised	(564,539)	0	(564,539)	(564,539)	(564,513)	(26)	0	(564,513)	(26)
974 - Sales - Other and Promotional Items	0	0	0	0	(16,665)	16,665	0	(16,665)	16,665
9GC - Gift Card Revenue	0	0	0	0	(6,130)	6,130	0	(6,130)	6,130
	(190,138)	77,167	(112,971)	(112,971)	(126,334)	13,429	0	(126,400)	13,429

J01 - Christmas Pageant - Jetty Road Contribution (50% of budget)

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	7,223	0	7,223	7,223	3,672	3,551	0	3,672	3,551
310 - Project/Event Management	7,000	0	7,000	7,000	8,000	(1,000)	3,000	11,000	(4,000)
312 - Hire Companies	9,754	0	9,754	9,754	10,560	(806)	0	10,560	(806)
423 - Repairs and Maintenance - General Materials	1,200	0	1,200	1,200	496	704	0	496	704
433 - Marketing - Promotion & Familiarisation	6,000	0	6,000	6,000	527	5,473	0	527	5,473
800 - Other Expenditure	2,520	0	2,520	2,520	6,455	(3,935)	0	6,455	(3,935)
806 - Donations	573	0	573	573	755	(182)	0	755	(182)
835 - Entertainment/Special Occasions	5,447	0	5,447	5,447	5,134	313	0	5,134	313
944 - Sponsorship Income	(4,000)	0	(4,000)	(4,000)	(4,500)	500	0	(4,500)	500
	35,717	0	35,717	35,717	31,099	4,618	3,000	34,099	1,618

J02 - Winter Wonderland - Jetty Road Contribution (50% of Budget)

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
205 - Wages	0	0	0	0	157	(157)	0	157	(157)
249 - Wages - Overtime	541	0	541	541	0	541	0	0	541
301 - Professional Services	100,000	0	100,000	100,000	72,294	27,706	0	72,294	27,706
310 - Project/Event Management	2,207	0	2,207	2,207	2,100	107	0	2,100	107
312 - Hire Companies	0	0	0	0	35,293	(35,293)	0	35,293	(35,293)
326 - Security Services - General	12,000	0	12,000	12,000	11,568	432	0	11,568	432
433 - Marketing - Promotion & Familiarisation	18,000	0	18,000	18,000	10,023	7,977	0	10,023	7,977
492 - Web Sites Updates	170	0	170	170	41	129	0	41	129
800 - Other Expenditure	4,677	0	4,677	4,677	236	4,441	0	236	4,441
801 - Advertisements	15,485	0	15,485	15,485	105	15,380	0	105	15,380
835 - Entertainment/Special Occasions	6,356	0	6,356	6,356	825	5,531	0	825	5,531
910 - Ticket Sales	(81,720)	0	(81,720)	(81,720)	(88,621)	6,901	0	(88,621)	6,901
944 - Sponsorship Income	(3,295)	0	(3,295)	(3,295)	(2,550)	(745)	0	(2,550)	(745)
	74,421	0	74,421	74,421	41,471	32,950	0	41,471	32,950

J03 - Tour Down Under - Jetty Road Contribution

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
205 - Wages	1,400	0	1,400	1,400	616	784	0	616	784
249 - Wages - Overtime	2,750	0	2,750	2,750	5,293	(2,543)	0	5,293	(2,543)
310 - Project/Event Management	35,000	0	35,000	35,000	7,828	27,172	0	7,828	27,172
312 - Hire Companies	10,100	0	10,100	10,100	13,859	(3,759)	0	13,859	(3,759)
423 - Repairs and Maintenance - General Materials	750	0	750	750	0	750	0	0	750
433 - Marketing - Promotion & Familiarisation	0	0	0	0	6,754	(6,754)	0	6,754	(6,754)
800 - Other Expenditure	0	0	0	0	1,557	(1,557)	0	1,557	(1,557)
835 - Entertainment/Special Occasions	0	0	0	0	4,066	(4,066)	0	4,066	(4,066)
	50,000	0	50,000	50,000	39,973	10,027	0	39,973	10,027

J04 - October Street Party

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	0	0	0	0	2,780	(2,780)	0	2,780	(2,780)
310 - Project/Event Management	30,000	30,000	30,000	30,000	21,759	8,241	0	21,759	8,241
433 - Marketing - Promotion & Familiarisation	0	0	0	0	6,957	(6,957)	0	6,957	(6,957)
801 - Advertisements	0	0	0	0	403	(403)	0	403	(403)
	30,000	30,000	30,000	30,000	31,897	(1,897)	0	31,897	(1,897)

Item No: 9.2

Subject: **REVIEW OF CODE OF PRACTICE MEETING PROCEDURES**

Date: 14 August 2019

Written By: Jetty Road Development Coordinator

General Manager: Community Services, Ms M Lock

SUMMARY

The annual review of the Code of Practice - Meeting Procedures was reviewed in July by Council and endorsed on 9 July. The Code applies to Audit Committee, Executive Committee and Jetty Road Mainstreet Committee and is attached for the JRMC to note.

RECOMMENDATION

- 1. That the JRMC note this report.**
-

COMMUNITY PLAN

Economy: Supporting and growing local business

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Local Government Act 1999 (the Act), Section 86(8) and 89(1) prescribe that the procedures at Council and Council Committee meetings are to be observed as prescribed by the Regulations and where the procedure is not prescribed by regulation, as determined by the Council or by the Council Committee.

The Local Government (Procedures at Meetings) Regulations 2013 (the Regulations), outline the statutory requirements for meeting procedures.

The Code of Practice – Meeting Procedures (the Code), provides for and encourages appropriate community participation in the affairs of the Council and reflects the various levels of formality appropriate to the nature and scope of responsibilities exercised at Council and Committee meetings.

REPORT

The annual review of the Code of Practice - Meeting Procedures was reviewed in July by Council and the new version is attached.

Attachment 1: Code of Practice Meeting Procedures

The Code applies to Audit Committee, Executive Committee and Jetty Road Mainstreet Committee, this should be noted for future reference.

Legal advice was sought to identify any further improvements on provisions for ‘best practice’. The principal changes to the Code are:

- Previously the Code has a ‘Chapter 3: Supplementary Meeting Procedures’ section at the end of the Code. The relevant provisions have now been merged throughout the document and next to the relevant Regulation with a header “City of Holdfast Bay Meeting Procedures” under each Regulation where there are additional provisions. They have been placed in grey shaded areas next to the Regulation to improve readability and ease of reference.
- Previously changes permitted by the Regulations were highlighted in red. The red wording remains as identified.
- At the end of the Code are the miscellaneous provisions which do not relate to specific Regulations.
- Regulation 12 now includes provisions explaining for clarification that:
 - Members that have spoken to an amendment are taken to have spoken to the motion; and
 - A Member that has spoken to the motion prior to the proposed amendment is not permitted to speak again in the absence of leave of the meeting.
 - Regulation 13 now includes that a person who moved or seconds an amendment can reserve their right to speak to later in the debate, in which case the mover or seconder will not be taken to have spoken to the amendment, or the motion to which the amendment relates.

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable

Attachment 1





Code of Practice – Meeting Procedures

Adopted by Council 9 July 2019

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Introduction

The City of Holdfast Bay is committed to the principles of honest, open and accountable government and encourages community participation in the business of Council.

The *Local Government Act (Procedures at Meetings) Regulations 2013* (the 'Regulations') stipulate the statutory procedures to be undertaken during the operation of Council and Committee meetings. Under the Regulations, Council may adopt a Code of Practice for its own meetings, which varies the provisions that are capable of variation.

Sections 86(8) and 89(1) of the *Local Government Act 1999* provides that where a procedure is not prescribed by regulation, Council (or a Council Committee when Council does not determine the procedures for the Committee) can determine its own procedures, provided it is not inconsistent with the Act or Regulations.

This document is the City of Holdfast Bay's Code of Practice for Procedures at Meetings, which provides for:

- variations to the meeting procedures prescribed in the Regulations which have been adopted by Council (inserted in red text to enable them to be read in conjunction with the formal requirements of the Regulations);
- Supplementary City of Holdfast Bay meeting procedures that apply to both Council and Committee meetings (unless stated otherwise)- see grey shaded areas;
- guidelines on how Council and Committee meetings are to be conducted; and
- guidance to the community on how meetings of Council are conducted.

As recommended by legislation, this Code of Practice is reviewed annually and the Council may at any time, by resolution supported by at least two-thirds of members, alter, substitute or revoke the Code of Practice.

Local Government (Procedures at Meetings) Regulations 2013, including Variations

Part 1—Preliminary

Regulation 1—Short title

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

Regulation 2—Commencement

These regulations will come into operation on 1 January 2014.

Regulation 3—Interpretation

- (1) In these regulations, unless the contrary intention appears—

Act means the *Local Government Act 1999*;

clear days - (see subregulations (2) and (3))

deputation means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

formal motion means a motion—

- (a) that the meeting proceed to the next business; or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned¹;

Guiding Principles—see regulation 4;

member means a member of the council or council committee (as the case may be);

point of order means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

presiding member means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

written notice includes a notice given in a manner or form determined by the council;

- (2) In the calculation of **clear days** in relation to the giving of notice before a meeting—

- (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
- (b) Saturdays, Sundays and public holidays will be taken into account.

- (3) For the purposes of the calculation of **clear days** under subregulation (2), if a notice is given after 5 p.m. on a day, the notice will be taken to have been given on the next day.

- (4) For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this subregulation prevents a division from being called in relation to the vote).

Note—

- 1 See regulation 12 for specific provisions about formal motions.

City of Holdfast Bay Meeting Procedures

- (5) For the purposes of the definition of 'written notice' in Regulation 3 above, the Council has determined that written notice will include a legibly hand written or typed document provided in either hard copy or electronic format.

Regulation 4—Guiding Principles

The following principles (the *Guiding Principles*) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee:

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting;
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2—Meetings of councils and key committees

Regulation 5—Application of Part

The provisions of this Part apply to or in relation to—

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

City of Holdfast Bay Meeting Procedures

- (d) This Part applies to the Strategic Planning and Development Policy Committee.

Regulation 6—Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least two-thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.
- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.

- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under subregulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20¹.

Note—

- 1 Furthermore, if a matter is not dealt with by the Act or these regulations (including under a code of practice under this regulation), then the relevant procedure will be—
 - (a) as determined by the council; or
 - (b) in the case of a council committee where a determination has not been made by the council— as determined by the committee.

(See sections 86(8) and 89(1) of the Act.)

Regulation 7—Commencement of meetings and quorums

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.
- (2) If the number of apologies received by the chief executive officer indicates that a quorum will not be present at a meeting, the chief executive officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the chief executive officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the chief executive officer will record in the minute book the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the chief executive officer must—
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

City of Holdfast Bay Meeting Procedures

- (6) The following will appear at the beginning of all Council and Committee Meetings and will be read by the Presiding Member at the commencement of each meeting:
 - (6.1) 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.
 - (6.2) Council 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.
- (7) At the appropriate place on the Agenda the Presiding Member will draw the attention of members to the Disclosure Statement relating to sections 73, 74 and 75 of the *Local Government Act 1999*. Any disclosure of interest will be recorded in the Minutes.
- (8) The Chair of a Committee or any member of a Committee may provide apologies to the relevant Council officer at a meeting of a section 41 Committee, in which case, the apologies will be recorded in the minutes of the meeting.
- (9) The proceedings of a Council or Committee meeting are not permitted to be photographed or recorded in any way by members of the public unless permission is specifically sought and given by the Mayor and Chief Executive Officer prior to the meeting.
- (10) Members are reminded that they do not have absolute privilege with respect to comments made, opinions they express or material presented, at a Council or Committee meeting and need to be aware that they may be held personally liable for defamatory statements or statements made contrary to legal obligations.

Regulation 8—Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will—
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- (4) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) in relation to each member present—
 - (i) the time at which the person entered or left the meeting; and

- (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
- (c) each motion or amendment, and the names of the mover and seconder; and
- (d) any variation, alteration or withdrawal of a motion or amendment; and
- (e) whether a motion or amendment is carried or lost; and
- (f) any disclosure of interest made by a member ; and
- (g) an account of any personal explanation given by a member; and
- (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
- (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
- (j) details of any adjournment of business; and
- (k) a record of any request for documents to be tabled at the meeting; and
- (l) a record of any documents tabled at the meeting; and
- (m) a description of any oral briefing given to the meeting on a matter of council business; and
- (n) any other matter required to be included in the minutes by or under the Act or any regulation.

City of Holdfast Bay Meeting Procedures

- (5) Minutes will be made available electronically to members and placed on Council's website within 5 days of the meeting.
- (6) Minutes will include any Apologies, Leave of Absences granted and Absences.
- (7) The name(s) of person(s) wishing to appear as a deputation and the subject matter will be recorded in the minutes of a Council or Committee meeting, but the details of the content of the deputation will not be included.
- (8) The minutes of Council and Committee meetings will not include voting patterns, or record the names of individuals voting for and against, other than in the case of a division.
- (9) For the purposes of Regulation 8(4)(f), in the case of a material conflict of interest, the minutes must record the details specified under section 74(5) of the Act, and in the case of an actual or perceived conflict of interest, the details specified under section 75A(4) of the Act.

Regulation 9—Questions

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.

- (2) If notice of a question is given under subregulation (1)—
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

City of Holdfast Bay Meeting Procedures

- (7) Questions on notice are required to be received by the Chief Executive Officer no later than 5.00pm, 5 clear days before the date of the meeting at which the question is to be asked (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Wednesday).
- (8) A question received after the timeframe specified in City of Holdfast Bay provision 7 above will be treated as a question for a subsequent meeting of the Council.
- (9) The answer to a question on notice is to be circulated in writing at the Council Meeting at which the question is asked. If it is not possible for the Administration to compile an answer in the time prior to the Council Meeting, the reason is to be recorded in the minutes and the answers provided at the next available Council Meeting.
- (10) For the purposes of Regulation 9(6), the Presiding Member must give reasons for ruling that a question with or without notice not be answered at the time the determination is made. The reasons will be communicated to the member who asked the question.
- (11) A member may ask a question prior to the moving of a motion or during debate on a motion (or an amendment) for clarification purposes only, without losing their right to speak to the motion (or the amendment). Questions should be succinct and relevant to the matter and not a statement.
- (12) Questions asked during the course of discussion or debate in a meeting that requires an answer will be directed to the Presiding Member, and will not be asked directly to a member or officer. Answers given in response to such questions will also be directed to the Presiding Member.

Regulation 10—Petitions

- (1) A petition to the council must—
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.

- (2) If a petition is received under subregulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
- (3) Subregulation (2) may be varied at the discretion of the council pursuant to regulation 6.

City of Holdfast Bay Meeting Procedures

- (4) Each page of a petition is to be presented by the head petitioner to Council's Administration and identify the name and contact details of the head petitioner.
- (5) Each page of a petition presented to Council is to restate the whole of the request or submission of the petitioners.
- (6) Where a page of a petition does not comply with City of Holdfast Bay provision 5 above, the signatures on that page are not to be taken into account by the Council when considering the petition.
- (7) A petition to the Council must be received no less than 6 clear days prior to the date of the next ordinary meeting of the Council, or the date at which the head petitioner requests that the petition be presented to the Council.
- (8) On receipt of a petition, a summary providing the statement as to the nature of the request or submission of the petitioners, and the number of signatures the petition contains, will be placed on the agenda for the next ordinary council meeting, subject to provision 6 above. A full copy of the petition is available for viewing upon request, but will not be placed on the agenda.
- (9) Online petitions will be dealt with as above and must meet the following requirements to be presented to Council:
 - (9.1) the petition must clearly set out the request or submission of the petitioners
 - (9.2) the names and addresses of each signatory must be clearly identified (in the case of an address, this must be by reference to at least a street and suburb)
 - (9.3) the petition must be provided to Council either by mail (including email) or in person.

Regulation 11—Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The chief executive officer must transmit a request received under subregulation (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).

- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

City of Holdfast Bay Meeting Procedures

- (8) Any person(s) wishing to appear as a deputation on behalf of an organisation, must, prior to the Council or Committee meeting at which they wish to appear, advise the Chief Executive Officer in writing of the date of formation and/or incorporation of their organisation, provide a copy of the Constitution and/or Rules of the organisation, a list of members, and evidence in the form of a minute that the organisation and/or body has approved the deputation.
- (9) Where an organisation has provided its incorporation details as outlined in provision 8 above, it will not be required to provide this information again for the term of the current Council.
- (10) A deputation may not exceed 3 people, and will not exceed 5 minutes in total, not including questions from members, except with the consent of the Presiding Member.

Regulation 12—Motions

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.
- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under subregulation (3) is lost, a motion to the same effect cannot be brought—
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.
- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.
- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion, **unless the seconder reserves their right to speak to the motion at a later stage of the debate, in which case the seconder will not be considered to have spoken to the motion.**

- (10) A member may only speak once to a motion **(which includes speaking to an amendment to a motion)** except—
- (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
- (11) A member who has spoken to a motion **or has reserved their right to speak to the motion at a later stage pursuant to sub-regulation (9)** may not at a later stage of the debate move or second an amendment to the motion.
- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).
- (14) If the formal motion is—
- (a) that ***the meeting proceed to the next business***, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) that ***the question be put***, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that ***the question lie on the table***, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that ***the question be adjourned***, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that ***the meeting be adjourned***, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost—
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 member has spoken on the question.

- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.
- (19) Any question that lies on the table as a result of a successful formal motion under subregulation (14)(c) lapses at the next general election.
- (20) The chief executive officer must report on each question that lapses under subregulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Subregulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

City of Holdfast Bay Meeting Procedures

- (22) All notices of motion are required to be received by the Chief Executive Officer no later than 5.00pm 5 clear days before the date of the meeting at which the motion is to be moved (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Wednesday).
- (23) A notice of motion received after the time specified in City of Holdfast Bay provision 22 above will be treated as a notice of motion for a subsequent meeting of the Council.
- (24) When placing a motion with notice in an Agenda, the Chief Executive Officer may take the opportunity to provide written comments to assist the Council to make an informed decision in relation to the item.
- (25) A member may ask a question prior to the moving of a motion, or during debate on a motion (including debate on an amendment to the motion), for clarification purposes only, without losing their right to speak to the motion. Questions should be succinct and relevant to the matter and not a statement.
- (26) A motion without notice (unrelated to an agenda item of business) will not be accepted for debate at the meeting at which it is brought forward unless:
 - (27.1) the Presiding Member determines that the matter is one of urgency; and
 - (27.2) in the opinion of the Presiding Member, the motion relates to an issue that does not require additional information in order to make an informed decision on the motion.
- (27) A member wishing to move a motion that is different from that recommended in a Council report is encouraged to make available a written copy of their proposed motion to assist the Presiding Member in the conduct of the meeting.
- (28) Where a member who has given notice of motion in accordance with Regulation 12(2) is absent from the meeting at which the motion is to be considered, the motion will be adjourned to the next meeting, unless the Presiding Member has received written authority from the member in advance of the meeting for a different member to move the notice of motion.
- (29) For the purposes of Regulation 12(8), the Presiding Member is to ask for a seconder before declaring that an amendment has lapsed.

City of Holdfast Bay Meeting Procedures – continued

- (30) For the purposes of Regulation 12(10), an amendment to a motion is an alteration to the wording of a motion. It is a procedural device for the purposes of refining the motion, it is not a motion in its own right. As such, a member speaking to an amendment will be taken to have spoken to the motion. Similarly, a member that has spoken to a motion prior to the proposed amendment is not permitted to speak to the amendment, in the absence of leave of the meeting.

Regulation 13—Amendments to motions

- (1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- (2) An amendment will lapse if it is not seconded at the appropriate time.
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates, **unless at the time of moving or seconding the amendment, the mover or seconder reserves their right to speak to later in the debate, in which case the mover or seconder will not be taken to have spoken to the amendment, or the motion to which the amendment relates.**
- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Subregulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

City of Holdfast Bay Meeting Procedures

- (7) Where possible, amendments are to be provided to the minute taker in writing to ensure accuracy of recording in the minutes.
- (8) For the purposes of Regulation 13(2), the Presiding Member is to ask for a seconder before declaring that an amendment has lapsed.

Regulation 14—Variations etc

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.
- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

Regulation 15—Addresses by members etc

- (1) A member must not speak for longer than **3 minutes** at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.

- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Subregulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

City of Holdfast Bay Meeting Procedures

- (7) A member at a Council meeting is to stand when speaking to a matter being considered at the meeting unless:
 - (7.1) that person is prevented from doing so by a physical disability; or
 - (7.2) the Presiding Member determines otherwise.
- (8) A member who is unable to stand due to injury, illness, infirmity, disability or other cause, must advise the Presiding Member that they require special arrangements to be made in order for their vote to be adequately signaled to those persons present, and it is accurately recorded in the minutes. The Presiding Member may, in consultation with the member concerned, determine the manner in which the member is to signal their vote **and will communicate this to the chamber.**
- (9) A member who wishes to speak is asked to raise their hand to indicate to the Presiding Member that they wish to speak, who will then call upon them in turn.
- (10) The Presiding Member shall reserve their contribution to the end of the debate (but before the mover speaks in reply) so as to avoid any suggestion of 'leading' the meeting. Noting that the role of the Presiding Member is to enhance the debate and that they can ask questions and add valuable information to the debate that the meeting may not be fully aware of.

Regulation 16—Voting

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Subregulation (3)—
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

City of Holdfast Bay Meeting Procedures

- (5) Each item of business on the agenda is to be voted on separately.

Regulation 17—Divisions

- (1) A division will be taken at the request of a member.
- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats;
 - (c) the presiding member will count the number of votes and then declare the outcome.
- (4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).
- (5) Subregulation (3) may be varied at the discretion of the council pursuant to regulation 6.

Regulation 18—Tabling of information

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

Regulation 19—Adjourned business

- (1) If a formal motion for a substantive motion to be adjourned is carried—
 - (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.
- (4) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

Regulation 20—Short-term suspension of proceedings

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under subregulation (1).
- (3) If a suspension occurs under subregulation (1)—
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension—
 - (i) the provisions of the Act must continue to be observed¹; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if—
 - (i) the presiding member determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the members present at the meeting resolve that the period should be brought to an end.

Note—

- 1 See particularly Part 4 of Chapter 5, and Chapter 6, of the Act.

Regulation 21—Chief executive officer may submit report recommending revocation or amendment of council decision

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

Part 3—Meetings of other committees

Regulation 22—Application of Part

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

City of Holdfast Bay Meeting Procedures

- (1) A member at a Council Committee meeting may remain seated when speaking to a matter being considered at a Committee meeting.
- (2) This Part applies to the Alwyndor Management Committee, Audit Committee, Executive Committee and the Jetty Road Mainstreet Committee.

Regulation 23—Notice of meetings for members

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee;
- (b) that notice need not be given for each meeting separately;
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting;
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

Regulation 24—Public notice of committee meetings

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:

- (a) that public notice need not be given for each meeting separately; and
- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking into account the nature and purpose of the committee.

Regulation 25—Minutes

- (1) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member; and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and

- (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

Part 4—Miscellaneous

Regulation 26—Quorum for committees

- (1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the ***prescribed number*** of members of a council committee is—
 - (a) unless paragraph (b) applies—a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the council.

Note—

See also section 41(6) of the Act.

Regulation 27—Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

City of Holdfast Bay Meeting Procedures

- (4) Each member of a Council Committee who is present at a meeting of the Committee, must, subject to a provision of the Act to the contrary, vote on a question for decision at that meeting.
- (5) If a vote is tied and cannot be resolved by the Committee the matter is to be considered as lost.

Regulation 28—Points of order

- (1) The presiding member may call to order a member who is in breach of the Act or these regulations.

- (2) A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under subregulation (5) is put.
- (7) A resolution under subregulation (5) binds the meeting and, if a ruling is not agreed with—
 - (a) the ruling has no effect; and
 - (b) the point of order is annulled.

Regulation 29—Interruption of meetings by members

- (1) A member of a council or council committee must not, while at a meeting—
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- (2) Subregulation (1)(b) does not apply to a member who is—
 - (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of subregulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with subregulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of subregulation (1) has occurred, those members may, by resolution—
 - (a) censure the member; or
 - (b) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who—
 - (a) refuses to leave a meeting in contravention of subregulation (4); or
 - (b) enters a meeting in contravention of a suspension under subregulation (5),
is guilty of an offence.

Maximum penalty: \$1 250.

City of Holdfast Bay Meeting Procedures

- (7) Mobile telephones may not be used during a Council or Committee meeting by members or Council officers.
- (8) Mobile telephones, if brought into the Council chamber, or Committee room, must be switched off or turned to silent mode before the meeting commences.

Regulation 30—Interruption of meetings by others

A member of the public who is present at a meeting of a council or council committee must not—

- (a) behave in a disorderly manner; or
- (b) cause an interruption.

Maximum penalty: \$500.

City of Holdfast Bay - Miscellaneous Meeting Procedures

1. Pre-Meeting

- 1.1 Members are required to submit their activity reports in writing to the Chief Executive Officer no later than 5.00pm the Tuesday prior to the Council meeting.
- 1.2 A member's activity report received after the time specified in paragraph 1.1 above will be treated as an item for a subsequent meeting of the Council.

2. Agenda

- 2.2 There will be no item of "Other business" on the agenda for meetings. Sufficient opportunity is afforded to members to raise any issue in accordance with this Code of Practice, the Act and the Regulations.
- 2.3 The Presiding Member may alter the order of the agenda, subject to the leave of the Council or Committee, where it is expedient to do so.

3. Fire Evacuation Process

A copy of the Fire Evacuation process will be displayed in the Council chamber.

4. Meeting Protocols

Council and Committee meetings will conclude no later than 10.30pm, unless the meeting formally resolves on each specific occasion to continue beyond that time. When a meeting is likely to continue beyond 10.30pm a motion is to be put to the meeting whether to continue or adjourn to another date and time.

5. Appointment to External Bodies

- 5.1 The Presiding Member is to call for nominations before debate on a motion to appoint members to Committees and/or organisations (Council and external) can occur. If there are more nominations than positions a ballot is conducted.
- 5.2 All elected members (including the Presiding Member) indicate which member(s) they wish to vote for on the ballot paper or by show of hands.
- 5.3 A senior officer collects the ballot papers and/or conducts the count.
- 5.4 The Chief Executive Officer is to report the numbers to the Presiding Member and confirms the vote count.
- 5.5 In the case of a tied ballot, elected members are to cast a further vote for their preferred candidate from the candidates who are tied (repeat paragraph 5.2 and 5.3 above). In the event that a revote cannot determine a clear winner (there is a continuing tie), then lots must be drawn to determine which candidate(s) will be excluded.
- 5.6 The Presiding Member will then announce the successful candidate.
- 5.7 The meeting will then make the appointment by resolution.

Item No: 9.3
Subject: **MARKETING UPDATE**
Date: 14 August 2019
Written By: Jetty Road Development Coordinator
General Manager: Community Services, Ms M Lock

SUMMARY

The report provides an update on marketing initiatives being undertaken from the Jetty Road Mainstreet Committee 2019/20 Marketing Plan and initiatives aligned to the delivery of the Jetty Road Glenelg Retail Strategy 2018-2022.

RECOMMENDATION

That the Jetty Road Mainstreet Committee:

- 1. Note this report.**
 - 2. Consider investing in new content with SA Weekender on the Seven Network.**
-

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Jetty Road Development Coordinator is responsible for implementing initiatives on behalf of the Jetty Road Mainstreet Committee in alignment with the 2019/20 Jetty Road Marketing Plan.

In addition to this, in October 2018 new initiatives were approved to support the delivery of the Jetty Road Glenelg Retail Strategy 2018-22.

REPORT

The Jetty Road Marketing Working Group is made up of the following representatives; Good Physio, Attitudes Boutique & Lightbox Gift and Home, Anytime Fitness, Fassina Liquor and the Stamford Grand, who met on 1 August to discuss the following items:

Brand Development

In accordance with the 2019/20 Jetty Road Marketing Plan to engage a marketing agency to review and refresh the Jetty Road Glenelg and 'I Want to Stay' brand to align with future needs. The aim of good branding is to know and understand your customer so well your product or service becomes irresistible. Brand development must be immersive, in destination, experiential to enhance our reputation and increase visitation and expenditure in the precinct by the community and visitors.

The Jetty Road Development Coordinator, Creative Services Advisor and Tourism Development Coordinator have commenced working with Style Media Co, the creative agency that worked on the 'I Want to Stay' campaign creative. Brand re-fresh elements will include a style guide, colour re-fresh align to style guide, new imagery and video, tram wrap design (artwork deadline 7 October).

Tram Wrap

In accordance with the 2019/20 Jetty Road Marketing Plan the Jetty Road Development Coordinator has booked a new tram wrap from tram wrap 28 October 2019 – 30 June 2020.

Website Traffic

July 2019 – 8,100 uses (10,000 sessions)
(2,781 click throughs Winter Wonderland Google Adwords campaign)
 July 2018 - 855 users (1,000 sessions)
 July 2017 – 199 users (231 sessions)

Positive results are being received for the online views of the Jetty Road Local Magazine:

Summer 2018/19 Edition 1	Winter 2019 Edition 2
1,389 Impressions 467 views Average time spent: 3 minutes 01 second 0 Downloads	1225 Impressions 542 views Average time spent: 3 minutes 49 seconds 12 downloads ***one month of campaign to continue in August 2019.

SA Style Magazine

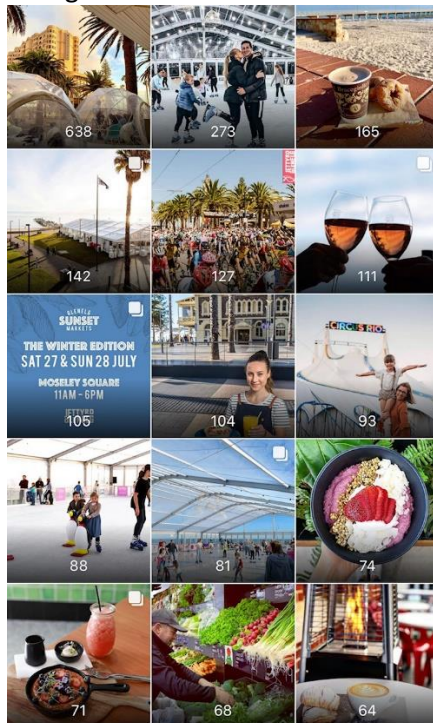
HRW Media and Communications approached the Jetty Road Development Coordinator with a distressed rate for a 1 page advertorial in the Spring edition of SA Style Magazine. A concept of supporting the health, wellness and beauty services was put forward to the marketing working group and then approved by the Deputy Chair of the JRMC from the marketing contingency budget. The FEEL GOOD AT THE BAY feature will be released in the magazine on 5 September.

Social Media:

A contract has now been put in place with social media management agency AOK which will commence on 1 August.

The @jettyrdglenelg Instagram had 10,972 followers as at 29 July 2019 compared to 10,500 followers as at 27 June 2019, a growth of 472 followers over the last month. Some key events would have driven this strong growth including Winter Wonderland, The Moseley Igloos, school holidays and Glenelg Sunset Markets. From 30 June 2019 – 27 July 2019 posts on @jettyrdglenelg Facebook have received engagement (likes, comments, shares) by 32,052 consumers (up by 195% compared to the previous month). Posts reached (posts viewed on consumer’s screens) 101,958 consumers (up by 96% compared to previous month). The posts which received the strongest engagement are reflected below.

Instagram:



Facebook:

Jetty Road, Glenelg
Published by Alex Brown [P] · 12 July at 11:17

Warm up this Winter with The Moseley Igloos - a Winter dining experience like no other! 🍷🔥 The igloos are now available to book online. The igloos offer the opportunity for a private group dining experience or share with others a cosy space by the fire. Enjoy full table service and indulge in some of the best food and beverages South Australia has to offer! Book online now <https://www.themoseley.com.au/the-moseley-igloos>


Performance for your post		
66,702 People Reached		
3,282 Reactions, comments & shares		
1,381 Like	738 On post	643 On shares
145 Love	83 On post	62 On shares
8 Haha	6 On post	2 On shares
62 Wow	32 On post	30 On shares
1 Sad	1 On post	0 On shares
1,538 Comments	1,206 On Post	332 On Shares
147 Shares	143 On Post	4 On Shares
13,216 Post Clicks		
2,034 Photo views	1,899 Link clicks	9,283 Other Clicks
NEGATIVE FEEDBACK		
12 Hide post	5 Hide all posts	
0 Report as spam	0 Unlike Page	

Insights activity is reported in the Pacific time zone. Ad activity is reported in the time zone of your ad account.

Jetty Road Blogs


The Jetty Road Glenelg consumer newsletters were distributed:

- Winter Wonderland Returns to the Bay – 19 June (28.9% open rate)
- Sarah Shanahan’s guide to Jetty Road & School Holidays – 4 July (26% open rate)
- Warm up at the Glenelg Sunset Markets – 26 July (25% open rate)




School Holidays at the Bay

We've got plenty of ideas for you to keep the kids entertained these school holidays at the Bay. Winter Wonderland is back for it's 4th year bringing you plenty of family fun. Rug up and strap on some skates in the all-weather beachside marquee. See the penguins and the bus as you skate on the 450sqm ice rink. Kids and the young at heart will love riding the 25 metre toboggan slide. See all the action in our online album from the Opening Night Twilight Disco Party attended by some excited families who enjoyed listening to some great tunes by DU Fillo Odeak. Guests enjoyed treats from The Beachhouse, Braceprines and DU Filmhouse.




Blog- SHOPPING: Sarah Shanahan's Guide to Jetty Road

Food, product and interior stylist and shopper extraordinaire Sarah Shanahan recently made the most of a free morning, some winter sunshine and made her way to Jetty Road, Glenelg to explore this historic part of Holdfast. Of course any good shopping experience must start with coffee and seriously Glenelg is spoilt for choice! [Read more in Sarah's Blog.](#)




WHAT'S ON - FAMILY FUN: Circus Rio

Want another reason to visit Glenelg these school holidays? Circus Rio is in Glenelg for the




ICE SKATING AT THE BAY




Winter Wonderland returns to Glenelg these school holidays. Grab your mates and strap on some skates because Glenelg's Winter Wonderland is coming back for three weeks from Friday 28 June - Monday 22 July in the all-weather, clear-domed beachside marquee. You'll see the penguins and see as you skate under over on the large 450sqm ice rink. Kids will also love the 25-metre toboggan slide. [TICKETS ON SALE NOW](#)

This year's event will kick off with an Opening Night Twilight Disco Party at 7pm on Friday 28 June, featuring beats by DU Fillo Odeak and special treats from some of your favourite Jetty Road traders. [Book here for the opening night!](#)




Out Now - Jetty Road LOCAL

The second edition of Jetty Road LOCAL Magazine is OUT NOW. Providing you with a fresh look at what's new, our beautiful eateries, shops and more. Read our local stories and grab some inspo for your next shopping trip on Jetty Road. In this issue meet local lady and former House Rules contestant Jessica Cover as she shares some of her home styling tips. Don't miss the Winter Warmer [podcast!](#) Enjoy a spot of retail therapy, warm up with a hot cup of coffee and much more. Explore Jetty Road LOCAL Magazine and Winter Warmer Vouchers.




Glenelg Sunset Markets



The Bay is keeping their all-weather, clear-domed marquees for another week after Winter Wonderland and have teamed up with the [Australia's Winter City Sounds Festival](#) for a Winter Weekend. After three successful Summer seasons, the Glenelg Sunset Markets are bringing a Winter market to the Bay. Meet the makers, wander over 20+ market stalls, sip on beverages by [Glenelg Wines](#), [Glenelg Spirits](#) and [Lobsters Brewery](#), and snack on tasty treats by the [Barnford Grand Artisanery](#). Listen to local live music, DJ and enjoy the cosy vibes. [Click here for more event details.](#)

SHOPPING:

Shop a stunning range of unique accessories, clothing, homewares, jewelry, prints and more all weekend at our WINTER EDITION MARKETS



SA Weekender

SA Weekender is a TV program that showcases the best of South Australian destinations, attractions and experiences and can be viewed every Sunday afternoon at 5:30pm on the Seven Network in South Australia. SA Weekender prides themselves on creating content that motivates people into action. The Jetty Road Development Coordinator has met with Channel Seven to learn more about potential opportunities with the program. The program has an impressive line-up of presenters from Kelly Golding, Ron Kandelars, Callum Hann and Belinda Sloane. Content ideas put forward by the Seven Network include:

- My SA – uncovering a high profile local, telling us why they love Glenelg
- Postcodes – Discover the area and key local businesses
- Cooking with Callum – Cooking with Celebrity chef
- Summer fitness – Summer and beach activities
- Content vignettes – edited video content from the main stories, design for social media.

Various levels of investment have been put forward from \$450 up to \$5,000 and the Jetty Road Development Coordinator would like the JRMCM to consider some new content for Spring 2019 with SA Weekender. A collaborative approach with the City of Holdfast Bay tourism marketing budget will also be put forward to promote new coastal assets.

BUDGET

The JRMC has \$122,827 allocated towards implementing the 2018/19 marketing plan.

The JRMC has \$27,672 allocated towards Retail Strategy Implementation for marketing initiatives

The JRMC has \$138,625 allocated towards implementing the 2019/20 marketing plan.

LIFE CYCLE COSTS

Not applicable

Item No: 9.4
Subject: **GLENELG REJUVENATION PROJECT**
Date: 14 August 2019
Written By: Jetty Road Development Coordinator
General Manager: Community Services, Ms M Lock

SUMMARY

On 26 June the JRMCM held a strategic planning workshop. An outcome was for the JRMCM to redefine the scope of the Glenelg Jetty Project and incorporate a vision for Glenelg including the Jetty Road Masterplan and Glenelg Town Hall Redevelopment. Two brainstorming sessions were held with representatives of the JRMCM on 16 and 17 July at the GU Filmhouse facilitated by the Jetty Road Development Coordinator, to commence work on a vision for Glenelg incorporating the above mentioned major projects. This vision will then be presented to the Elected Members in the coming months.

RECOMMENDATION

- 1. That the JRMCM note this briefing**
 - 2. That the Jetty Road Development Coordinator and the JRMCM continue to finalise the scope of the vision for Glenelg to be endorsed at the 4 September JRMCM.**
-

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Early in 2014 the JRMC developed conceptual ideas to facilitate economic stimulus and engaged Mott MacDonald consultancy to develop concept plans in conjunction with Woods Bagot.

The Glenelg Jetty Rejuvenation Project centres on the development of an iconic tourist destination in the form of a re-developed and repurposed jetty. The concept included; public spaces, an enclosed pavilion, boutique hotel, a centre for marine excellence/aquarium, sea baths and a terminal for ferries and sea planes to dock.

The success of the project is dependent on funding from both State and Federal Governments and the private sector. The total project value is estimated at \$260 - \$280 million.

On 26 June the JRMC held a strategic planning workshop. An outcome was for the JRMC to redefine the scope of the Glenelg Jetty Project and incorporate a vision for Glenelg including the Jetty Road Masterplan and Glenelg Town Hall Redevelopment.

REPORT

Two brainstorming sessions were held with representatives of the JRMC on 16 and 17 July at the GU Filmhouse facilitated by the Jetty Road Development Coordinator to commence work on a vision for Glenelg incorporating the above mentioned major projects. Robust discussion took place in regards to scaling back elements of the jetty project to a concept that is more achievable and how the Jetty Road Masterplan will integrate with the project.

The Jetty Road Development Coordinator will continue to work with the JRMC on the project scope and vision in preparation to be endorsed at the 4 September JRMC meeting. This vision will then be presented to the Elected Members in the coming months.

BUDGET

Not Applicable

LIFE CYCLE COSTS

Not Applicable

Item No: 9.5
Subject: **EVENTS UPDATE**
Date: 14 August 2019
Written By: Jetty Road Development Coordinator
General Manager: Community Services, Ms M Lock

SUMMARY

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

RECOMMENDATION

- 1. That the JRMC note this briefing**
-

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

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

REPORT

Winter Wonderland

Winter Wonderland was held from 28 June – 22 July. Event reconciliation is still underway and a full report will be provided at the 4 September JRMCM meeting.

Winter Weekend

At the April JRMCM meeting the committee allocated \$7,500 towards the delivery of additional winter activations in the Winter Wonderland marquee. Expressions of interest were sought and we received one from Beach Burrito Company to host an event on called One Night in Mexico on 26 July and the Glenelg Sunset markets for a two day event on 27-28 July. On 11 July Mr A Warren contacted the Jetty Road Development Coordinator to advise that due to challenges with staffing that they had to cancel the event.

The Glenelg Sunset Markets were deemed a success as crowds of 2,500 per day were forecast for the event however the event received 5,731 event attendees on Saturday 27 July and 6,403 on Sunday 28 July, totalling 12,134 event attendees. The Stamford Grand delivered a quality food and beverage set up that complimented the event.

City to Bay

The Sunday Mail City to Bay Fun Run is taking place on Sunday 15 September.

Glenelg Street Party

The Glenelg Street Party will take place on Sunday 6 October and will be included as part of the official program of the Australian Masters Games. The expression of interest (EOI) for traders to get involved in the event was distributed on 26 July and flyers were distributed from 29-31 July to Jetty Road traders to encourage event participation. The EOI closed on 9 August.

Jetty Road Business Awards

The Jetty Road Business Awards (formerly known as the Jetty Road Trader Awards) will take place on Friday 11 October 2019. Online voting will take place during August, followed by independent judging of some categories. The Awards night will take place at The Function room at The Beachouse.

Tour Down Under

The City of Holdfast Bay was successful in securing a stage start as part of the Santos Tour Down Under. Glenelg will host the Stage 5 race Start on Saturday 25 January 2020 and are excited to see the return of the race direction heading east along Jetty Road. This will then see a Summer Glenelg Street Party held the night before on Friday 24 January 2020.

BUDGET

The 2019/20 budget provide sufficient funds to deliver the above mentioned events.

LIFE CYCLE COSTS

Not Applicable

Item No: 9.6
Subject: **CHRISTMAS DECORATIONS**
Date: 14 August 2019
Written By: Jetty Road Development Coordinator
General Manager: Community Services, Ms M Lock

SUMMARY

The Jetty Road Development Coordinator (JRDC) has commenced investigating options for Jetty Road Christmas decorations and activations, seeking quotes from four companies. The JRDC will present concepts at the meeting and seek endorsement to proceed with an agreed concept.

RECOMMENDATION

That the JRMC:

- 1. Note this briefing**
 - 2. Endorse a preferred company and Christmas concept.**
 - 3. Endorse \$7,485 from 2018/19 carry forward be allocated to the Christmas Decoration budget.**
-

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Jetty Road Mainstreet Committee (JRMCM) are responsible for the purchase and maintenance of Christmas decorations to be installed along Jetty Road and Moseley Square in November annually.

Christmas wreaths are kept at the Council depot and are installed in November. Last year for the first time the JRMCM hired Christmas themed items including an illuminated bauble that provided great opportunities for social media.

The JRDC has commenced investigating options for Jetty Road Christmas decorations and activations, seeking quotes from four companies. The JRMCM will present some concepts at the meeting and seek endorsement to proceed with an agreed concept.

REPORT

The JRDC has sought quotes from four companies with various skill sets, product offerings and event activation expertise to seek concepts to decorate Jetty Road for Christmas 2019.

The JRDC will present the various concepts and request that the JRMCM endorse a preferred company and concept.

The JRDC is seeking approval to allocate \$7,485 from 2018/19 carry forward to increase the Christmas Decoration budget.

BUDGET

The 2019/20 has \$42,515 allocated to Christmas Decorations

The 2018/19 budget delivered \$59,059 in budget savings, \$45,000 has been pre-committed leaving \$14,059 remaining carry forward. \$7,485 is requested to be allocated to Christmas Decorations.

LIFE CYCLE COSTS

Not applicable

Item No: 9.7
Subject: **TRADER WORKSHOPS**
Date: 14 August 2019
Written By: Jetty Road Development Coordinator
General Manager: Community Services, Ms M Lock

SUMMARY

To support the delivery of the Jetty Road Retail Strategy 2018-2022 priority area of 'Grow the capabilities of the retail sector', the JRMC implement quarterly trader networking and development opportunities. The Jetty Road Development Coordinator is seeking input from the JRMC on potential areas of focus for the next round of trader workshops

RECOMMENDATION

That the JRMC:

- 1. Note this briefing**
 - 2. Provide the JRDC with direction on which workshop topics may be of interest to traders to grow their business capabilities.**
-

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

To support the delivery of the Jetty Road Retail Strategy 2018-2022 priority area of 'Grow the capabilities of the retail sector' the JRMC implement quarterly trader networking and development opportunities. Last year an online survey was sent to traders to seek their input into their training preferences. Workshops were held on the following topics including participating in Jetty Road events, Social Media, Visual Merchandising and an SA Police Briefing.

REPORT

The Jetty Road Development Coordinator is seeking input from the JRMC on potential areas of focus for the next round of trader workshops.

Priority areas to grow business could include:

In store experience

1. Visual merchandising
2. Exceptional customer service
3. New retail technologies e.g. zip pay, afterpay

Digital

4. Online Sales and new retail technologies e.g. ecommerce
5. New retail technologies e.g. online booking systems – Dimmi & MindBody, other
6. New retail technologies e.g. UberEats, Deliveroo, Webmenu, Menulog
7. Assessing your online presence

Marketing

8. Developing packages, promotions and partnerships
9. Social media
10. Digital Marketing

Events

11. Events Workshop 101: Participating in Jetty Road, Glenelg events

Product development

12. Innovation – new products / new markets
13. Hospitality Food – Benchmarking program

BUDGET

The 2019/20 has \$11,000 allocated to trader workshops.

LIFE CYCLE COSTS

Not Applicable

Item No: 9.8

Subject: **COMMUNITY SAFETY AND WELLBEING**

Date: 14 August 2019

Written By: Jetty Road Development Coordinator

General Manager: Community Services, Ms M Lock

SUMMARY

The Jetty Road Mainstreet Committee (JRMCM) hosted a trader briefing on 17 June 2019 with the South Australian Police to provide traders with practical advice on theft prevention, client aggression, hold up prevention and counterfeit money. An outcome from the workshop was to develop an online platform that would be that would be a closed network for Jetty Road traders to report and share information on theft and problematic customers. This online reporting log will be monitored by the JRMCM.

RECOMMENDATION

1. **That the JRMCM note this briefing**
-

COMMUNITY PLAN

Economy: Supporting and growing local business

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Jetty Road Mainstreet Committee (JRMCM) hosted a trader briefing on 17 June 2019 with the South Australian Police to provide traders with practical advice on theft prevention, client aggression, hold up prevention and counterfeit money. An outcome from the workshop was to develop an online platform that would be that would be a closed network for Jetty Road traders to report and share information on theft and problematic customers.

REPORT

The Jetty Road Development Coordinator has developed an online reporting log for Jetty Road traders and this was promoted in the Jetty Road trader newsletter on 26 July. A link to the reporting log will now be situated at the bottom of every Jetty Road trader newsletter.

Traders and their staff will now be able to provide information to the JRMC if they have witnessed increased levels of:

- Disruptive behaviour;
- Aggressive or mentally ill customers;
- People visible begging; and
- Petty theft on Jetty Road

The online system will prompt traders to register an incident with the South Australian Police before logging an incident in the online system.

The log will be a record system and be monitored by the JRMC intermittently for statistical purposes only and be discussed at JRMC meetings.

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable