

# Agenda

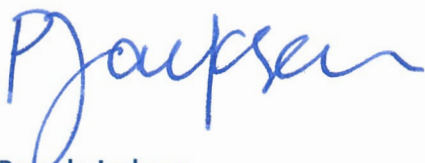
Council

## NOTICE OF MEETING

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

**Council Chamber - Glenelg Town Hall**  
**Moseley Square Glenelg**

25 February 2025 at 7:00pm



**Pamela Jackson**  
Chief Executive Officer



**1. Opening**

*The Mayor will declare the meeting open at 7pm.*

**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. Service to Country Acknowledgement**

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

**4. Prayer**

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

**5. Apologies**

5.1 Apologies received

5.2 Absent

**6. Items Presented to Council**

**7. Declaration Of Interest**

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

**8. Confirmation Of Minutes**

**That the minutes of the Ordinary Meeting of Council held on Tuesday 11 February 2025 be taken as read and confirmed.**

**9. Public Presentations**

9.1 Petitions - Nil

9.2 Presentations - Nil

9.3 Deputations – Nil



## 10. Questions by Members

10.1 Without Notice – Nil

10.2 On Notice

10.2.1 Security of Public Art – Councillor Kane (Report No: 54/25)

## 11. Member's Activity Reports - Nil

## 12. Motions on Notice

12.1 Holdfast Bay Heritage Advisory Services – Councillor Miller (Report No: 40/25)

12.2 Leave of Absence – Councillor Kane (Report No: 56/25)

## 13. Adjourned Matters - Nil

## 14. Reports of Management Committees and Subsidiaries

14.1 Minutes – Audit and Risk Committee – 12 February 2025 (Report No: 45/25)

14.2 Minutes – Alwyndor Management Committee – 28 November 2024 (Report No: 52/25)

14.3 Minutes – Jetty Road Mainstreet Committee – 12 February 2025 (Report No: 48/25)

14.4 Minutes – Transforming Jetty Road Committee – 6 February 2025 (Report No: 55/25)

## 15. Reports by Officers

15.1 Items in Brief (Report No: 39/25)

15.2 Monthly Financial Report – as at 31 January 2025 (Report No: 47/25)

15.3 Accommodation Diversity Code Amendment (Report No: 43/25)

15.4 Coastal Hazard Adaptation Grant Application (Report No: 38/25)

15.5 Brighton Jetty Sculptures – Commission of Public Artwork (Report No: 50/25)

15.6 Australian Local Government Association - National General Assembly – Call for Nominations (Report No: 53/25)

15.7 Supplementary Election – West Regional Grouping Representative to Greater Adelaide Regional Organisation of Councils (GAROC) (Report No: 41/25)

15.8 Nomination to Local Government Association Stormwater Management Authority (Report No: 42/25)

15.9 Invitation to join the Rainbow Council Network (Report No: 21/25)

15.10 Appointment to Audit and Risk Committee (Report No: 44/25)

15.11 Jetty Road Mainstreet Committee Terms of Reference (Report No: 51/25)

15.12 2025 International Women's Day Breakfast Event (Report No: 58/25)

## 16. Resolutions Subject to Formal Motions

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





**17. Urgent Business – Subject to the Leave of the Meeting**

**18. Items in Confidence**

**18.1 Winter Activation (Report No: 49/25)**

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

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which –
  - 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.

**18.2 Transforming Jetty Road (Report No: 57/25)**

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

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which –
  - 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.
- J. Information the disclosure of which –
  - i. would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council); and
  - ii. would, on balance be contrary to the public interest.





19. Closure

  
**Pamela Jackson**  
Chief Executive Officer

**Item No:** 10.2.1

**Subject:** QUESTION ON NOTICE – SECURITY OF PUBLIC ART - COUNCILLOR KANE

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## Question

Councillor Kane asked the following questions:

1. ***“What measures are taken to minimise theft of public works of art in the City of Holdfast Bay?”***
2. ***If council insures these artworks.***
3. ***If and when insurance arrangements are reviewed.***
4. ***If the insurance covers the replacement of public artwork theft.***
5. ***How an artwork will be replaced should theft occur.”***

## Background

It has come to my attention that there has been a spate of thefts of bronze public art sculptures over the last few years, escalating in frequency in recent times.

### **Answer – Arts and Culture Coordinator; Manager Finance**

1. Several measures are implemented to minimise and deter the theft and vandalism of our public artwork assets.
  - **Site Selection:** sites are investigated, and many factors are considered when determining the most appropriate sites for the installation of public artworks.
  - **Lighting:** The inclusion of street lighting or feature lighting as part of the artwork helps enhance visibility and deter potential theft or vandalism.
  - **Surveillance:** Artworks are strategically installed in areas with good passive surveillance by pedestrians, motorists, or residents. In some cases, artworks may also be placed near CCTV cameras for additional monitoring.
  - **Secure Footings:** Artworks are firmly anchored with engineered footings and anti-theft fixings, to reduce the risk of forcible removal or damage.
  - **Risk Assessments:** Comprehensive risk assessments are conducted for each artwork to ensure it meets relevant safety standards and is made from durable, robust materials that can withstand potential theft or vandalism.
2. In line with all other assets, we insure any item valued over \$5,000. This value was chosen to ensure we are not paying insurance premiums on assets whose replacement cost is immaterial.
3. Insurance arrangements are reviewed annually. A public arts register is kept and reviewed each year as part of the annual insurance renewal process.

4. The insurance covers the replacement of public artwork theft. The intention of the valuation prescribed to each piece of artwork is to cover the cost of replacement.
5. In the first instance, the original artist would be contacted, and a replacement piece would be requested. A recent example of this was the wall mural at Hove sand pumping station which was vandalised. Our insurance claim was successful, and the artist was recommissioned to repaint. If for some reason the artist was not able to provide a replacement, then we would still receive the insured amount, and a separate decision would be required on what the best solution would be.



**Item No:** 12.1

**Subject:** **MOTION ON NOTICE – HOLDFAST BAY HERITAGE ADVISORY SERVICES – COUNCILLOR MILLER**

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## **Proposed Motion**

Councillor Miller proposed the following motion:

- 1. That Council Administration investigate the merits of bringing its Heritage Advisory Service in-house to ensure that Holdfast Bay has a dedicated resource for the protection and promotion of the city's built heritage and suburban character.**
- 2. That the investigation include the cost-effectiveness of such a proposal, the anticipated social and cultural benefits to the community, and case studies of comparable councils where similar services are provided.**
- 3. That the findings of the investigation and any recommendations are to be provided to Council for consideration by 27 May 2025.**

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## **Background**

The conservation and protection of the City of Holdfast Bay's built heritage is becoming increasingly important as pressure for our council to cater for increased housing stock continues to grow.

To date, the role of advising staff, Elected Members, and the community on matters relating to our city's built heritage has been entrusted to a specialist consulting Architect who practices broadly across metropolitan Adelaide. Given the specific urban character of Holdfast Bay and the imminent addition of properties to its heritage register through the already commenced Art Deco Review, it is worthwhile investigating whether the circumstances are now right to bring the delivery of built heritage advice in-house to ensure more timely and focussed attention is paid to our city's historic remaining buildings and suburbs.

It is incumbent on the council to evaluate the type and level of services it provides to its community, and to ensure that resourcing is aligned to support the Strategic Plan's vision for the protection of the city's heritage.

**Item No:** 12.2

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

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### **Proposed Motion**

Councillor Kane proposed the following motion:

**That Councillor Kane be granted a leave of absence for the period Monday 28 July to Monday 1 September 2025 (inclusive).**

**Item No:** 14.1

**Subject:** MINUTES – AUDIT AND RISK COMMITTEE – 12 FEBRUARY 2025

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## Summary

The minutes of the meeting of the Audit and Risk Committee held 12 February 2025 are presented to Council for information.

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## Recommendation

**That Council:**

1. **notes the minutes of the meeting of the Audit and Risk Committee of 12 February 2025, namely that the Audit and Risk Committee:**
    - **advises Council it has received and considered a Standing Items Report addressing:**
      - **Monthly Financial Statements**
      - **Risk Management and Internal Control**
      - **External Audit**
      - **Public Interest Disclosures**
      - **Economy and Efficiency Audits**
      - **Audit and Risk Committee Meeting Schedule 2025**
    - **endorses the revised Terms of Reference and recommends it to Council for adoption.**
  2. **endorses the revised Audit and Risk Committee Terms of Reference as presented in Attachment 2.**
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## Background

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

- reviewing annual financial statements to ensure that they present fairly the state of affairs of the council;
- proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan;
- proposing, and reviewing, the exercise of powers under section 130A;
- if the council has exempted a subsidiary from the requirement to have an audit committee, the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee;



- liaising with the council's auditor; and
- reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

## Report

The minutes of the meeting of the Audit and Risk Committee held on 12 February 2025 are attached for Members' information.

*Refer Attachment 1*

### **Terms of Reference**

At its meeting on 16 October 2024, the Audit and Risk Committee commenced a review of its Terms of Reference. In particular, the length of appointment term was discussed.

Clause 2.3 of the current Terms of Reference provide for an Independent Member to be appointed for a term not exceeding three years, and may be re-appointed upon expiry of that term.

The Committee recommends to Council that, following the expiry of their initial term, an Independent Member be eligible for appointment for two additional three-year terms, unless otherwise approved by Council with the aim to have the expiry of terms staggered.

This approach enables Council to maintain stability while also positioning it to effectively address both immediate and long-term challenges with the necessary oversight, independence and accountability.

These changes are documented in the attached Terms of Reference.

*Refer Attachment 2*

## Budget

Not applicable

## Life Cycle Costs

Not applicable

## Strategic Plan

Not applicable

## Council Policy

Audit and Risk Committee Terms of Reference

## Statutory Provisions

*Local Government Act 1999, sections 41 and 126*

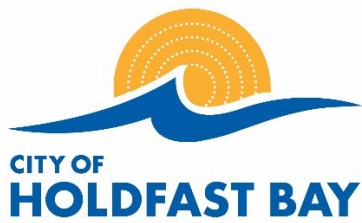
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**Written By:** Executive Assistant, Strategy and Corporate

**General Manager:** Strategy and Corporate, Ms S Wachtel

# Attachment 1





## **Minutes of the Audit and Risk Committee Held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 12 February 2025 at 6.00pm**

### **MEMBERS PRESENT**

Presiding Member - Councillor J Smedley  
Ms P Davies  
Ms C Garrett  
Mr D Powell

### **GUESTS**

Ms Janna Burnham, Partner, Galpins

### **STAFF IN ATTENDANCE**

Chief Executive Officer – P Jackson  
General Manager, Strategy and Corporate – S Wachtel  
Manager Finance – Mr C Blunt  
Manager Strategy and Governance – Ms J Fleming  
Risk and Improvement Officer – Mr E Areikin

**1. OPENING**

The Chairman declared the meeting open at 6.00pm.

**2. KAURNA ACKNOWLEDGEMENT**

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

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

**3. APOLOGIES**

3.1 Apologies Received – Councillor R Snewin

3.2 Absent

**4. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

**5. CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the Audit and Risk Committee held on 16 October 2024 be taken as read and confirmed.**

Moved by P Davies, Seconded by C Garrett

**Carried**

**6. ACTION ITEMS**

The Action Items were tabled and discussed.

**7. PRESENTATIONS**

**7.1 2025-26 Budget Position**

The Manager Finance provided an update to the Committee on the draft 2025-26 Annual Business Plan, including strategies for debt management.

**8. REPORTS BY OFFICERS**

**Leave of the Meeting**

The Presiding Member with the approval of two-thirds of the members present sought leave of the meeting to propose that Agenda Item 8.3 **Internal Audit Program** be considered after Item 7.1.

Leave of the meeting was granted.

**8.3 Internal Audit Program Report (Report No: 18/25)**

The risk-based audits scheduled for the Internal Audit Program 2024-25 are on track.

In addition, the 'Audit Recommendations Outstanding Actions Update' was attached in three parts, highlighting those actions that are either completed, in progress or not yet implemented.

**Motion**

**That the Audit and Risk Committee notes this report.**

Moved P Davies, Seconded C Garrett

**Carried**

**8.1 Standing Items (Report No: 20/25)**

The Audit and Risk Committee is provided with a report on standing items at each ordinary meeting.

**Motion**

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

- **Monthly Financial Statements**
- **External Audit**
- **Public Interest Disclosures**
- **Economy and Efficiency Audits**
- **Council Recommendations**
- **Audit and Risk Committee meeting schedule**

Moved D Powell, Seconded C Garrett

**Carried**

**8.2 Risk Report (Report No: 17/25)**

A review of the Strategic Risk Register and high operational risks was undertaken in line with Council's Risk Management Policy and ISO31000 (2018), to ensure an accurate reflection of the current risk position across the business, scoping both business risks and opportunities.

A review of Strategic Risks is currently underway in partnership with the LGA Mutual Liability Scheme.



**Motion**

**That the Audit and Risk Committee notes this report.**

Moved D Powell, Seconded C Garrett

**Carried**

Item 8.3 on the Agenda was considered after Item 7.1, as per leave of the meeting granted.

**Conflict of Interest**

P Davies declared a material conflict of interest for Item 8.4 (Report No: 19/25). The nature of the material conflict of interest (pursuant to Section 73 and 74 of the *Local Government Act 1999*) was that her current appointment to the Audit and Risk Committee is due to expire in March 2025.

P Davies dealt with the material conflict of interest by making it known to the meeting and left the meeting at 7.27pm.

**8.4      Audit and Risk Committee – Terms of Reference (Report No: 19/25)**

The Audit and Risk Committee plays a critical function in ensuring financial accountability, effective risk management and good governance.

To ensure the Audit and Risk Committee's continuity, stability and independence a change of term to a three-by-three year term, unless otherwise approved by Council, with a maximum of duration of nine years is proposed.

**Motion**

**That the Audit and Risk Committee endorses the revised Terms of Reference and recommends it for Council adoption, including the ability for Council to approve a term beyond the nine year term with the aim to have staggered terms amongst Independent Members.**

Moved D Powell, Seconded C Garrett

**Carried**

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

**10.        CONFIDENTIAL ITEMS - Nil**

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

The next meeting of the Audit and Risk Committee will be held on Wednesday 16 April 2025 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.



**12. CLOSURE**

The Meeting closed at 7.46pm.

**CONFIRMED      16 April 2025**

**PRESIDING MEMBER**

# Attachment 2

## **Audit and Risk Committee Terms of Reference**

### **1. Establishment**

- 1.1 Pursuant to section 41 of the *Local Government Act 1999* (the Act) the Council hereby establishes a committee to be known as the Audit and Risk Committee, in order to fulfill the role of an audit committee as required by section 126 of the Act.
- 1.2 The purpose of this Audit and Risk Committee is to provide independent assurance and advice to the council on accounting, risk management and governance matters.

### **2. Membership**

- 2.1 The Audit and Risk Committee shall consist of five persons with the majority being Independent Members.
- 2.2 Independent Members of the Audit and Risk Committee must have recent and relevant financial, risk management, governance or internal audit experience and must not be an employee of City of Holdfast Bay.
- 2.3 Members of the Audit and Risk Committee are appointed by Council. Elected Members are appointed for a term agreed by Council, and Independent Members are appointed for a term not exceeding three years **with the aim to have the expiry of terms staggered**. On expiry of their term, a member may be re-appointed by Council **for up to two additional three-year terms, unless otherwise approved by Council**.
- 2.4 If Council proposes to remove an Independent Member from the Committee, it must give written notice to the Independent Member of its intention to do so and provide that Independent Member with the opportunity to be heard at an Executive Committee meeting, if that Independent Member so requests.
- 2.5 The Audit and Risk Committee shall recommend, and Council shall appoint, the Presiding Member of the Audit and Risk Committee. The Presiding Member must already be a member of the Audit and Risk Committee. The Mayor may not be appointed to the Role of Presiding Member of the Audit and Risk Committee.

### **3. Method of Appointment of Independent Committee Members**

The method of appointment of Independent Committee Members will be as follows:

- 3.1 Council will advertise the vacancy in line with regular policy and procedure.
- 3.2 A selection panel will be convened comprising: two Elected Members appointed to the Committee; the Chief Executive Officer; and General Manager Strategy and Corporate.

25 February 2025 <resolution number>

- 3.3 The selection panel will make a recommendation to Council as to the appointment of the independent member for consideration and appointment by the Council.

#### **4. Secretariat and Support**

- 4.1 The Chief Executive Officer shall ensure that the Audit and Risk Committee has access to reasonable administrative resources in order to carry out its duties (subject to any budget allocation being approved by Council).
- 4.2 The Chief Executive Officer shall ensure effective policies, systems and procedures are in place for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks.
- 4.3 The Audit and Risk Committee shall be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.

#### **5. Meetings**

- 5.1 The Audit and Risk Committee shall meet at least four times each year, at least once per quarter, at appropriate times in the budgeting and financial reporting cycle, and otherwise as required. Pursuant to section 90 of the Act, meetings are public (except in special circumstances as defined by the Act) and will be conducted in a place open to the public.
- 5.2 Meetings of the Audit and Risk Committee are governed by the *Local Government (Procedures at Meetings) Regulations 2013*.
- 5.3 Unless required by legislation not to vote, each member must vote on every matter that is before the Audit and Risk Committee for decision.
- 5.4 The Presiding Member has a deliberative vote but not a casting vote in the event of a tie. A tied vote means that the motion is lost.
- 5.5 The quorum necessary for the transaction of business shall be three members. A duly convened meeting of the Audit and Risk Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by it.
- 5.6 The Chief Executive Officer, General Manager, Strategy and Corporate and other officers of Council may attend any meeting as observers or in support of matters being considered by the Audit and Risk Committee.
- 5.7 Council's External Auditor and Internal Auditor may be invited to attend meetings of the Audit and Risk Committee.



25 February 2025 <resolution number>

- 5.8 Ordinary meetings of the Audit and Risk Committee will be held at times and places determined by Council or, subject to a decision of Council, the Audit and Risk Committee.
- 5.9 If necessary, Members may participate in the meeting by telephone or other electronic means provided that members of the public can hear the discussion between all members.
- 5.10 A special meeting of the Audit and Risk Committee may be called by the Chief Executive Officer in accordance with section 87(5) of the Act, at the request of the Presiding Member or at least two members of the Audit and Risk Committee.
- 5.11 The agenda and minutes of Audit and Risk Committee meetings, subject to any items that are discussed in confidence under section 90 of the Act and subsequently retained under section 91 of the Act, are also required to be made available to the public.
- 5.12 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Audit and Risk Committee, no later than three business days before the date of the meeting. Supporting papers shall be sent to committee members (and to other attendees as appropriate) at the same time.
- 5.13 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Audit and Risk Committee are minuted and that the minutes comply with the requirements of the *Local Government (Procedure at Meetings) Regulations 2013*.
- 5.14 Minutes of Audit and Risk Committee meetings shall be circulated within five days after a meeting to all members of the Audit and Risk Committee and to members of the Council and will (as appropriate) be available to the public.

## 6. **Review**

- 6.1 The Audit and Risk Committee shall, at least once per year following the adoption of the audited financial statements by Council, review its own performance, terms of reference and provide a report to Council including any recommended changes.

## 7. **Role of the Committee**

- 7.1 The Audit and Risk Committee has no authority to act independently of Council. The primary role of the Audit and Risk Committee is to provide suggestions and recommendations to Council about matters relating to financial governance.
- 7.2 ***Financial Reporting***

The Audit Committee shall:

25 February 2025 <resolution number>

- 7.2.1 pursuant to section 126 of the Act, review Council's annual financial statements to ensure that they present fairly the state of affairs of the Council;
- 7.2.2 monitor the integrity of the financial statements of Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain;
- 7.2.3 review:
  - 7.2.3.1 the consistency of, and/or changes to, accounting policies;
  - 7.2.3.2 the application of accounting standards and appropriate estimates and judgements, taking into account the views of the external auditor;
  - 7.2.3.3 the clarity of disclosure in the Council's financial reports and the context in which statements are made; and
  - 7.2.3.4 all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

### 7.3 ***Strategic Management Plans and Annual Business Plan***

The Audit and Risk Committee shall:

- 7.3.1 pursuant to section 126 of the Act, propose and provide information relevant to a review of Council's strategic management plans or annual business plan; and
- 7.3.2 review and provide recommendations to Council on the sustainability of Council's financial performance and proposals with respect to debt levels included in the strategic management plans and, in particular, the long-term financial plan.
- 7.3.3 provide an annual report to Council, outlining a summary of key advisory content from the previous twelve-month period.

### 7.4 ***Internal Controls and Risk Management Systems***

The Audit and Risk Committee shall:

- 7.4.1 pursuant to section 126 of the Act, review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the Council on a regular basis;

25 February 2025 <resolution number>

- 7.4.2 receive reports on risks rated high and above, pursuant to Council's Risk Management Policy and Procedure;
- 7.4.3 verify annually that risks are controlled within risk appetite and tolerances and propose emerging risks for consideration as relevant;
- 7.4.4 review and assess the effectiveness and maintenance of Council's internal controls and risk management policies, systems and procedures; and
- 7.4.5 review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

7.5 ***Public Interest Disclosures***

The Audit and Risk Committee shall:

- 7.5.1 review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters; and
- 7.5.2 ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

7.6 ***Internal Audit***

The Audit and Risk Committee shall, in accordance with Council's Internal Audit Policy and Procedure:

- 7.6.1 endorse the internal audit program;
- 7.6.2 receive and review internal audit reports on a regular basis;
- 7.6.3 review the status of internal audit recommendations;
- 7.6.4 provide advice and recommendations to Council in relation to internal audit program and matters;
- 7.6.5 monitor and review the effectiveness of Council's internal audit function;
- 7.6.6 meet with the Internal Audit Partner at least once a year, without management being present, to discuss any issues arising from the Internal Audits carried out during the year. In addition, the Internal Audit Partner shall be given the right of direct access to the Mayor and the Presiding Member of the Audit and Risk Committee;

25 February 2025 <resolution number>

- 7.6.7 monitor and review the selection process for the Internal Auditor. Appointment of Internal Auditor is the responsibility of management. If the Internal Auditor resigns, the Audit Committee shall investigate the issues leading to the resignation and decide whether any action is required.

## 7.7 **External Audit**

The Audit and Risk Committee shall:

- 7.7.1 pursuant to section 126 of the Act, liaise with Council's external auditor;
- 7.7.2 pursuant to section 129 of the Act, receive the external auditor's audit opinion with respect to Council's audited financial statements and the external auditor's report on particular matters arising from the audit;
- 7.7.3 develop and recommend to Council a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 7.7.4 pursuant to section 128 of the Act, consider and make recommendations to the council, in relation to the appointment, re-appointment and removal of the Council's external auditor;
- 7.7.5 include in the Annual Report, the remuneration payable to external auditor(s) for the annual audit of the Council's financial statements and other remuneration;
- 7.7.6 include in the Annual Report, reference to a person if they ceased to be the auditor of the council during the relevant financial year, other than via expiry of their appointment, including the reason why the appointment came to an end;
- 7.7.7 investigate the issues leading to the resignation of an external auditor and report to Council with any recommendations;
- 7.7.8 oversee Council's relationship with the external auditor including, but not limited to:
  - 7.7.8.1 recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
  - 7.7.8.2 recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;

25 February 2025 <resolution number>

- 7.7.8.3 assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
- 7.7.8.4 satisfying itself that there are no relationships that give rise to an actual, perceived or potential conflict of interest in the external auditor carrying out the external audit duties;
- 7.7.8.5 monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners;
- 7.7.8.6 assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality control procedures);
- 7.7.9 meet with the external auditor at least once per year, without management being present, to discuss the external auditor's report and any issues arising from the audit and otherwise as need;
- 7.7.10 review and make recommendations on the annual audit plan, and in particular, its consistency with the scope of the external audit engagement;
- 7.7.11 review the findings of the audit with the external auditor including, but not limited to, the following:
  - 7.7.11.1 a discussion of any major issues which arose during the external audit;
  - 7.7.11.2 any accounting and audit judgements; and
  - 7.7.11.3 levels of errors identified during the external audit;
- 7.7.12 review the effectiveness of the external audit;
- 7.7.13 review any representation letter requested by the external auditor before it is signed by administration;
- 7.7.14 review the management letter and administration's response to the external auditor's findings and recommendations; and
- 7.7.15 pursuant to regulation 22 of the *Local Government (Financial Management) Regulations 2011*, consider and authorise the Presiding Member to sign a statement with the Chief Executive Officer on an annual basis certifying that the external auditor is independent of Council.

25 February 2025 <resolution number>

**7.8      *Economy and Efficiency Audits***

The Audit and Risk Committee shall:

- 7.8.1      propose and review the exercise of powers under section 130A of the Act (relating to economy and efficiency audits); and
- 7.8.2      receive a report prepared by any person appointed by Council pursuant to section 130A of the Act to examine any matter relating to financial management, or the efficiency and economy with which Council manages or uses its resources to achieve its objectives.

**7.9      *Reporting Responsibilities***

- 7.9.1      The Audit and Risk Committee minutes shall be presented to the Council after every meeting to identify and present advice and recommendations.
- 7.9.2      The Chief Executive Officer will identify matters, further to those matters covered elsewhere in these Terms of Reference, to be reported to the Audit and Risk Committee in detail where those matters are considered to be of material affect, have a material impact on the operation of Council as an elected body (e.g. impact on policies relating to Elected Members), or have significant impact on Council's operations.

**Item No:** 14.2

**Subject:** MINUTES - ALWYNDOR MANAGEMENT COMMITTEE – 28 NOVEMBER 2024

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## Summary

The minutes of the Alwyndor Management Committee meeting held on 28 November 2024 are provided for information.

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## Recommendation

1. That the minutes of the Alwyndor Management Committee meeting held on 28 November 2024 be noted.

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

2. That having considered Attachment 2 to Report No: 52/25 Minutes - Alwyndor Management Committee –28 November 2024 in confidence under section 90(2) and (3) (b) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of the Act orders that Attachment 2 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.
- 

## Background

This report is presented following the Alwyndor Management Committee Meetings.

The Alwyndor Management Committee was established to manage the affairs of Alwyndor. The Council has endorsed the Committee's Terms of Reference and given the Committee delegated authority to manage the business of Alwyndor.

## Report

The minutes of the meeting are attached for Members' information.

*Refer Attachments 1 and 2*

## Budget

Not applicable

## Life Cycle Costs

Not applicable

## Strategic Plan

Enabling the people in our communities to live healthy, engaged and fulfilling lives.

## Council Policy

Not applicable

## Statutory Provisions

*Local Government Act 1999*, section 41

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**Written By:** General Manager, Alwyndor

**General Manager:** Alwyndor, Ms B Davidson-Park



# Attachment 1

## **CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held in the Boardroom Alwyndor 52 Dunrobin Road Hove or via Audio-visual telecommunications on Thursday 28 November 2024 at 6.30pm.**

### **PRESENT**

#### **Elected Members**

Councillor Susan Lonie  
Councillor Robert Snewin

#### **Independent Members**

Mr Kim Cheater- Chair  
Ms Joanne Cottle  
Mr John O'Connor  
Prof Judy Searle  
Prof Lorraine Sheppard

#### **Staff**

Acting Chief Executive Officer, CoHB – Ms Pamela Jackson  
General Manager Alwyndor – Ms Beth Davidson-Park  
Manager, Community Connections – Ms Molly Salt  
Manager, Residential Services – Ms Natasha Stone  
Chief Financial Officer – Mr Rafa Mirzaev  
Manager, People and Culture, Ms Lisa Hall (joining via Teams later)  
Team Leader Employee Relations, Ms Sharyn Osborn  
Executive Assistant – Ms Bronwyn Taylor

#### **Guest**

Ms Louise Watson, Chair Quality Care Advisory Group (QCAG)  
Ms Alison Perrott, Senior Adviser, Investments & Portfolio Strategy, Ord Minnett

### **1. OPENING**

The Chairperson declared the meeting opened at 6.30pm.

### **2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Chair stated:

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

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

**3. APOLOGIES**

- 3.1 For Absence  
Ms Trudy Sutton
- 3.2 Leave of Absence  
Nil

**4. DECLARATION OF INTEREST**

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

**5. CONFIRMATION OF MINUTES****Motion**

**That the Public and Confidential minutes of the Alwyndor Management Committee held on 31 October 2024 be taken as read and confirmed.**

Moved by **Cr Robert Snewin**, Seconded by **Cr Susan Lonie**

**Carried**

**6. REVIEW OF ACTION ITEMS**

- 6.1 **Action Items**  
Noted
- 6.2 **Annual Work Plan**  
Noted

The Chair sought and received the approval of the Committee to bring forward confidential items 8.1.1 *Report from Quality Care Advisory Group (QCAG)* and 8.2 – *Finance Report*.

**8. FINANCE REPORT – CONFIDENTIAL****Exclusion of the Public – Section 90(3)(d) Order**

- 1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Reports and Attachments to Report No: 24/24 in confidence.
- 2. That in accordance with Section 90(3) of the Local Government Act 1999 Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 24/24 on the following grounds:

- d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item

is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

Moved by Cr Susan Lonie, Seconded by Ms Joanne Cottle

Carried

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

1. That having considered Agenda Item 8.2 Financial Report (Report No 24/24) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved by Ms Joanne Cottle, Seconded by Prof Lorraine Sheppard

Carried

#### 8. GENERAL MANAGER REPORT – CONFIDENTIAL

##### 8.1 General Manager Report – Confidential (Report No: 23/24)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Reports and Attachments to Report No: 23/24 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 23/24 on the following grounds:

- d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

Moved by Cr Robert Snewin, Seconded by Cr Susan Lonie

Carried

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

1. That having considered Agenda Item 8.1 General Managers Report – Confidential (Report No: 23/24) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved by Cr Susan Lonie, Seconded by Mr John O'Connor

Carried

**7. GENERAL MANAGER REPORT**

**7.1 General Manager Report (Report No: 22/24)**

The report was noted.

**Motion:**

**That the Alwyndor Management Committee:**

- 1. Note the update on the Consumer Advisory Groups**

Moved by Prof Judy Searle, Seconded by Ms Joanne Cottle

Carried

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

The Chair noted this is the last meeting for the year and acknowledged and thanked management and Committee members for their work during the year.

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

The next meeting of the Alwyndor Management Committee will be held on **Thursday 13 February 2025** in the Boardroom Alwyndor, 52 Dunrobin Road, Hove or via Audio-visual telecommunications (to be advised).

**11. CLOSURE**

The meeting closed at 8.55pm.

**CONFIRMED 13 February 2025**

**CHAIRPERSON**

**Item No:** 14.3

**Subject:** **MINUTES – JETTY ROAD MAINSTREET COMMITTEE –  
12 FEBRUARY 2025**

---

## Summary

The Minutes of the Jetty Road Mainstreet Committee meeting held 12 February 2025 are attached and presented for Council's information.

Jetty Road Mainstreet Committee Agenda, Report and Minutes are available on council's website and the meetings are open to the public

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## Recommendation

1. **That Council notes the minutes of the meeting of the Jetty Road Mainstreet Committee of 12 February 2025.**

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

2. **That having considered Attachment 2 to Report No: 48/25 Minutes – Jetty Road Mainstreet Committee – 12 February 2025 in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Committee, pursuant to section 91(7) of that Act orders that Attachment 2 be retained in confidence for a period of 12 months and/or the Chief Executive Officer is authorised to release the documents when the negotiations have been finalised and that this order be reviewed every 12 months.**
- 

## Background

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

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

## Report

Minutes of the meetings of the Jetty Road Mainstreet Committee held 12 February 2025 are attached for member's information.

*Refer Attachments 1 and 2*

## **Budget**

Not applicable

## **Life Cycle Costs**

Not applicable

## **Strategic Plan**

Building an economy and community that is inclusive, diverse, sustainable and resilient.

## **Council Policy**

Not applicable

## **Statutory Provisions**

*Local Government Act 1999, section 41*

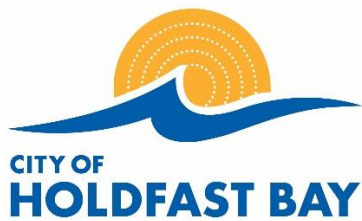
---

**Written By:** General Manager, Community and Business

**General Manager:** Community and Business, Ms M Lock



# Attachment 1



## **Minutes of the Jetty Road Mainstreet Committee Held in the Mayor's Parlour, Glenelg Town Hall on Wednesday 12 February 2025 at 6.00pm**

### **ELECTED MEMBERS PRESENT**

Mayor Amanda Wilson  
Councillor R Abley

### **COMMITTEE REPRESENTATIVES PRESENT**

Beach Burrito, Mr A Warren  
Glenelg Finance, Mr D Murphy  
The Colley Hotel, Ms K Bailey  
Cibo Espresso, Mr T Beatrice  
Yo-Chi, Ms B Millard (via Virtual Connection)  
Independent Member Mr C Brown

### **STAFF IN ATTENDANCE**

General Manager, Community and Business, Ms M Lock  
Manager, City Activation, Ms R Forrest  
Business Development Partner, Ms V Miller  
Event Lead, Mr H Colvill

**1. OPENING**

The Deputy Chair, Mr A Warren declared the meeting open at 6.03pm.

**2. KAURNA ACKNOWLEDGEMENT**

With the opening of the meeting the Deputy Chair, Mr A Warren stated:

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

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

**3. APOLOGIES**

3.1 Apologies Received: Councillor A Kane, Mr C Morley, Mr A Fotopoulos, Ms S Mills, Ms G Martin

3.2 Absent: Ms J Chudasama

**4. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

**5. CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the Jetty Road Mainstreet Committee held on 15 January 2025 to be taken as read and confirmed.**

Moved Councillor Abley, Seconded C Brown

**Carried**

**6. QUESTIONS BY MEMBERS**

6.1 **Without Notice:** Nil

6.2 **With Notice:** Nil

**7. PRESENTATIONS: Nil**

**8. REPORTS/ITEMS OF BUSINESS:**

**Leave of the meeting**

The Chair sought leave of the meeting to propose that Agenda Item 8.6 Social Media Report – December 2024 be considered after item 7.

Leave of the meeting was granted

**8.6 Social Media Report – December 2024** (Report No: 28/25)

This report highlights the positive results in December 2024 following the engagement of a consultancy to trial outsourcing social media. The consultancy has significantly improved the Jetty Road precinct's digital presence and overall social media reach in a short space of time.

**Motion**

**That the Jetty Road Mainstreet Committee**

- 1. note this report; and**
- 2. endorse an extension of the current social media contract with Say Cheese social media for a further six months, thereafter a review and report tabled at the Jetty Road Mainstreet Committee meeting held in August 2025 of the new committee.**

Moved Councillor Abley, Seconded T Beatrice

**Carried**

**8.1 Monthly Finance Report** (Report No: 23/25)

This report provides an update on the Jetty Road Mainstreet income and expenditure as at 31 December 2025.

**Motion**

**That the Jetty Road Mainstreet Committee notes this report.**

Moved Councillor Abley, Seconded T Beatrice

**Carried**

8.2      **Marketing Update**      (Report No: 25/25)

This report provides an update on the marketing initiatives undertaken by the Jetty Road Mainstreet Committee (JRMC) aligned to the 2024-25 Marketing Plan.

**Motion**

**That the Jetty Road Mainstreet Committee notes this report.**

Moved T Beatrice, Seconded D Murphy

**Carried**

8.3      **Jetty Road Events Update**      (Report No: 24/25)

The Jetty Road Mainstreet Committee (JRMC), 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.

This report provides an overview of recent and upcoming events.

**Motion**

**That the Jetty Road Mainstreet Committee notes this report.**

Moved D Murphy, Seconded K Bailey

**Carried**

8.4      **Sea to Shore Glenelg Seafood Festival**      (Report No: 26/25)

The third Sea to Shore Glenelg Seafood Festival was held over the weekend of 26-27 October 2024. The event featured a demonstration stage and 14 food vendors offering fresh, expertly prepared South Australian seafood. A total of 21,335 people attended the event across the two days.

**Motion**

**That the Jetty Road Mainstreet Committee notes this report.**

Moved Councillor Abley, Seconded T Beatrice

**Carried**

#### 8.5 Committee Self-Assessment

(Report No: 27/25)

The appointment of the current Jetty Road Mainstreet Committee (JPMC) members concludes 31 March 2025. In line with the current JPMC Terms of Reference, clause 15.2 and to ensure clarity and rigour around the roles of individual Committee members, and of the Committee as a whole, the JPMC members should undergo a self-assessment process before their term is complete. This aligns with the practices adopted by other Committees of Council.

##### **Motion**

**That the Jetty Road Mainstreet Committee initiates a self-assessment process to be completed by 31 March 2025.**

Moved B Millard Seconded C Brown

**Carried**

Item 8.6 Social Media Report – December 2024 was considered after Item 7 as per leave of the meeting granted.

#### 8.7 Jetty Road Mainstreet Committee Terms of Reference

(Report No: 29/25)

The revised Terms of Reference (ToR) for the Jetty Road Mainstreet Committee (JPMC) establish the committee's structure, functions, and operational guidelines. The committee is responsible for overseeing the Annual Business Plan and Budget for the Jetty Road precinct, fostering communication between businesses, and promoting the area as a vibrant shopping, leisure, and cultural destination. Key elements in the ToR include membership composition, reporting requirements, and the scope of responsibilities.

The ToR have been reformatted to align with the administration's new policy instrument templates.

##### **Motion**

**That the Jetty Road Mainstreet Committee notes this report and recommends that Council adopt the revised Terms of Reference.**

Moved T Beatrice, Seconded Councillor Abley

**Carried**

**8.8 Jetty Road Mainstreet Committee Nominations 2025-2027** (Report No: 30/25)

The Jetty Road Mainstreet Committee (JPMC) 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 so wishes, independent members (two persons). Business owners and owners of commercial property within the boundaries of the Jetty Road, Glenelg 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 people who are either a landlord or business for the period 1 April 2025 – 31 March 2027. Nominations for the positions are open from 13 February to 27 February 2025.

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

**Motion**

**That the Jetty Road Mainstreet Committee:**

- 1. notes this report; and**
- 2. endorses Mr A Warren to the Selection Panel in accordance with the Jetty Road Mainstreet Committee Terms of Reference.**

Moved T Beatrice, Seconded K Bailey

**Carried**

**8.9 Resource Review** (Report 31/25)

**Item Withdrawn**

At the request of the Chief Executive Officer, Resource Review, Report Number: 31/25, Item 8.8 was withdrawn from the Jetty Road Mainstreet Committee Agenda prior to the meeting.

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

## 10. ITEMS IN CONFIDENCE

### 10.1 Winter Activation (Report No: 32/25)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* JRMCM hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 32/25, Winter Activation in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* JRMCM is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 32/25, Winter Activation on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.
3. The Jetty Road Mainstreet Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved C Brown, Seconded D Murphy

**Carried**



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

That having considered Agenda Item 10.1 Report No: 32/25 Winter Activation in confidence under section 90(2) and (3)(d) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Councillor Abley, Seconded T Beatrice

**Carried**

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

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 5 March 2025 to commence at 6.00pm in the Mayor's Parlour Glenelg Town Hall.

**12. CLOSURE**

The meeting closed at 7.40pm.

**CONFIRMED** 5 March 2025

**CHAIR**

**Item No:** 14.4

**Subject:** MINUTES – TRANSFORMING JETTY ROAD COMMITTEE –  
6 FEBRUARY 2025

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## Summary

The minutes of the meeting of the Transforming Jetty Road Committee held 6 February 2025 are presented to Council for information.

---

## Recommendation

1. That Council notes the minutes of the meeting of the Transforming Jetty Road Committee of 6 February 2025.

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

2. That having considered Agenda Item 14.4, 55/25 – Minutes – Transforming Jetty Road Committee – 6 February 2025 in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, Council, pursuant to section 91(7) of that Act orders that Attachment 2 be retained in confidence and the Chief Executive Officer is authorised to release the report, attachments and minutes when the plans are released to the community.
- 

## Background

The Transforming Jetty Road Committee was established by Council, pursuant to section 41 of the *Local Government Act 1999*.

The Committee has been charged with providing strategic oversight and high level advice and recommendations to Council regarding the Transforming Jetty Road Project within the context of concept design outcomes, timing of activities, community consultation, budget and project governance matters.

## Report

The minutes of the meeting of the Transforming Jetty Road Committee held on 6 February 2025 are attached for Members' information.

*Refer Attachments 1 and 2*

## **Budget**

Not applicable

## **Life Cycle Costs**

Not applicable

## **Strategic Plan**

Not applicable

## **Council Policy**

Not applicable

## **Statutory Provisions**

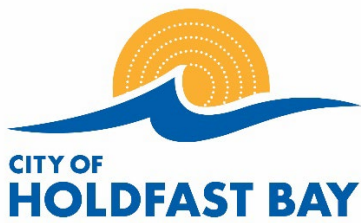
*Local Government Act 1999, section 41*

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**Written By:** Executive Assistant to the Chief Executive Officer

**Chief Executive Officer:** Ms P Jackson

# Attachment 1



**Minutes of the Transforming Jetty Road Committee  
Held in the Kingston Room, Brighton Civic Centre, 24 Jetty Road,  
Brighton on Thursday 6 February 2025 at 6.00pm**

**MEMBERS PRESENT**

Chair – Mayor A Wilson  
Councillor J Smedley  
Councillor S Lonie  
Councillor A Kane  
Ms G Martin  
Mr C Morley  
Mr C Maios  
Mr R Troup

**STAFF IN ATTENDANCE**

Chief Executive Officer – P Jackson  
General Manager, Community and Business – M Lock  
Principal Project Manager – C Armfield

**1. OPENING**

To note Mayor Wilson is joining the meeting via MS Teams and has requested Councillor Smedley chair the meeting.

Councillor Smedley declared the meeting open at 6.02pm.

**2. KAURNA ACKNOWLEDGEMENT**

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

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

**3. APOLOGIES**

3.1 Apologies Received - Nil

3.2 Absent – R Troup

**4. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

**5. CONFIRMATION OF MINUTES**

**Motion**

**That the minutes of the Transforming Jetty Road Committee held on 3 October 2024 be taken as read and confirmed.**

Moved by G Martin, Seconded by Cr Kane

**Carried**

**6. ACTION ITEMS – Nil**

**7. PRESENTATIONS**

7.1 Nil

**8. REPORTS BY OFFICERS**

8.1 Nil

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

## 10. CONFIDENTIAL ITEMS

### 10.1 Transforming Jetty Road (Report No: 10/25)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Transforming Jetty Road Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 10/25 Transforming Jetty Road in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Transforming Jetty Road Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 10/25 Transforming Jetty Road on the following grounds:
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position to confer a commercial advantage on a third party.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

Moved Cr Kane, Seconded G Martin

**Carried**

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

That having considered Agenda Item 10.1 10/25 Transforming Jetty Road in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Transforming Jetty Road Committee, pursuant to section 91(7) of that Act orders that the report, attachment and minutes be retained in confidence and the Chief Executive Officer is authorised to release the documents when consultation on the draft plans commences.

Moved A Wilson, Seconded C Maio

**Carried**

**11. CLOSURE**

The Meeting closed at 6.41 pm.

**CONFIRMED      to be confirmed**

**MAYOR**



**Item No:** 15.1

**Subject:** ITEMS IN BRIEF

---

## Summary

These items are presented for the information of Members.

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

---

## Recommendation

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

- 1. Nomination to Libraries Board of South Australia**
- 

## Report

- 1. Nomination to Libraries Board of South Australia**

On 16 December 2024, Administration received notification that the LGA were seeking nominations from suitably qualified council members, or employees of a council, or other local government entity to fill one position on the Libraries Board of SA.

The *Libraries Act 1982* requires the Board to consist of three persons nominated by the LGA. In accordance with section 42 of the *Legislation Interpretation Act 2021* the panel of nominees must include at least one male and one female.

The Council nominated Councillor Venning for consideration by the LGA to be nominated to the Libraries Board of South Australia however, the nomination was not successful on this occasion.

*Refer Attachment 1*

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**Written By:** Executive Assistant to the CEO

**Chief Executive Officer:** Ms P Jackson

# Attachment 1

**From:** [LGA - Nominations](#)  
**To:** [m.sedgman](#); [ryan.mcmahon@cttg.sa.gov.au](#); [council@gawler.sa.gov.au](#); [Delfina Lanzilli](#); [ggeorgopoulos@ahc.sa.gov.au](#); [ryan.mcmahon@cttg.sa.gov.au](#); [Paul Sutton](#); [Chief Executive Officer](#)  
**Subject:** Libraries Board of SA | LGA Board-endorsed nominees  
**Date:** Tuesday, 11 February 2025 4:32:45 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

**Caution:** This Email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender or know the content is safe.

Dear Chief Executive Officer,

**RE: Nominations to the Libraries Board of SA | LGA Board-endorsed nominees**

In response to the call for nominations for appointment to the **Libraries Board of SA** the LGA received a nomination (or nominations) from your council.

The LGA Board of Directors recently resolved to submit:

*Recommends that the following three nominations be submitted to the Minister for Arts for the appointment of one member to the Libraries Board of SA, being (in order of preference):*

- a. Cr Janet Giles*
- b. Cr Helen Hennessy*
- c. Mr Paul Sutton*

Please advise your council's nominee (or nominees) of the Board of Directors' decision. We will advise you of the final appointment once we have been notified by the Minister's Office or relevant outside body.

In the meantime, if you have any queries in relation to this matter, please contact the Nominations Coordinator via [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au)

Kind regards | Sid

**Sidonie Oliver**

Executive Officer Board Committees | Nominations Coordinator

*Please note recent change of name from Kelli Strugnell, and update your records as required.*



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**Local Government Association South Australia**

148 Frome Street Adelaide 5000, GPO Box 2693 Adelaide SA 5001



**Item No:** 15.2**Subject:** MONTHLY FINANCIAL REPORT – AS AT 31 JANUARY 2025

## Summary

The financial report for municipal activities to the 31 January 2025 confirms that Council is on target to meet its estimated surplus of \$1,010,477 in 2024-25. Favourable minor variances indicate a positive financial position for the remainder of the year.

## Recommendation

**That Council receives the financial report for municipal activities for the seven months to 31 January 2025.**

## Background

Applying the principles of good corporate governance, Council is provided with monthly reports detailing its financial performance compared to its budget.

## Report

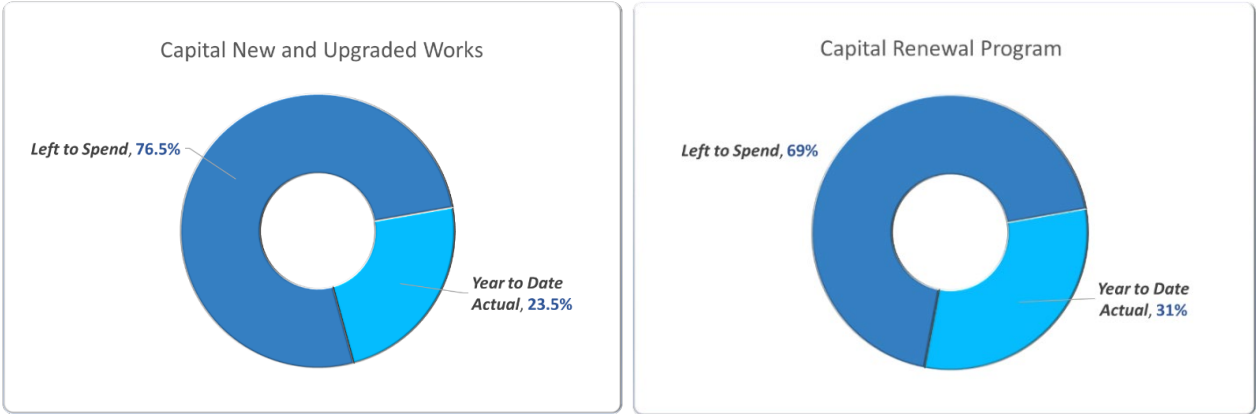
A summary of Council's financial performance to 31 January 2025 is provided in the following table.

All amounts in \$000	2024-25 Adopted Budget	2024-25 Year to date Budget	2024-25 Year to date Actuals	Variance	
Operating revenue	58,982	54,255	55,299	1,044	↑
Operating expenditure	(57,972)	(32,039)	(31,096)	943	↑
<b>Result from Operational Activities</b>	<b>1,010</b>	<b>22,216</b>	<b>24,203</b>	<b>1,987</b>	
Capital renewal Program (Net)	(14,431)	(6,570)	(4,395)	2,175	↑
Capital New and Upgraded Works (Net)	(21,962)	(8,635)	(2,457)	6,178	↑
Loan Repayments	(2,029)	(600)	(527)	73	↑
Loans repaid by community clubs	521	510	525	15	↑
<b>Result from Capital Activities</b>	<b>(37,901)</b>	<b>(15,295)</b>	<b>(6,854)</b>	<b>8,441</b>	
Add back non-cash items	8,322	5,843	5,866	23	↑
<b>Funding (Requirement)/Surplus</b>	<b>(28,569)</b>	<b>12,764</b>	<b>23,215</b>	<b>10,451</b>	

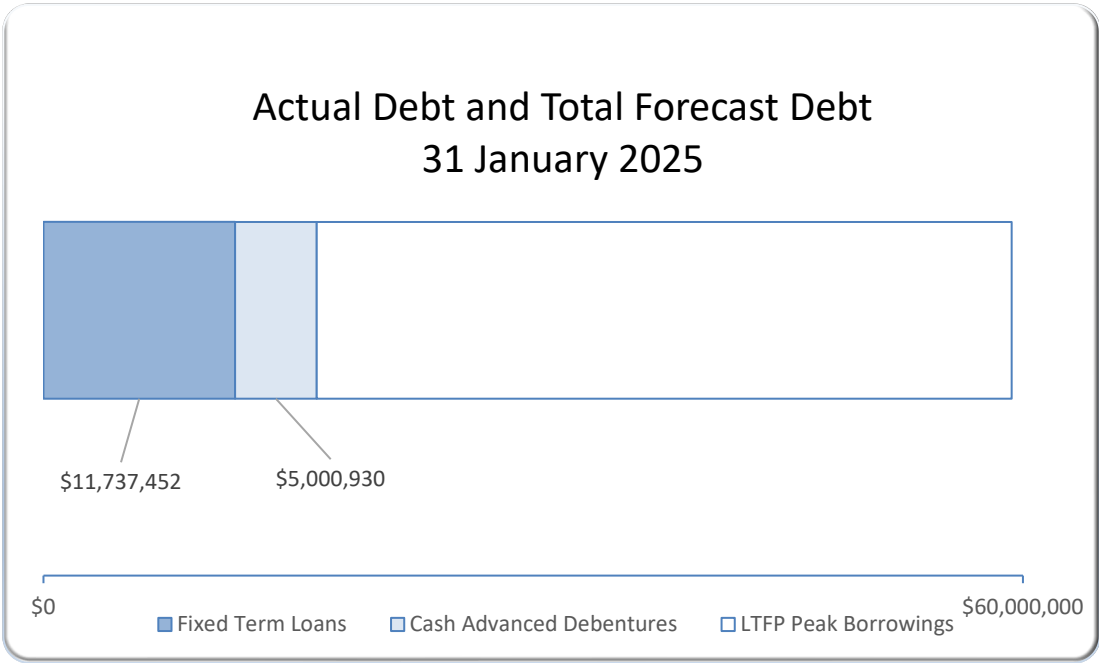
Operational activities are currently ahead of budget with additional revenue raised through car parking related revenue. Similarly, year to date expenditure is lower than budget due to a range of minor favourable variances including savings on employment costs. More detailed explanations of major variances by individual business units are provided in Attachment 1.

*Refer Attachment 1*

A detailed progress report on Council’s program of works is provided each quarter, however, in the interim the following graphs represent the percentage of total capital works financially completed by 31 January 2025. The timing of these works has resulted in a positive variance and deferred when new borrowings will be required.



At the date of this report, borrowings, as forecast in the current Long Term Financial Plan, will peak at \$59.316 million in 2027-28. The following graph depicts Council’s current debt position and illustrates this as a proportion of that peak forecast debt.



## **Budget**

The content and recommendation of this report indicates the effect on the budget.

## **Life Cycle Costs**

Not applicable

## **Strategic Plan**

Statutory compliance

## **Council Policy**

Not applicable

## **Statutory Provisions**

*Local Government (Financial Management) Regulations 2011, Regulation 9.*

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**Written By:** Management Accountant Lead

**General Manager:** Strategy and Corporate, Ms S Wachtel

# Attachment 1



## City of Holdfast Bay Municipal Funds Statement as at January 2025

2024 - 2025 Original Budget \$'000	Year to Date			2024 - 2025 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000		
245	163	196	(32) Cemeteries	245	
(1,449)	(862)	(815)	(47) Council Administration	(1,449)	
(992)	(517)	(494)	(23) Development Services	(995)	
1,795	1,564	2,201	(637) FAG/R2R Grants	2,053	1
(2,106)	(1,453)	(1,405)	(48) Financial Services	(2,106)	
(11,685)	(5,843)	(5,866)	24 Financial Services-Depreciation	(11,685)	
(292)	-	-	- Financial Services-Employee Leave Provisions	(292)	
(1,743)	(834)	(228)	(605) Financial Services-Interest on Borrowings	(1,743)	2
146	-	-	- Financial Services-SRWRA	146	
44,718	45,446	45,454	(7) General Rates	44,718	
(3,339)	(2,606)	(2,652)	46 Innovation & Technology	(3,464)	
(735)	(455)	(434)	(21) People & Culture	(802)	
(989)	(544)	(526)	(17) Strategy & Governance	(989)	
(1,404)	(670)	(583)	(87) City Activation	(1,448)	3
1,461	710	746	(36) Commercial - Brighton Caravan Park	1,461	
17	12	21	(10) Commercial - Partridge House	17	
(631)	(366)	(376)	10 Communications and Engagement	(631)	
(395)	(215)	(221)	6 Community and Business Administration	(395)	
(1,092)	(731)	(697)	(35) Community Events	(1,101)	
1,132	1,077	1,364	(287) Community Safety	1,482	4
(640)	(357)	(324)	(33) Community Wellbeing	(722)	
(592)	(340)	(340)	0 Customer Service	(592)	
0	283	318	(35) Jetty Road Mainstreet	(88)	
(1,800)	(974)	(971)	(3) Library Services	(1,800)	
(361)	(207)	(218)	11 Assets & Delivery Administration	(361)	
(9,145)	(5,429)	(5,476)	47 Field Services & Depot	(9,311)	
591	339	342	(3) Commercial & Club Leases	578	
(1,374)	(707)	(715)	8 Engineering & Traffic	(1,589)	
(846)	(455)	(425)	(30) Environmental Services	(836)	
(2,486)	(1,252)	(1,224)	(28) Property Management	(2,504)	
(504)	(247)	(227)	(20) Public Realm and Urban Design	(487)	
(700)	(351)	(323)	(28) Street Lighting	(727)	
(4,684)	(1,963)	(1,897)	(65) Waste Management	(4,644)	5
1,074	-	-	- Less full cost attribution - % admin costs capitalised	1,074	
<b>1,193</b>	<b>22,216</b>	<b>24,203</b>	<b>(1,986) =Operating Surplus/(Deficit)</b>	<b>1,010</b>	
11,685	5,843	5,866	(24) Depreciation	11,685	
146	-	-	- Other Non Cash Items	146	
<b>11,831</b>	<b>5,843</b>	<b>5,866</b>	<b>(24) Plus Non Cash Items in Operating Surplus/(Deficit)</b>	<b>11,831</b>	
<b>13,023</b>	<b>28,059</b>	<b>30,069</b>	<b>(2,010) =Funds Generated from Operating Activities</b>	<b>12,841</b>	
-	3,816	3,780	36 Amounts Received for New/Upgraded Assets	4,533	
26	13	51	(38) Proceeds from Disposal of Assets	26	
<b>26</b>	<b>3,829</b>	<b>3,831</b>	<b>(2) Plus Funds Sourced from Capital Activities</b>	<b>4,559</b>	
(9,537)	(6,583)	(4,446)	(2,137) Capital Expenditure on Renewal and Replacement	(14,457)	
(12,413)	(12,451)	(6,237)	(6,215) Capital Expenditure on New and Upgraded Assets	(26,495)	
<b>(21,950)</b>	<b>(19,035)</b>	<b>(10,683)</b>	<b>(8,352) Less Total Capital Expenditure</b>	<b>(40,952)</b>	6
21	510	525	(14) Plus:Repayments of loan principal by sporting groups	521	
<b>21</b>	<b>510</b>	<b>525</b>	<b>(14) Plus/(less) funds provided (used) by Investing Activities</b>	<b>521</b>	
<b>(8,879)</b>	<b>13,363</b>	<b>23,742</b>	<b>(10,378) = FUNDING SURPLUS/(REQUIREMENT)</b>	<b>(23,030)</b>	
<b>Funded by</b>					
-	(32)	(32)	- Increase/(Decrease) in Cash & Cash Equivalents	-	
-	12,795	24,748	(11,953) Non Cash Changes in Net Current Assets	3,509	
(10,909)	-	-	- Less: Proceeds from new borrowings	(28,568)	
-	-	(1,501)	1,501 Less: Net Movements from Cash Advance Debentures	-	
2,029	600	527	73 Plus: Principal repayments of borrowings	2,029	
<b>(8,879)</b>	<b>13,363</b>	<b>23,742</b>	<b>(10,378) =Funding Application/(Source)</b>	<b>(23,030)</b>	



Note 1 – FAG/R2R Grants - \$637,000 favourable

Grant funding received for Phase Three and Four of the Local Roads and Community Infrastructure Program. To be accounted for in the March budget update.

Note 2 – Financial Services-Interest on Borrowings- \$605,000 favourable

Savings on budgeted interest costs due to timing of borrowings.

Note 3 – City Activation - \$87,000 favourable

Employment cost savings due to temporary vacancies.

Note 4 – Community Safety - \$287,000 favourable

Higher than forecast revenue for car parking (\$150,000), hoarding fees (\$92,000) and dog management fees (\$20,000).

Note 5 – Waste Management- \$65,000 favourable

Year to date savings on waste disposal and collection costs.

Note 6 – Capital Expenditure - \$8,352,000 favourable

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

- Stormwater Drainage Program
- Jetty Road, Glenelg upgrade
- Buffalo Site - Amenity Improvements

**Item No:** 15.3

**Subject:** ACCOMMODATION DIVERSITY CODE AMENDMENT

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## Summary

This report seeks Council's endorsement for a written submission to the State Planning Commission following its invitation for comments on the Accommodation Diversity Code Amendment (the Code Amendment), which was recently released for public consultation. The Code Amendment will apply across the Adelaide metropolitan area to enable buildings of greater density and scale for the purpose of providing an increased level of student accommodation, supported accommodation and retirement living. The City of Holdfast Bay will be affected by the changes due to the Code Amendment applying to much of its residential area. Whilst the intent of the Code Amendment is sound, its implementation will place an increasing strain on current services and change the character of suburbs through the scale of buildings proposed.

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## Recommendation

**That Council endorses the written submission provided as Attachment 3 to this report in response to the Accommodation Diversity Code Amendment.**

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## Background

The State Government through the State Planning Commission (the Commission) has progressively introduced legislation to address the shortfall in the choice and affordability of housing across metropolitan Adelaide. To date, policies have focused on the release of new estates in reclaimed inner areas and the rezoning of outer greenfield sites to cater for demand. The Commission has now turned its attention to established areas to address the specific shortfall in student accommodation, supported accommodation and retirement living.

## Report

The proposed Code Amendment is an extensive 267-page document that contains the rationale and process for changes to the Planning and Design Code to enable a new type and standard of accommodation throughout metropolitan Adelaide. For this report, discussion will focus on the key aspects of the Code Amendment as it affects the City of Holdfast Bay. A link to the entire Code Amendment can be found at [Accommodation Diversity Code Amendment - for consultation](#)

At present, buildings designed to accommodate student accommodation, supported accommodation and retirement living are restricted in scale and height by zone policies in the Planning and Design Code. This Code Amendment proposes to significantly relax the height restrictions on these forms of accommodation irrespective of the general limitations imposed by zone policies. For instance, in the General Neighbourhood Zone that covers much of the Holdfast Bay council area, there is a two-storey height limit on any form of development. This

Code Amendment would allow buildings of four to six storeys on sites that measure one hectare (10,000m<sup>2</sup>) or greater in area. This will be achieved by augmenting existing areas within the Planning and Design Code with a new 'Significant Retirement Facilities and Supported Accommodation Sites Overlay' that allows for increased building heights.

Whilst there are currently very few single sites in Holdfast Bay that are large enough to cater for buildings of such scale (notably Townsend Park at Hove, Alwyndor at Hove, and Masonic Estate at Somerton Park) developers could be encouraged to purchase multiple sites for consolidation into one super lot, thereby unlocking the potential to uplift the scale of development along suburban streets. Compounding matters is that there is no limit to the number of dwellings or bedrooms associated with these forms of accommodation, and that fewer car parking spaces are mandated relative to those required for conventional housing on the same street. This effectively enables apartment style living in areas where such accommodation was never envisaged, and where services and infrastructure are ill-equipped to support the anticipated population density and traffic movements.

A new term known as 'co-living' will also be introduced to the Planning and Design Code as a new form of accommodation. Co-living means a building or part of a building used for residential accommodation that contains six or more private residences that have common facilities for shared use by occupants. The Code Amendment proposes to include co-living as an envisaged type of development in zones that are supportive of residential infill, which for Holdfast Bay includes the General Neighbourhood, Suburban Neighbourhood, Urban Corridor, Business Neighbourhood, and Suburban Business zones.

A controversial aspect of co-living is the allowance for multiple households to share common facilities such as bathrooms, kitchens and laundries. Up to ten separate households can share a single bathroom under the new model. Whilst efficiencies of this type enable the clustering of significantly more apartments into the one building, the resulting social consequences need further consideration. Whilst it is important to provide those struggling to find affordable accommodation with more choices, these choices need to be in the form of dignified and safe housing that don't entrench social disadvantage. It is important that in its submission to the Commission, the City of Holdfast Bay advocates for vulnerable persons who are forced into co-living housing due to personal circumstances.

From the City of Holdfast Bay's perspective, Alwyndor could benefit from the Code Amendment as its development potential is currently restricted to two storeys, which would be raised to six storeys based on its land area. At present, the Code Amendment does not apply to the council's character zones, although there is contradictory language in the Code Amendment that needs to be clarified. The Code Amendment will also have an impact on existing high-rise zones, where buildings of more than four storeys in height can already be constructed, such as along Jetty Road and Colley Terrace at Glenelg, and Adelphi Terrace at Glenelg North. In these areas, the Code Amendment will allow for the building height to increase by a further 30% above the zone maximum on sites greater than 2,500m<sup>2</sup> in area. Attachment 1 to this report identifies the areas within Holdfast Bay that are affected by the Code Amendment.

*Refer Attachment 1*

A specific area for concern is the Code Amendment's proposal to support non-residential uses in association with supported accommodation or retirement facility development, such as cafés and consulting rooms for the provision of allied health services, even in exclusively residential areas. Whilst it is important that residents have convenient access to goods and

services, it is equally important to ensure that the provision of commercial activities occurs in locations designed to accommodate the traffic and parking needs that follow.

Another matter for concern is that the Code Amendment does not incorporate sufficient design policies to protect the character of established areas. Whilst there are some guiding principles around setback distances to boundaries, the anticipated juxtaposition that the Code Amendment enables between the scale of what is existing and what is proposed needs to be supported by good design policy.

With respect to procedural changes, the Code Amendment dispenses with public notification to neighbours where buildings for student accommodation, supported accommodation and retirement living of up to six storeys in height are proposed, thereby removing any community involvement for developments that will have the most impact on suburban streets.

Compounding matters is the fact that any development that exceeds four storeys in height is assessed by the State Commission Assessment Panel (SCAP), not the council. The risk is that this will effectively encourage developers to apply for five and six-storey buildings to bypass a council-led assessment, even in circumstances where the size of the allotment requires a building of lower scale. There is also apprehension as to the level of discretion available to the SCAP in circumstances where developers seek to apply for multi-storey accommodation in zones other than those prescribed by the Code Amendment. The Code Amendment appears to limit the Code Amendment's application to specific zones on the one hand, whilst leaving the door open for significant departure on the other.

Notwithstanding its significant shortcomings, there are aspects of the Code Amendment that are commendable, particularly the opportunities it affords to retirement villages and supported living developments to provide more accommodation for the city's ageing population to continue living in their own communities. Similarly, the Code Amendment introduces improvements to enhance housing diversity and provide more flexibility for building apartment-style homes and retirement living across the council area, not just those specifically zoned to do so. The Code Amendment also includes heightened standards for accommodation that rely on shared facilities, such as communal spaces, common kitchens or bathrooms and laundry facilities, and designing rooms with good access to sunlight.

Attachment 2 to this report outlines the key changes proposed through the Code Amendment compared with the current allowances under the Planning and Design Code, along with some commentary around the main challenges.

*Refer Attachment 2*

To summarise, whilst the Code Amendment provides opportunities for greater housing supply and improved standards of accommodation, it presents significant challenges for communities residing in suburbs with an established character. It is therefore recommended that Council's submission should caution against introducing land use policies that are open to exploitation by developers, particularly where the community's right to be consulted is removed. Whilst Council should be supportive of policies that increase the amount of accommodation for students and retirees to allow people to learn and age in their community, the means for which this is to occur needs greater regard to existing suburban character. A blanket four to six storey uplift to buildings in suburban streets is considered excessive, particularly in the absence of design guidelines that safeguard the urban character of residential areas. These concerns are raised in the draft submission from Council provided as Attachment 3 to this report.

*Refer Attachment 3*

## **Budget**

There is no cost in making a submission to the State Planning Commission.

## **Life Cycle Costs**

There are no life cycle costs associated with the submission to the State Planning Commission.

## **Strategic Plan**

Holdfast 2050+ Vision: Protecting our heritage and beautiful coast.

## **Council Policy**

Not applicable

## **Statutory Provisions**

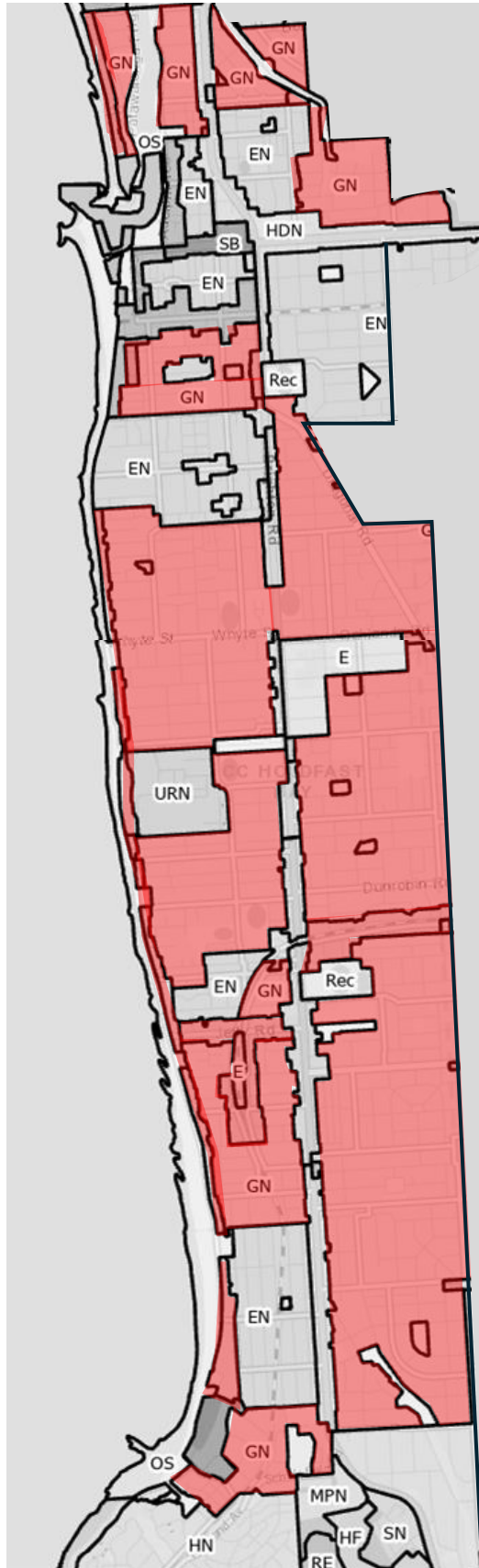
*Planning, Development and Infrastructure Act 2016*

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**Written By:** Manager Development Services

**General Manager:** Strategy and Corporate, Ms S Wachtel

# Attachment 1



**Areas Affected**  
Accommodation  
Diversity Code  
Amendment

# Attachment 2



Proposed Policy	Current Policy	Comment
Sites over 1 hectare (10,000m <sup>2</sup> ) in area can accommodate a building height of up to 4-storeys (15 metres), and up to 6-storeys (22 metres) on sites over 2 hectares (20,000m <sup>2</sup> ) in area.	<p>2-storey height limit in General Residential Zone</p> <p>5 to 7-storey height limit in Urban Corridor Zone (Jetty Road Glenelg)</p> <p>2-storeys in High Density Neighbourhood Zone (Jetty Road Brighton)</p> <p>3-storeys in Waterfront Neighbourhood Zone</p>	<p>Height allowance of 4 to 6-storeys is too great in areas where the prevailing character is 1 to 2-storeys</p> <p>Clarity and certainty required as to whether increased heights are intended for prescribed zones or to include Established Neighbourhood Zone, particularly as the SCAP is the relevant authority for development over 4-storeys and too much discretion may be applied</p>
The policy requires development to be within a building envelope that is projected out from a site boundary (excluding with a road) either 30 degrees or 45 degrees	No current policy	The inclusion of this quantitative standard is a positive, although there needs to be qualitative standards to ensure good design outcomes for the streetscape
Significant retirement facility and supported accommodation site: Means a site greater than 10,000m <sup>2</sup> , which may include one or more allotments, used primarily for a retirement facility or supported accommodation (or both) Significant Retirement Facility and Supported Accommodation Sites applies to all suburban neighbourhood-type zones	No current definition	The application of 'significant retirement facility and supported accommodation sites' is too broad and should be applied where the established character of an area can accommodate. Identification of suitable sites should occur prior to allowances being created.

Proposed Policy	Current Policy	Comment
Subordinate non-residential uses in association with supported accommodation or retirement facility development, such as a café or consulting rooms for the provision of allied health services up to 450m <sup>2</sup> in floor area per tenancy	No allowance for such commercial activity in General Residential Zone, High Density Neighbourhood Zone or Waterfront Neighbourhood Zone	Clarification is required as to whether these associated commercial premises are for the exclusive use of apartment residents or are they intended for general public patronage. Commercial uses outside of designated centre zones is highly problematic with negative interface outcomes, typically involving high volumes of traffic and inadequate parking.
No additional on-site car parking will not be required for subordinate non-residential uses given the provision of parking associated with the primary use	On-site car parking requirement for all commercial uses at various rates	This is highly problematic, particularly if the commercial premises are open to the general public arriving by car. It is recommended that these premises are either for the exclusive use of apartment occupants or that adequate car parking quotas are applied.
Retirement facilities and supported accommodation is exempt from public notification	Public notification currently required for any development exceeding 2-storeys in height in the General Neighbourhood Zone  Public notification currently required for any development exceeding 3-storeys in height in the Waterfront Neighbourhood Zone and High Density Neighbourhood Zone	This is not supported, particularly as these buildings will have a significant visual impact on adjacent residents, in addition to an expected decline in general amenity caused by the intensification of uses on the site. Public notification must be included for any development exceeding current building height parameters, as this is the current practice under the Planning and Design Code.
New “co-living” definition: contains 6 or more private residences that do not	No current definition	There is real concern that the residents of the living units require heavy reliance on communal

Proposed Policy	Current Policy	Comment
include either a full kitchen (provision for a sink, fixed oven, food preparation area and full-sized fridge) for its exclusive use or a full bathroom (provision for a bath or shower, toilet, and a wash basin) for its exclusive use		services. Whilst this may satisfy certain objectives for affordable housing, the liveability of such places is heavily compromised and diminished.
Co-living residence: 0.5 spaces per bedroom except Urban Corridor at 0.25 spaces per bedroom (Carparking fund does not apply in lieu of shortfalls)		It cannot be assumed that not all residents will own a motor vehicle and therefore not require onsite car parking. The existing congestion in residential streets will be exacerbated by providing fewer car parking spaces for multi-storey accommodation, particularly if the Code Amendment also dispenses with the need for car parking associated with the commercial activities on the site.
With respect to Apartment Dwellings, remove the criteria specifying minimum apartment sizes applying to apartment-type dwellings	Current minimum dwelling size 200m <sup>2</sup> for	It remains important to have some control or measure for residential density. A cap on the number of apartments relative to building size is an efficient measure to manage density.
Main living areas to provide outlook to private open space or communal open space, where possible	No current requirement for communal open space	This is supported as the confined living areas proposed would isolate residents if not for an outlook onto an activated space.
co-living residence with a frontage to a public street: 1. includes at least one window facing the primary street from a	Habitable room to have outlook to primary street	This is supported as the confined living areas proposed would isolate residents if not for an outlook onto a public space.

Proposed Policy	Current Policy	Comment
habitable room that has a minimum internal room dimension of 2.4m <sup>2</sup> . has an aggregate window area of at least 2m <sup>2</sup> facing the primary street		
Communal open space incorporates a minimum dimension of 5 metres and 2.5m <sup>2</sup> per residence	No current requirement for communal open space	This is supported as the confined living areas proposed would isolate residents if not for communal open space areas.
New definition: Build-to-Rent Housing. Purpose-designed rental apartment stock which is then managed by a single entity on an ongoing basis. The developer retains ownership of all apartments and offers them for rent. Build-to-Rent developments typically offer longer-term leases, which provides tenants with greater security of tenure.	Currently assessed as a residential flat building or a dwelling	It is imperative that repayment options do not entrench disadvantage or create areas of high disadvantage. State Government oversight of the Rent-to-Buy scheme is recommended to ensure that residents are not exploited.
In all Urban Corridor zones, the Code Amendment proposes to list supported accommodation and retirement facilities as a new trigger for “Significant Development Sites”, which allows for building height 30% above the zone’s applicable building height on sites greater than 2500m <sup>2</sup> in area	Height limit of 5-storeys in the Urban Corridor Zone (Jetty Road Glenelg)	There is always concern where the maximum prescribed height of an area is open to concessions. The preference is for the retention of maximum building heights to ensure that streetscapes have a consistent built form character.

# Attachment 3



25 February 2025

Mr Craig Holden  
Chair, State Planning Commission  
Code Amendment Team, Planning and Land Use Services  
Department for Housing and Urban Development  
GPO Box 1815  
ADELAIDE SA 5001

via email: [plansasubmissions@sa.gov.au](mailto:plansasubmissions@sa.gov.au)

Dear Mr Holden

#### **Accommodation Diversity Code Amendment – City of Holdfast Bay Submission**

Thank you for the opportunity to provide comments on the Accommodation Diversity Code Amendment (the Code Amendment) as part of the State Planning Commission's community engagement process.

Whilst the City of Holdfast Bay appreciates the need for policies that increase the amount and standard of accommodation for students and retirees to allow people to learn and age in their community, how this is proposed to occur through the Code Amendment needs greater regard for existing suburban character. The uplift to building heights to between 4 and 6 storeys in suburban streets proposed by the Code Amendment is considered excessive, particularly in the absence of robust design guidelines that safeguard the urban character of residential areas. Whilst the Code Amendment provides some guiding principles around setback distances to boundaries, the anticipated juxtaposition between the scale of what is existing and what is proposed needs to be supported by good design policy. This is particularly important considering the ambiguity as to whether the Code Amendment will apply to Established Neighbourhood Zones or not. This is especially relevant when assessing co-living development, where the Code Amendment implies that a relevant planning authority has the discretion to consider the suitability of such accommodation in Established Neighbourhood Zones.

The Code Amendment's introduction of 'co-living' as an alternative form of accommodation is somewhat problematic through its allowance for multiple households to share common facilities such as bathrooms, kitchens and laundries. Whilst the City of Holdfast Bay appreciates that efficiencies of this type enable the clustering of significantly more households into the one building, the resulting social consequences need further consideration. Whilst it is important to provide those struggling to find affordable accommodation with more choices, these choices need to be in the form of dignified and safe housing that don't entrench social disadvantage. The City of Holdfast Bay is concerned that vulnerable persons who are forced into co-living housing due to personal circumstances will find the transition from conventional accommodation challenging and distressing. It is recommended that the sharing of personal facilities, and bathrooms in

particular, is reconsidered and that each household in a co-living setting is at the very least provided with exclusive use of a bathroom, if not a kitchen and laundry.

Another issue of concern for the City of Holdfast Bay is the Code Amendment's proposal to support non-residential uses in association with supported accommodation or retirement facility development, such as cafés and consulting rooms for the provision of allied health services, even in exclusively residential areas. Whilst it is important that residents have convenient access to goods and services, it is equally important to ensure that the provision of commercial activities occurs in locations designed to accommodate the traffic and parking needs that follow. For this reason, it is imperative that the level of intensification for established areas envisaged by the Code Amendment is informed by local area traffic management analysis to establish the level of density that a locality can physically accommodate. This is particularly important where there is no prescribed limit proposed by the Code Amendment to the number of dwellings or bedrooms associated with these forms of accommodation, and that fewer car parking spaces are mandated relative to those required for conventional housing on the same street. This effectively enables apartment style living in areas where such accommodation was never envisaged, and where services and infrastructure are ill-equipped to support the anticipated population density and traffic movements.

With respect to procedural changes, the City of Holdfast Bay is concerned that the Code Amendment dispenses with public notification to neighbours for buildings up to 6-storeys in height, thereby removing any community involvement for developments that will have significant impact on suburban streets. Compounding matters is the fact that any development that exceeds 4-storeys is presumably assessed by the State Commission Assessment Panel (SCAP), not the Council. The risk is that this will effectively encourage developers to apply for 5 and 6-storey buildings to bypass a Council-led assessment, even in circumstances where the size of the allotment requires a building of lower scale. There is also apprehension as to the level of discretion available to the SCAP in circumstances where developers seek to apply for multi-storey accommodation in zones other than those prescribed by the Code Amendment. The Code Amendment would effectively create conditions where prescribed single-storey, domestic structures would be subject to broad community consultation, but a student accommodation building of 6-storeys in height comprising a 450m<sup>2</sup> café in the same street would not.

Whilst the Code Amendment provides opportunities for greater housing supply and improved standards of accommodation, it presents significant challenges for communities residing in suburbs with an established character. The City of Holdfast Bay therefore recommends that the Commission apply caution when considering the introduction of land use policies that are ambiguous and open to exploitation, particularly where the community's right to be consulted is removed. Whilst the Council is supportive of policies that increase opportunities for everyone to have access to housing, a blanket 4 to 6-storey uplift to buildings in suburban streets is considered excessive, particularly in the absence of design guidelines that safeguard the urban character of residential areas.

The City of Holdfast Bay hopes that its response to the Code Amendment provides some valuable insight for the next stage of the process, and that councils continues to be engaged as part of the State Government's growth strategy moving forward.

For further information or clarification on Council's submission, please do not hesitate to contact Anthony Marroncelli, Manager Development Services on 8229 9904 or at [amarroncelli@holdfast.sa.gov.au](mailto:amarroncelli@holdfast.sa.gov.au)

Yours sincerely

Amanda Wilson  
**Mayor**

**Item No:** 15.4**Subject:** COASTAL HAZARD ADAPTION GRANT APPLICATION

---

## Summary

The SA Climate Ready Coasts program was established to improve the approach to coastal management and accelerate coastal hazard adaptation planning in South Australia. The Local Government Association (LGA) of SA, as one of the leading partners, is providing \$1.3 million in once-off funding through the Climate Ready Coasts program for Coastal Hazard Adaptation Grants for councils to deliver short projects that progress work on coastal hazard adaptation plans (CHAPs). This report is seeking endorsement for a multi-stakeholder grant application that the City of Holdfast Bay would administer if successful.

---

## Recommendation

**That Council:**

- 1. endorses the Coastal Hazard Adaptation Grant application for a project titled 'A CHAP for Adelaide's Metro Beach System' and;**
  - 2. if the grant is successful, agrees to a cash contribution of \$10,000 from the 2025-26 operational budget.**
- 

## Background

The SA Climate Ready Coasts program was established to improve the approach to coastal management and accelerate coastal hazard adaptation planning in South Australia. The program is being delivered by the Local Government Association of SA along with several partners: SA Coast Protection Board, Department for Environment and Water, Adelaide Coastal Councils Network and SA Coastal Councils Alliance.

Climate Ready Coasts has developed new Coastal Hazard Adaptation Planning Guidelines to provide step-by-step guidance on how to prepare a Coastal Hazard Adaptation Plan (CHAP) in South Australia. The following five-stage process includes elements of engagement, partnership, and review embedded within each stage:

### Stage 1 - Scoping and preparation

– provide a foundation for commencing and progressing a CHAP and define the need for action, the study area, the governance model and scope of works.

### Stage 2 - Coastal hazard exposure

– establish the baseline conditions including the site settings, coastal hazard to be assessed, and quantify and communicate the coastal hazard exposure for the study area.



Stage 3 - Risk and vulnerability

– identify assets and values exposed to coastal hazards, undertake a risk assessment of the assets under current and future conditions, and identify and communicate priority areas for adaptation.

Stage 4 - Adaptation actions and pathways

– identify, assess, consult on and confirm the adaptation options, actions and subsequent pathways that are suitable for managing the current and future coastal hazard risks for the study area.

Stage 5 - Implementation and monitoring

– confirm the implementation plan for progressing adaptation planning and establish ongoing monitoring requirements and the triggers for review.

The City of Holdfast Bay started coastal adaptation planning in 2020. This project will be complementary to that work by putting it into a whole-of-Adelaide beach system approach, which will benefit all stakeholders. The knowledge generated through our previous work will feed into Stage 2 of the project, making it more efficient.

## Report

Climate change is causing rising seas, stronger storms and more severe coastal hazards. This is increasingly putting people, infrastructure, livelihoods and natural resources at risk. Coastal management continues to be a challenge for local and state governments because of information gaps about coastal risks, and limited capacity and expertise to effectively plan and manage complex coastal systems. Development of a coastal hazard adaptation plan for the Adelaide metropolitan beach system will enable us to better understand the hazards and work with partners to effectively mitigate the risks.

The LGA (SA) is providing \$1.3 million in once-off funding through the Climate Ready Coasts program for Coastal Hazard Adaptation Grants for councils to deliver short projects that progress work on CHAPs.

Grants will fund projects for:

- new coastal hazard adaptation planning work that progresses work in one or more of the planning stages.
- review of coastal hazard adaptation planning already completed, and/or update of this work where the benefits outweigh the costs.
- undertaking actions identified in a coastal hazard adaptation plan (excluding physical works), for example, coastal monitoring, research and data acquisition and/or additional community engagement.

To be eligible, projects must:

- align with the council's current progress in coastal hazard adaptation planning;
- be based on the Coastal Hazard Adaptation Planning Guidelines;
- include funding and/or in-kind contributions (minimum 20%);
- have identified a Project Steering Committee or Working Group to oversee the project.

Collaborations involving multiple councils are encouraged and funding applications must be submitted by 4.00pm Friday 28 February 2025. Projects will commence by May 2025 and can run for up to 18 months.

Further information on the Coastal Hazard Adaptation Planning Project and grant funding is available on the LGA website (<https://www.lga.sa.gov.au/about/what-we-do/sa-climate-ready-coasts>)

The City of Holdfast Bay is leading a grant application for a partnership project called 'A CHAP for Adelaide's Metro Beach System', which is the area from North Haven to Kingston Park. The project will be led by the Cities of Holdfast Bay, Charles Sturt and Port Adelaide Enfield. Key stakeholders are the other major beach managers along the Adelaide metropolitan coastline: the City of West Torrens, the Department for Environment and Water, the Department for Infrastructure and Transport and the West Beach Trust.

This project involves developing a systems approach to integrated coastal management. We need to take an adaptive management approach to coastal adaptation to enable flexibility in making decisions and adjustments in response to changes and new information. As one of the major coastal managers along the Adelaide coastline, we have a role and responsibility to:

- integrate current and future coastal risk into council strategic planning, asset planning and risk management processes to ensure long-term financial sustainability;
- manage council coastal assets;
- enhance and improve the resilience of coastal ecosystems;
- plan for coastal adaptation based on evidence, advice and information from reputable sources;
- ensure all stakeholders responsible for coastal management are working collaboratively.

The project will cover Stages 1 and 2 of the CHAP Guidelines. This includes:

- establishment of a governance structure, including a Terms of Reference, informed by initial engagement with the key stakeholders.
- development of a communication and engagement plan that identifies additional stakeholders and provides opportunities for engagement and input.
- review of the coastal setting, including key coastal processes, existing management controls and issues;
- review of existing data, undertake a gap analysis and incorporate new data to inform hazard exposure assessment;
- develop coastal hazard maps, as needed; and
- delivery of a project plan for the next steps.

The total amount of grant funding being sought is \$160,000.

If successful, the City of Holdfast Bay will hold the funds and administer the grant.

## **Budget**

Each of the Cities of Holdfast Bay, Charles Sturt and Port Adelaide Enfield will be contributing \$10,000 cash to the project.

The City of Holdfast Bay contribution will be expended from the 2025-26 operational budget.

## Life Cycle Costs

Not applicable

## Strategic Plan

Holdfast 2050+ Vision: Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city

Environment Strategy objective: Complete all stages of a coastal adaptation plan by 2029

Environment Strategy: Manage risks and impacts of future sea level rise; Priority Action:  
Develop a Coastal Adaptation Plan

## Council Policy

Coastal Vegetation Management Policy  
Beach Wrack (Seagrass) Removal Policy

## Statutory Provisions

*Local Government Act 1999, section 122*

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**Written By:** Environment and Coast Team Lead

**A/General Manager:** Assets and Delivery, Mr B Blyth

**Item No:** 15.5

**Subject:** **BRIGHTON JETTY SCULPTURES – COMMISSION OF PUBLIC ARTWORK**

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## Summary

Council allocates an annual budget of \$20,000 to purchase or commission a sculpture from the Brighton Jetty Sculptures Festival. This year the Public Art Acquisitions Advisory Group have recommended that Council endorses the commission of a sculpture from artist George Andric.

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## Recommendation

**That Council:**

- 1. endorses the commission of a permanent public artwork by artist George Andric; and**
- 2. approves the sculpture to be installed along the Esplanade at Glenelg North.**

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## Background

Brighton Jetty Sculptures is a major annual fundraising event for the Brighton Surf Life Saving Club. This 12 day community arts festival is a much-loved summer event that attracts more than 120,000 people to Brighton each year. Council has supported the event since its inception 17 years ago and has shown ongoing support, including annual sponsorship funding of \$5,000 and extensive in-kind assistance.

This year's event was held from 22 January to 2 February 2025. The exhibition had over 170 sculptures, including 70 outdoor installations on the popular Sculptures Walk along the Brighton Esplanade and in Bindarra Reserve. This year the Brighton Jetty Sculptures event coincided with the Brighton Jetty Classic, the Marilyn Jetty Swim and Brighton Street Party that were held over the weekend of 1-2 February 2025.

Since 2011, Council has maintained a commitment to allocate \$20,000 annually to the purchase or commission of an outdoor sculpture from Brighton Jetty Sculptures. These artworks become a permanent piece of art that contributes to the vibrancy and cultural richness of the city and celebrates the benefits of arts and creativity in our community.

The Public Art and Monuments Policy was endorsed by Council in 2024 and reinforces Council's commitment to deliver quality public art that strengthens our creative identity. The Policy requires Council to endorse the recommendations by the Public Art Acquisition Advisory Group for major and /or direct commissioned sculptures.

*Refer Attachment 1*

At the Council meeting held 13 February 2024, Council resolved that any purchase or commission from the 2025 Brighton Jetty Sculptures Festival would be installed along the Esplanade at Glenelg North (C130224/7671).

## Report

On 28 January 2025, the Public Art Acquisitions Advisory Group met to evaluate and select a suitable outdoor sculpture for purchase or a potential commission from the 2025 Brighton Jetty Sculptures. This five member group comprises arts professionals, artists, arts educators and Council representatives, with Councillor Miller the Elected Member representative. Together the group did a walk through to view the artworks and assess them for their suitability for long term installation in the public domain, artistic integrity and alignment with relevant Council policy.

The Advisory Group were unanimous in their selection of the sculpture *Ellipsis* by artist George Andric. However, the sculpture was priced at \$49,000, above Council's allocated budget of \$20,000. Accordingly, the Advisory Group's recommendation was that Council commission the artist George Andric to design and fabricate a site-specific sculpture within the allocated budget.



*Ellipsis, George Andric*

Administration has contacted the artist, George Andric to discuss the sculpture commission, and the artist is willing to explore the potential project. Subject to Council endorsement, Administration will contract the artist through a commissioning agreement to develop his designs for installation in a mutually agreed site along the Esplanade at Glenelg North.

## Budget

The commissioning of the artwork will be within the allocated \$20,000 budget. It should be noted that the Brighton Jetty Sculptures Committee will take 30% of the commission sale as per their existing agreement with Brighton Jetty Sculptures exhibiting artists.

Additional costs for engineering fees and installation will be covered by the 2024-25 Art & Cultural Services budget.

## Life Cycle Costs

Life cycle costs for the artwork will be undertaken within the allocated public art maintenance budget.

## Strategic Plan

Creative Holdfast Arts and Culture Strategy 2019-2024

## Council Policy

Public Art and Monuments Policy

## Statutory Provisions

Not applicable

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**Written By:** Arts & Culture Coordinator

**General Manager:** Community and Business, Ms M Lock

# Attachment 1

# Public Art and Monuments

Council Policy

## 1. Purpose

The purpose of this policy is to guide the selection, location and prioritisation of public art and monuments into public spaces and capital projects for the City of Holdfast Bay.

## 2. Scope

This policy applies to all existing and future public artworks and monuments across Council and guides the approach for the procurement, commissioning and management of public art and monuments in the city. This includes any area of public space that is deemed appropriate by Council, including parks, streetscapes, plazas, public buildings, and other public recreation spaces.

In the context of this policy, the term "monument" pertains to objects like commemorative busts and plaques honouring notable individuals and events. This distinction is important to clarify its separation from the term "memorial," which can also encompass plaques, tree plantings, benches, and similar items dedicated to the memory of private individuals. Memorials are subject to a separate policy and procedures.

## 3. Roles and Responsibilities

Council Members	Adoption of the policy principles, and appropriate application of them when making investment and other decisions about public art and monuments.
Chief Executive Officer	Allocation of resources and ensuring that all public art/monument activities are consistent with the objectives of Council's strategic plan, the budget process and the long-term financial plan.
All General Managers and Managers	Accountable for the management of public art and monuments within their areas of responsibility (as determined under the public art and monument procedures).
Employees	Awareness of this policy and compliance when relevant.
Manager City Activation	Is accountable for implementing relevant procedures, procurement, commissioning, maintenance and decommissioning of public art and monuments, providing professional advice and comment to other departments of Council in relation to public art/monument management and developing and maintaining a public art/monument register.



## 4. Policy Statement

- 4.1 This Policy affirms Council's commitment to:
- Increasing the liveability and cultural richness of the City of Holdfast Bay
  - Commemorating appropriate historical events or persons of significance
  - Recognising that an event may result in a spontaneous community reaction, which may be one of grief or celebration
  - Creating distinctive places and precincts
  - Strengthening our rich cultural heritage
  - Developing and growing creative and cultural industries
  - Ensuring that Kaurana heritage and culture is considered at the inception of the project and ongoing
  - Ensuring that public art reflects the diversity of the community, both in the range of artists whose works are featured and the types/styles/topics of artworks selected, commissioned or purchased.
  - Ensuring that inclusivity and universal access are considered at the initial stage of the project conception through to delivery
  - Ensuring that public art is in keeping with any surrounding built or natural heritage.
- 4.2 Funding for the commissioning and maintenance of public art will be prioritised through Council's annual budget cycle and as part of capital works projects, leveraging where possible additional support through grants or private sector contributions.
- 4.3 Public art that is commissioned, purchased or otherwise acquired by Council should be guided by the following criteria:
- The installation adds to the character and distinctiveness of the site chosen
  - The work is sufficiently high quality, robust and safe for installation in the public realm
  - Suitable opportunities are offered to local and emerging artists as well as established artists
  - The capacity for public art to prompt public engagement and dialogue will be encouraged
  - A diversity of artists, artistic styles and media will be encouraged to the extent that is practicable
  - Artistic experimentation will be encouraged where appropriate
  - The costs of commissioning and maintenance of the work (where applicable) are reasonable in relation to the prominence and impact of the proposed artwork.
- 4.4 Preference will be given to monuments that can meet the following criteria:
- The monument pertains to an individual and/or event with a clear link to the City of Holdfast Bay
  - There is evidence of community sentiment in support of memorialising the individual/event
  - Consent can be sought from family members or next of kin (where applicable)
  - The contribution of the individual /event is noteworthy on a local, state or national level
  - The monument adds to the diversity of representation of all community groups across the City of Holdfast Bay
  - A suitable and sympathetic location for the monument can be identified
  - The costs of commissioning and maintenance of the monument (where applicable) are reasonable in relation to the prominence and impact of the proposed monument
  - The quality of the monument contributes to the overall amenity of the area.
- 4.5 The selection of a suitable location for a piece of public art or monument will be subject to Council approval and be guided by the following criteria:
- Sympathetic relationship of the site to a proposed artwork's/ monument's subject
  - Sufficient space to accommodate installation while maintaining public safety and access
  - Installation will not unduly limit use of community spaces
  - Location is conducive to the artwork / monument being appreciated by passers by
  - Site conditions are appropriate for the care and maintenance of the installation
  - Where appropriate, consideration is given to the equitable distribution of public art across the council area.

- 4.6 Cultural mapping and site sensitivity analysis is to be conducted prior to the finalisation of any installation in a given site.
- 4.7 Selection and location of artworks will consider environmental impacts, urban greening and life cycle impacts of materials used.
- 4.8 Where applicable, the creation of artworks will respect Indigenous Cultural and Intellectual Property (ICIP) protocols.
- 4.9 Commissioning and acquisition of artworks and monuments will be in accordance with selection and procurement processes that are documented in organisational procedures. At least one Elected Member will be included on selection panels for public art to ensure community representation.
- 4.10 The location, distribution and density of public artwork across the City of Holdfast Bay will be subject to periodic review. This may result in recommendations for relocation or deaccession of specific works as appropriate.
- 4.11 Works may be temporarily removed from their locations for the purpose of maintenance or if they present a safety risk. Formal decommissioning and/or disposal of public art and monuments will be subject to approval of Council.

## 5. Definitions

Key term or acronym	Definition
Public Art	Public art is broadly defined as work activity designed by artists for public space and accessible to the general public. The work can be temporary or permanent installations or forms of public entertainment which provides opportunities for audiences to engage through visual, auditory or physical interaction.
Monument	Pertains to objects like commemorative busts and plaques honouring notable individuals and events.

## 6. Administration Use Only

Reference Number:	Document Set ID: 4830585
Strategic Alignment:	<p>This policy supports the:</p> <ul style="list-style-type: none"> <li>- 2030s Wellbeing Aspiration &gt; Local arts and culture are celebrated and supported, while barriers to participation (such as costs, infrastructure, access to audiences, etc) are lowered, to encourage typically excluded demographics to participate</li> <li>- 2040s Wellbeing Aspiration &gt; The City of Holdfast Bay is recognised as the most vibrant arts and culture hub outside of Adelaide city centre</li> <li>- 2030s Innovation Aspiration &gt; The Kaurna people's cultural and spiritual relationship to the area is honoured in meaningful, collaboratively agreed ways.</li> </ul>
Strategic Risk:	<p>This policy assists in mitigating:</p> <ul style="list-style-type: none"> <li>- Strategic Risk CB05 - Poor or inadequate Economic Development and Tourism Management</li> <li>- Strategic Risk SC05 - Lack of strategic alignment</li> <li>- Strategic Risk AD02 - Insufficient or ineffective Asset Management Planning</li> </ul>
Responsible Officer(s):	Manager, City Activation

First Issued / Approved:	01/09/2020
Minutes Date & Council Resolution Number:	12/03/24 C120324/7701
Last Reviewed:	12/03/2024 – Name and content changed to include ‘Monuments’
Next Review Date:	12/03/2027
Applicable Legislation:	
Related Policies:	Council’s Memorials Policy
Other Reference Documents:	Public Art Procedure Monument Procedure

**Item No:** 15.6

**Subject:** **AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – NATIONAL  
GENERAL ASSEMBLY – CALL FOR NOMINATIONS**

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## Summary

Each year the Australian Local Government Association (ALGA) holds a National General Assembly (NGA) in Canberra where councils from around Australia discuss current and emerging challenges and opportunities and can advocate to the Federal Government on critical issues facing the sector.

The next Assembly will be held 26-27 June 2025 at the National Convention Centre in Canberra. The theme for this year's NGA is 'National Priorities Need Local Solutions'.

The Mayor and one Elected Member (or two Elected Members in the absence of the Mayor) may attend the ALGA each year, with the understanding that different members attend in different years, pursuant to Council's Elected Member Training and Development Policy.

Following attendance at the ALGA NGA, Elected Members must prepare and submit to Council a written report to the Chief Executive Officer, who will arrange for it to be tabled at a future meeting of Council.

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## Recommendation

1. **That Council approves the attendance of \_\_\_\_\_ and \_\_\_\_\_ at the National General Assembly from 26 – 27 June 2025, in accordance with Council's 'Elected Member Training and Development Policy'.**
  2. **That both Elected Members attending the National General Assembly present a written report back to Council.**
  3. **That \_\_\_\_\_ be Council's voting delegate at the National General Assembly 2025.**
- 

## Background

Council's Elected Member Training and Development Policy allows for the Mayor and one Elected Member (or two Elected Members in the absence of the Mayor) to attend the National General Assembly, with the understanding that different members attend in different years.

Council resolved at its meeting on 13 February 2024 (C130224/7675) that Mayor Wilson (as voting delegate) and Councillor Abley attend the 2024 conference.

The Policy states that Council supports the attendance by all members at one intrastate Local Government related conference and one interstate Local Government related conference or

similar every two years (Clause 2.6(a)). Therefore, members that attended the Assembly in 2023 (Councillor Kane) and 2024 (Councillor Abley) are unable to attend the Assembly in 2025.

## Report

The next Assembly will be held 26 – 27 June 2025 at the National Convention Centre in Canberra, incorporating the Regional Cooperation and Development Forum on 25 June. The theme for this year's NGA is 'National Priorities Need Local Solutions' and provides a platform for the Local Government sector to address national issues and lobby the Federal Government on critical issues.

Attendance at the Assembly provides a unique opportunity to enhance Councillors' understanding of Local Government across Australia and to network with others throughout the sector.

The registration fees include:

- Access to all Assembly sessions
- Access to the Exhibition Hall
- General Assembly satchel
- Catered morning tea, lunch and afternoon tea
- Welcome Reception and Exhibition opening
- General Assembly handbook and materials.

## Budget

Attendance at the Assembly (including flights, accommodation, transfers, registration and dinners) are provided from the Elected member Travel and Accommodation budget.

## Life Cycle Costs

Not applicable

## Strategic Plan

Not applicable

## Council Policy

Elected Member Training and Development Policy

## Statutory Provisions

Not applicable

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### Written By:

Executive Assistant to the Chief Executive Officer

**Chief Executive Officer:** Ms P Jackson

**Item No:** 15.7

**Subject:** **SUPPLEMENTARY ELECTION – WEST REGIONAL GROUPING  
REPRESENTATIVE TO GREATER ADELAIDE REGIONAL  
ORGANISATION OF COUNCILS (GAROC)**

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## Summary

The Local Government Association (LGA) called for nominations to fill one position on the Greater Adelaide Regional Organisation of Councils (GAROC) due to the resignation of Mayor Michael Coxon as the GAROC West Regional Grouping representative.

Two nominations were received by LGA therefore an election to fill the position will take place.

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## Recommendation

**That Council:**

1. **nominates \_\_\_\_\_ as their vote for the West Regional Grouping Representative to GAROC; and**
  2. **delegates Administration to mark the ballot paper with the vote and return the ballot paper to the Returning Officer.**
- 

## Background

In accordance with Clause 19 of the LGA Constitution and Rules, the LGA have established regional organisations of members including GAROC. Greater Adelaide Regional Organisation of Councils is responsible for regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region. The GAROC Committee was formally established in October 2018 and is responsible to the Board of Directors for the discharge of its functions.

On 2 December 2024, the Chief Executive Officer received correspondence from Clinton Jury, Chief Executive Officer and LGA Returning Officer seeking nominations for members to fill a casual vacancy on the Greater Adelaide Regional Organisation of Councils due to the resignation of Mayor Michael Coxon, City of West Torrens.

## Report

On 4 February 2025, the Chief Executive Officer received correspondence from Clinton Jury, Chief Executive Officer and Returning Officer advising that two nominations had been received to fill one position.

*Refer Attachment 1*

In accordance with clause 4.4.4 of the GAROC Terms of Reference, an election is required to fill the position.

The following nominations were received:

- Councillor Kym McKay (City of West Torrens)
- Mayor Amanda Wilson (City of Holdfast Bay)

A copy of each candidates' information and the ballot papers are attached for Members' consideration.

*Refer Attachment 2*

The Returning Officer of the LGA will count the votes on Friday 7 March 2025. The successful candidate will take office immediately for a term ending at the conclusion of the 2026 LGA Annual General Meeting.

### **Budget**

Not applicable

### **Life Cycle Costs**

Not applicable

### **Strategic Plan**

Not applicable

### **Council Policy**

Not applicable

### **Statutory Provisions**

Not applicable

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#### **Written By:**

Executive Assistant to the Chief Executive Officer

**Chief Executive Officer:** Ms P Jackson

# Attachment 1



Our reference: ECM 831554 MW/LM

4 February 2025

Ms Pamela Jackson  
City of Holdfast Bay  
PO Box 19  
Brighton SA 5045

Dear Pamela

**Supplementary Election for West Regional Grouping Representatives to GAROC**

On 2 December 2025, I wrote to Member Councils in the West Regional Grouping of the Greater Adelaide Regional Organisation of Councils (GAROC) calling for nominations to fill one (1) position on GAROC. The vacant position is a result of Mayor Michael Coxon's resignation.

I wish to advise that at the close of nominations (5:00pm on 30 January 2025), the LGA received nominations from two (2) eligible candidates.

As a result of receiving more nominations than available positions, I hereby advise that in accordance with clause 4.4.4 of the GAROC Terms of Reference, an election for the one (1) position on the West Regional Grouping of Members of GAROC will take place.

The two (2) candidates for election are listed below (in alphabetical order by last name):

- Councillor Kym MCKAY (City of West Torrens)
- Mayor Amanda WILSON (City of Holdfast Bay)

I have attached a copy of both candidates' information together with a Ballot paper and voting envelopes for your council's completion in accordance with the enclosed instructions.

**As foreshadowed in my correspondence from December 2024, I require the ballot paper to be received by me in hard-copy no later than 5:00pm Thursday 6 March 2025.**

### Voting Instructions

Pursuant to clause 4.4.5 of the GAROC Terms of Reference, the election process must be conducted as follows:

- Each Member council shall determine by resolution the **one (1)** candidate it wishes to elect;
- The chair of the meeting for that Member shall mark the ballot paper with an "X" next to the **one (1) candidate** that the Member council wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" and then place this envelope inside the envelope marked "Returning Officer".
- Before sealing the second envelope marked "Returning Officer", the chair must indicate the Member council's name on the inside flap of the envelope. The second envelope may then be sealed and delivered to the Returning Officer;
- On receipt of the envelopes, the Returning Officer must:
  - open the outer envelope addressed to the "Returning Officer" and record the name of the Member council which appears on the inside flap of the envelope on the roll of Member councils eligible to vote; and
  - place the envelope marked "Ballot Paper" unopened into the ballot box.
- The Returning Officer shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
- At the counting of the votes, the Returning Officer shall produce the unopened envelopes marked "Ballot Paper" and, if satisfied that all votes are valid, count the number of votes received by each candidate;
- The **one (1)** candidate with the most votes shall be deemed elected in respect of your Regional Grouping of Members and the Returning Officer shall declare the candidate elected; and
- In the case of candidates receiving the same number of votes, the Returning Officer shall draw lots at the counting of the votes and the lot drawn will be the candidate elected.

The counting of votes will take place on Friday 7 March 2025 commencing at 10:00am.

I am the Returning Officer for this election and I may appoint a Deputy Returning Officer to perform any of the powers, functions or duties described above.

**Helping local government  
build stronger communities.**

The successful candidate will take office immediately for a term ending at the conclusion of the 2026 LGA Annual General Meeting.

If you have any queries, please contact me or LGA Manager Corporate Support, Melanie Williams via email to [melanie.williams@lga.sa.gov.au](mailto:melanie.williams@lga.sa.gov.au) or by phoning 8224 2097.

Yours sincerely



Clinton Jury

**Chief Executive Officer**

Telephone: (08) 8224 2039

Email: [clinton.jury@lga.sa.gov.au](mailto:clinton.jury@lga.sa.gov.au)

Attach:

- ECM 831549 – 2024-2025 LGA Supplementary Election – Combined Candidate Information – GAROC West Regional Grouping
- ECM831551 – 2024-2025 LGA Supplementary Election – Ballot Paper - GAROC West Regional Grouping
- Ballot Paper envelope
- Reply envelope addressed to Returning Officer

# Attachment 2

## 2024-2025 LGA Elections

### GAROC West – Candidate Information

1. Cr Kym McKay – City of West Torrens
2. Mayor Amanda Wilson – City of Holdfast Bay

Helping local government  
build stronger communities.

## Greater Adelaide Regional Organisation of Councils (GAROC) 2024-2025 Candidate Information Sheet

(word limit is strictly 1,000 words)

Name:	Kym McKay
Council:	City of West Torrens
Local Government Experience & Knowledge	2003 to current Elected Member Lockleys Ward, over the last 22 years of continuous representation on Council I have served on a number of boards and Committees, West Beach Trust Board – Community Facilities and Infrastructure, Traffic Safety Committee – CEO Selection and review panel – CAP selection and Review Panel- Waste and Environment committee being a continuous Presiding Member of the waste and facilities committee for over 10 years. Received in 2020 City of West Torrens Australia Day Citizen of the Year Award for Higher Services to the Community.
Local Government Policy Views & Interests	<ul style="list-style-type: none"><li>Local Govt is an important tier of Government, it is irrespective of some views an integral body in getting many day-to-day things accomplished for the people across the State. I hold strong interests in Community Centres – Community Sport and facilities. I am very passionate about exploring better practices for waste handling and recycling.</li></ul>
Other information	<ul style="list-style-type: none"><li>Professionally employed as an HR – Quality Safety and Environment Manager in the commercial construction industry with previous similar roles in the National Mining Industry and Petroleum Industry. Past President of Local Football Club – School Boards.</li></ul>

**This form must accompany the Nomination Form**

# Greater Adelaide Regional Organisation of Councils (GAROC)

## 2024-2025 Candidate Information Sheet

(word limit is strictly 1,000 words)

<b>Name:</b>	<i>Mayor Amanda Wilson</i>
<b>Council:</b>	<i>City of Holdfast Bay</i>
<b>Local Government Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• 2014 – elected as Glenelg Ward Councillor, City of Holdfast Bay</li> <li>• 2018 to present – Mayor, City of Holdfast Bay</li> <li>• 2019 to 2024 – Ministerial appointment, Coast Protection Board</li> </ul>
<b>Local Government Policy Views &amp; Interests</b>	<ul style="list-style-type: none"> <li>• <i>Environmental – I am passionate about fostering a healthy and sustainable future for SA. I have been instrumental in planning and building the Southern Materials Recovery Facility, operated by SRWRA, and also in establishing the successful FOGO program in the City of Holdfast Bay. In addition, I put a motion to the ALGA 2024 NGA calling on Australia Government to lead improvements in safe disposal of batteries.</i></li> <li>• <i>Housing Development – I have a strong interest in planning and development and how this aligns with maintaining community wellbeing and local heritage and considers environmental impacts.</i></li> </ul>
<b>Other information</b>	<ul style="list-style-type: none"> <li>• 2012 to 2014 – Board Member, inaugural Education and Early Childhood Services Board</li> <li>• 2003 to 2011 Director, Managing Solicitor, Camatta Lempens Solicitors</li> <li>• 2023 – Graduate, Australian Institute of Company Directors</li> <li>• 2000 – Bachelor of Laws</li> <li>• 1995 – Bachelor of Business</li> </ul>

**This form must accompany the Nomination Form**



## Ballot Paper

### Supplementary Election for GAROC 2024-2026 West Regional Grouping

1 Person Required

**Ballot closes: 5:00pm Thursday 6 March 2025**

**Important Note:** The chair of the meeting for that Member Council shall mark the ballot paper with an "X" next to the **one (1)** candidate that the Member Council wishes elected, then seal the ballot paper in the envelope marked "Ballot Paper" and place it inside the envelope marked "Returning Officer". The name of the Member Council must be indicated on the inside flap of the envelope marked "Returning Officer" and the envelope then sealed and delivered to the Returning Officer.



**McKAY, Kym**

Councillor

City of West Torrens



**WILSON, Amanda**

Mayor

City of Holdfast Bay



Issuing  
Officer Initial



**Item No:** 15.8

**Subject:** **NOMINATION TO LOCAL GOVERNMENT ASSOCIATION  
STORMWATER MANAGEMENT AUTHORITY**

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## Summary

The Local Government Association (LGA) is seeking nominations for representatives (one being Presiding Member) from suitably qualified council members or employees of Council to fill three positions on the Stormwater Management Authority (SMA) for a term of up to three years.

Nominees should consider the selection criteria of the position as outlined on the Call for Nominations Information Sheet. Nominees can be Elected Members or staff, noting that staff are not paid sitting fees.

Any nominees need to have their nomination endorsed by Council prior to submission to the LGA. If Council does not have a nominee, it may just note the report.

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## Recommendation

**That Council:**

1. **notes the report.**

**OR**

2. **nominates \_\_\_\_\_ for consideration by the LGA to be nominated for the Stormwater Management Authority.**

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## Background

The Stormwater Management Authority (SMA) was established on 1 July 2007 and comprises a seven member board appointed by the Minister for Environment and Water. Four board members are nominated by the Local Government Association (LGA), and three board members are nominated directly by the Minister.

The purpose of the SMA is to implement the Agreement on stormwater management between the State of South Australia and the LGA. The SMA leads the development and supports the implementation of multi-objective stormwater management plans that address flood risk, environmental amenity and water security to maximise the public benefit of stormwater.

The SMA acts as a stormwater planning and prioritisation body for South Australia. The SMA promotes the development of integrated Stormwater Management Plans (SMPs) by local government, and administers the Stormwater Management Fund to assist local government with the costs of stormwater management planning and stormwater infrastructure. The SMA

works closely with the LGA, the Department for Environment and Water, and landscape boards.

## Report

On 30 January 2025, the LGA commenced seeking nominations for three positions (including the joint nomination for Presiding Member) for the SMA.

Both Elected Members and Council employees are eligible for nomination.

The roles are suited to nominees with qualifications and/or experience in public administration, water resources, stormwater management, mitigation of flood hazards, environmental management or infrastructure development. At least one of the members appointed on nomination of the LGA must have appropriate qualifications or experience to represent the interests of regional local government.

There are six meetings per year of three-hour duration, held in the Adelaide CBD. The Presiding Member remuneration is \$18,574 per annum and ordinary member's remuneration is \$12,383 per annum. Staff are not eligible for sitting fees.

The Call for Nominations Information Sheet (Part A) provides further information regarding the role as well as the selection criteria to be addressed by the nominee.

*Refer Attachment 1*

Pursuant to the *LGA Appointments and Nominations to Outside Bodies — Policy*, the LGA will only accept endorsed nominations sent by member councils. The LGA will not accept nominations from individuals such as councillors, potential nominees or council employees, unless otherwise agreed.

Any nomination by Council requires the Nomination Form (Part B) to be completed and returned to the LGA by close of business 21 March 2025. An up-to-date curriculum vitae and response to the selection criteria (of no more than two pages) must be supplied by the nominee. By applying, the nominee accepts that the LGA may request an interview and/or details of referees.

*Refer Attachment 2*

The LGA Secretariat also maintains a Nominees Database, which will record the details of nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee's preferences. The Nomination Forms (Part B) request if a nominee wishes to be listed on the database. An Elected Member can consider this if nominated and when completing the appropriate Form.

## Budget

There are no financial impacts for City of Holdfast Bay associated with this report.

## Life Cycle Costs

Not applicable

## Strategic Plan

Statutory compliance

## Council Policy

Not applicable

## Statutory Provisions

Not applicable

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**Written By:** Executive Assistant to the Chief Executive Officer

**Chief Executive Officer:** Ms P Jackson

# Attachment 1

## Stormwater Management Authority — Call for Nominations

<b>Governing Statute (if applicable)</b>	The SMA is established under Clause 7, Sch 1A <i>Local Government Act 1999</i>
<b>Purpose/Objective</b>	Implements the Agreement on Stormwater Management between the State of South Australia and the LGA. Leads the development and supports the implementation of multi-objective stormwater management plans that address flood risk, environmental amenity and water security and that maximise the public benefit of stormwater. The Authority operates as a body for the planning, prioritisation and funding of stormwater initiatives, and administers the Stormwater Management Fund which provides funding for stormwater planning and infrastructure projects.
<b>Administrative Details</b>	<p>Generally, 6 meetings per year, held bi-monthly (minimum 4 under ToRs), held at the DEW offices in Waymouth Street.</p> <p>Remuneration \$12,383pa for members.</p> <p>Note: council employees are eligible to nominate, however are <u>not</u> eligible for payment.</p>
<b>Selection Criteria (to be addressed by applicant)</b>	<p>Must have:</p> <ul style="list-style-type: none"> <li>• local government knowledge and experience;</li> <li>• appropriate qualifications or experience in public administration;</li> <li>• water resources;</li> <li>• stormwater management;</li> <li>• mitigation of flood hazards;</li> <li>• environmental management; or</li> <li>• infrastructure development (7(3)); AND <ul style="list-style-type: none"> <li>• at least 1 of the members appointed on nomination of the LGA, must have appropriate qualifications or experience to represent the interests of regional local government (7(4)).</li> </ul> </li> </ul>
<b>Class A Primary Nomination</b>	<i>In accordance with the LGA Appointments and Nominations to Outside Bodies Policy, selection for appointment or nomination to this Outside Body may include the conduct of interviews and checking of referees by</i>

	<i>the LGA. By applying, the applicant accepts that the LGA may request an interview and/or the details of referees</i>
<b>Liability and indemnity cover</b>	<i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i>

**For more information contact:** LGA Nominations Coordinator at [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au) or 8224 2000

# Attachment 2

## Stormwater Management Authority — Nomination Form

### Instructions

*This form:*

- Must be submitted by a council
- Must be emailed in PDF format to [nominationscoordinator@lga.sa.gov.au](mailto:nominationscoordinator@lga.sa.gov.au)
- Receipt of nomination will be acknowledged by return email
- CV and response to selection criteria (if applicable) may be emailed separately by the nominee and will be treated confidentially

*This nomination form fulfils the requirements of the LGAs Appointments and Nominations to Outside Bodies Policy, [available here](#).*

**SECTION 1 to be completed by Council, SECTION 2 to be completed by Nominee.**

**Please refer to the *Call for Nominations* information sheet (PART A) for details of the Outside Body and the selection criteria to be met by the nominee.**

### SECTION 1: COUNCIL to complete

Stormwater Management Authority		
Council Details		
Name of Council submitting the nomination		
Contact details of council officer submitting this form	Name:	
	Position:	
	Email:	
	Phone:	
Council meeting date and minute reference		
Nominee Full Name		
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>		
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>		



## SECTION 2: NOMINEE to complete

Stormwater Management Authority			
<b>Nominee Details</b> * Denotes a Mandatory Field. The information in this form is provided by the LGA to the relevant Minister/State Government Authority for the purposes of actioning an appointment to an outside body. Successful Nominees may be contacted directly by the relevant body using the information provided in this form.			
First Name:*			Gender
Middle Name:*			
Surname:*			
Home / Personal Postal Address:*			
Phone:		Mobile:	
Personal Email:			
Why are you interested in this role?			
CV	attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Response to selection criteria (if applicable)</b> Please refer to the Call for Nominations information sheet for the selection criteria to be addressed.	Nominee to provide response to selection criteria (of no more than 2 pages) for consideration by the LGA Board of Directors.  attached <input type="checkbox"/> OR forwarding separately <input type="checkbox"/>		
<b>Do you agree for your details to be retained on the LGA Nominees Database for a period of 12 months in order to be considered for other vacancies on Outside Bodies?</b> Yes <input type="checkbox"/> OR No <input type="checkbox"/> If Yes, please list any fields of interest or Outside Bodies of interest: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			
<b>Undertaking:</b> The LGA Board resolved in January 2015 to ensure that appointees to external Boards and Committees remain current local government members or officers. If you leave local government for any reason during the term of your appointment, are you prepared to resign your appointment if requested to do so by the LGA? Yes <input type="checkbox"/> No <input type="checkbox"/> Signature of Nominee: _____			

**Item No:** 15.9

**Subject:** INVITATION TO JOIN THE RAINBOW COUNCIL NETWORK

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## Summary

The SA Rainbow Advocacy Alliance (SARAA) invites the City of Holdfast Bay to nominate a Councillor and a staff member to join the Rainbow Council Network and champion LGBTIQ+ inclusion in the local community.

The nominated staff member will also complete the Rainbow Council Project scoping survey which aims to understand current and previous LGBTIQ+ initiatives within local government in South Australia.

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## Recommendation

**That Council nominates Councillor \_\_\_\_\_ be registered for consideration of the South Australia Rainbow Advocacy Alliance for the Rainbow Council Network for 2025.**

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## Background

LGBTIQ+ South Australians face ongoing discrimination and exclusion, which impacts their ability to participate in their local communities and harms their physical and mental health and wellbeing.

Local councils play a vital role in providing essential services that enable our communities to thrive. As the closest level of government to the community they serve, local councils are well placed to help create connected communities where everyone belongs.

With support from the Local Government Association (LGA) SA Research and Development Scheme and the SA Power Networks Employee Foundation, the SA Rainbow Advocacy Alliance (SARAA) has established the Rainbow Council Network to improve the wellbeing and inclusion of LGBTIQ+ people in our community.

The Network collaborates with local council representatives to:

- host a Network of councillors and local government staff to champion LGBTIQ+ inclusion;
- understand and share LGBTIQ+ initiatives across South Australian councils; and
- develop resources and guides for councils to foster inclusion, visibility and safety for LGBTIQ+ people in their communities.

Participation in this project will provide councils with:

- resources, guides and expert advice to help strengthen inclusion with and inclusion of LGBTIQ+ people;
- strategies to improve the wellbeing and inclusion of LGBTIQ+ people in the community; and
- support of a network of individuals championing LGBTIQ+ inclusion across South Australian local government sector.

The project will run from 1 December 2024 to 21 December 2025.

## Report

On 20 January 2025, an email was received from SARAA, inviting a nomination for a Councillor and a staff member to represent City of Holdfast Bay on the Rainbow Council Network.

The Network will come together four times in 2025 to:

- learn strategies to improve the wellbeing and inclusion of LGBTIQ+ people in the community;
- share initiatives and experiences in LGBTIQ+ inclusion on behalf of the council; and
- guide the development of LGBTIQ+ inclusion resources for local councils.

Members of the Network are required to:

- attend four online meetings in 2025;
- approach the project with an open mind and heart, ready to listen, learn and engage;
- connect with other similarly motivated people across the state;
- be motivated to promote policies and programs that positively affect LGBTIQ+ communities;
- reflect on the current state of policies and programs in our community; and
- share ideas and resources to enhance health, safety, inclusion, and equity of LGBTIQ+ people in our local council area.

An internal process has been conducted for a staff member to be nominated for consideration by SARAA for the Network. Angelique Williams, Volunteering Services Coordinator will be put forward for consideration.

Nominations for the Network close on 25 February 2025, however, we have been granted an extension to 26 February to allow Council to nominate and Elected Member.

All participating councils will be acknowledged on the project's webpage and in resources developed during the project.

## Budget

Not applicable

## Life Cycle Costs

Not applicable

## Strategic Plan

Our Holdfast 2050+ Vision – to create “a welcoming and healthy place for all in South Australia’s most sustainable city”.

## Council Policy

Anti-Discrimination Policy

## Statutory Provisions

Not applicable

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**Written By:** Executive Assistant to the Chief Executive Officer

**General Manager:** Chief Executive Officer

**Item No:** 15.10

**Subject:** **APPOINTMENT TO AUDIT AND RISK COMMITTEE**

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## Summary

The term of Ms Paula Davies as an Independent Member on Council's Audit and Risk Committee expires on 26 March 2025 and it is recommended that she be re-appointed for a further three-year term.

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## Recommendation

**That Council re-appoint Ms Paula Davies as an independent member of its Audit and Risk Committee for a term of three years expiring 26 March 2028.**

---

## Background

The terms of reference for Council's Audit and Risk Committee provides for a membership of five members comprising two Elected Members and three independent members.

At its meeting on 13 December 2022, Council appointed two Elected Members, Councillors Smedley and Snewin to the Audit and Risk Committee for the term of Council. Councillor Smedley was appointed Presiding Member by the Committee.

The three independent members on the Audit and Risk Committee are:

- Ms Paula Davies
- Ms Corinne Garrett
- Mr David Powell

## Report

Ms Paula Davies was initially appointed to the Audit and Risk Committee on 26 March 2019 and then re-appointed for a further three year term on 22 March 2022.

Ms Davies is qualified in law, economics and accounting. She has a strong background in governance and risk management and has worked in the SA public sectors for 15 years including the Attorney General's Department. Her professional roles have had a regulatory and governance focus. Paula is currently a Board member of Flourish Australia, a Member of the Artificial Intelligence and Data Privacy Committee (Law Society of South Australia) and Psychology Immediate Action Committee (Australian Health Practitioner Regulation Agency). She is also a current independent member of the Audit Committee at the Cities of Marion, Onkaparinga, Adelaide and Mitcham.

As Ms Davies has added value to the Committee's deliberations due to her extensive experience in governance and risk, it is recommended to re-appoint Ms Davies for a further

three-year and final term, expiring on 26 March 2028, in line with the revised Terms of Reference. Appointing Ms Davies for a three-year term would stagger the expiry of the independent members' terms.

Council's Elected Members on the Audit and Risk Committee, Councillors Smedley and Snewin, have expressed their support to re-appoint Ms Davies for a further three-year term.

## **Budget**

Audit and Risk Committee independent member sitting fees are included in the annual budget.

## **Life Cycle Costs**

Not applicable

## **Strategic Plan**

Statutory compliance

## **Council Policy**

Audit and Risk Committee Terms of Reference

## **Statutory Provisions**

*Local Government Act 1999, section 41*

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**Written By:** Executive Assistant, Strategy and Corporate

**General Manager:** Strategy and Corporate, Ms S Wachtel

**Item No:** 15.11

**Subject:** JETTY ROAD MAINSTREET COMMITTEE TERMS OF REFERENCE

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## Summary

The Jetty Road Mainstreet Committee (JRMCC) is established under section 41 of the *Local Government Act 1999*. The purpose, membership criteria, decision-making processes and reporting obligations are set out in a Terms of Reference (ToR). The ToR has been modified to align with the Administration's new policy and instrument templates, with some refinements made to membership composition, reporting requirements, and scope of responsibilities.

At their meeting of 12 February 2025, the JRMCC reviewed the updated ToR and recommended that they be endorsed by Council.

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## Recommendation

**That Council endorses the revised Jetty Road Mainstreet Committee Terms of Reference.**

---

## Background

The Jetty Road Mainstreet Committee (JRMCC) is established under section 41 of the *Local Government Act 1999*. The committee plays a critical role in managing the development and promotion of the Jetty Road precinct. The JRMCC has a Terms of Reference (ToR) which outlines its purpose, membership criteria, decision-making processes, and reporting obligations. The document also details meeting procedures and delegated authority, ensuring transparency and accountability in governance.

## Report

A revised Terms of Reference (ToR) for the Jetty Road Mainstreet Committee (JRMCC) was presented at the JRMCC meeting held 12 February 2025. The JRMCC have reviewed the updated ToR and have recommended they be adopted by Council.

Key modifications include refinements to membership composition, reporting requirements, and scope of responsibilities. The ToR have been reformatted to align with the Administration's new policy and instrument templates.

The key differences between the old JRMCC ToR (2022) and the revised JRMCC ToR are:

***Delegated Authority***

Old Terms: No explicit statement on delegation, but the JRMC had a broad advisory role on various initiatives.

New Terms: Explicitly states that the JRMC does not have delegated authority (as per section 44 of the Local Government Act 1999) and that all decisions are recommendations to the Council.

***Meetings and Public Access***

Old Terms: Meetings were to be held at least once every two months, with requirements for notice, agendas, and open access except in special cases.

New Terms: Maintains the same frequency but explicitly states public access rights to meetings and documents, unless confidentiality provisions apply.

***Reporting and Oversight***

Old Terms: Required quarterly reports to Council, covering strategy, promotion, infrastructure, and financial performance.

New Terms: Keeps similar reporting requirements but frames them around the Annual Business Plan instead of broader precinct management.

***Financial Management***

Old Terms: Required the committee to recommend a budget annually and monitor financial performance.

New Terms: The committee serves as two-year term, while Elected Members are appointed for the duration of their tenure on Council.

The revised ToR also reference the Council's Code of Practice – Meeting Procedures, outlining the statutory procedures that all committee members must follow during the operation of the JRMC.

The current ToR which were endorsed at Council's 8 February 2022 meeting (C080222/2543) are provided in Attachment 1 and the proposed ToR for Council's endorsement are provided in Attachment 2.

*Refer Attachments 1 and 2*

**Budget**

Not Applicable

**Life Cycle Costs**

Not applicable



## Strategic Plan

Statutory compliance

## Council Policy

Not applicable

## Statutory Provisions

*Local Government Act 1999, section 41*

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**Written By:** Business Development Partner

**General Manager:** Community and Business, Ms M Lock

# Attachment 1



## Jetty Road Mainstreet Committee Terms of Reference

Endorsed by Council at its meeting held 8 February 2022 minute reference C080222/2543

### 1. Background/Preamble

Not required to be included in section 41 committee Terms of Reference, aligning with standard practice across the Local Government Sector. New council policy template does not include background/preamble.

~~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 (JRMMC) and later, to the Jetty Road Mainstreet Committee (JRM).~~

### 2. Establishment

~~The Jetty Road Mainstreet Committee (JRM) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999*.~~

### 3. Objectives

~~The JRM is established to advise Council on:~~

- ~~3.1 — Enhancing and promoting the Precinct as a vibrant shopping, leisure and recreational area with year round appeal to residents and visitors.~~
- ~~3.2 — Furthering the economic development of the Precinct and encouraging further retail investment in the Precinct.~~
- ~~3.3 — A consistent marketing and brand strategy for the Precinct.~~
- ~~3.4 — Initiatives required to operate the Precinct in accordance with the Council's Strategic Management Plans.~~
- ~~3.5 — The Committee will also maintain communication between the Council, traders, landlords, tourism providers, consumers and residents in the Precinct.~~

### 4. Purpose Functions and Responsibilities

The purpose of the JRM is to:

- 4.1 Recommend a strategic management and financial plan for the Precinct for a period of at least four years for consideration and adoption by Council;

4.2 Promote the Precinct and to encourage its use by residents, visitors and the greater community in general;

~~4.3 To make recommendations to Council in relation to the maintenance and upgrade of the Precinct's existing infrastructure and physical appearance to ensure it is maintained to a high standard in keeping with a historic seaside village concept;~~

~~4.4 To recommend annually to Council a budget to support the performance of its activities and functions. Through regular reporting to Council on the JRMC's financial and general performance, monitor the aspects of the budget approved by Council relating to the JRMC and the Precinct.~~

**0. ~~Code of Conduct~~ Replaced with new Council Behavioral Management Policy, referred to on page 5 of the new Terms of Reference.**

~~5.1 All members of the Jetty Road Mainstreet Committee are required to operate in accordance with Part 4 of the *Local Government Act 1999*, in that they are required at all times to:~~

~~5.1.1 act honestly in the performance and discharge of official functions and duties;~~

~~5.1.2 act with reasonable care and diligence;~~

~~5.1.3 not make improper use of information or his or her position; and~~

~~5.1.4 abide by the Elected Member Code of Conduct.~~

~~5.2 All members of the Committee will support as one the recommendations of the Committee and Council and will work with other members of the Committee and with employees of the City of Holdfast Bay in a respectful and professional manner at all times.~~

~~5.3 The JRMC is subject to compliance with all City of Holdfast Bay policies, plans and procedures.~~

~~5.4 The Conflict of Interest Provisions under the *Local Government Act 1999* shall apply to all members of the JRMC as if members of the JRMC were Members of Council.~~

~~5.5 The general duties contained in Section 62 of the *Local Government Act 1999* apply to all members of the JRMC as if members of the JRMC were members of Council.~~

**1. Meetings**

6.1 Meetings will be held at least once every 2 months.

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

6.3 A Notice of Meetings showing the meeting dates, times and locations will be prepared every 12 months and published on Council's web-site, and be displayed in a place or places determined by the CEO.

6.4 Meetings will not be held before 5:00pm unless the Committee resolves otherwise by a resolution supported by a two-thirds majority of members of the Committee.

6.5 A special meeting can be called by the Chief Executive Officer of the Council at the request of the Presiding Member or at least two members of the JRMC to deal with

urgent business at any time. A request for a special meeting must include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting.

- 6.6 Each notice of meeting, agenda and reports for each JRMC meeting shall be placed on the Council's website.
- 6.7 Members of the public have access to all documents relating to the JRMC unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.

## **7. Membership**

- 7.1 The Jetty Road Mainstreet Committee (JRMC) will consist of up to 13 persons with a maximum of 9 persons who are either landlords or traders in the precinct and are contributing to the separate rate.
- 7.2 The Jetty Road Mainstreet Committee may, if it wishes to do so, appoint up to 2 independent members, in addition to the 9 representatives from landlords and traders, who have relevant skills and experience which will benefit the committee without the requirement to be either landlords or traders in the precinct contributing to the separate rate.
- 7.3 The membership of the Committee will consist of two (2) Elected Members being Council members who are from either the Somerton or Glenelg wards. The Mayor shall attend one meeting of the Committee per quarter with no voting rights.
- 7.4 Members of the JRMC are appointed by the Council.
- 7.5 Elected Members and committee members are appointed for a term not exceeding 2 years. On expiry of their term, a member may be re-appointed by Council for a further two year term.
- 7.6 The JRMC may make recommendations to the Council regarding the reappointment of any member, at the expiration of the member's term of office and the reappointment is entirely at the discretion of council.
- 7.7 A JRMC Committee Member's office will become vacant if:
- 7.7.1 In the case of the Elected Members of the Council, appointed by the Council to the JRMC, the Elected Member ceasing to hold office as an Elected Member of the Council; and
- 7.7.2 In the case of the other Management Committee Members appointed in accordance with Clause 7.1:
- upon the Council removing that person from office; or
  - the member resigning their position from the JRMC.
  - upon the member no longer either landlords or traders in the precinct and are contributing to the separate rate.
- 7.8 If Council proposes to remove a Committee Member from the Committee, it must
- give written notice to the Committee Member of its intention to do so and provide that Member with the opportunity to be heard at an Executive Committee meeting, if that Committee Member so requests.

- 7.9 If any Committee Member is absent for three consecutive meetings of the JPMC without leave of the JPMC, the JPMC may recommend to the Council that it remove that Member from office and appoint another person as a Committee Member for the unexpired term.
- 7.10 The removal of a Committee Member and appointment of another Committee Member pursuant to this Clause shall be entirely at the Council's discretion.
- 7.11 In the event of a vacancy in the office of a Committee Member, the Council shall, if it deems fit, appoint another person as a Committee Member on such terms and conditions as it thinks fit.
- 7.12 Each Committee Member must participate in the Council orientation and induction program for Committee Members and must attend all education and training programs as required by the Council from time to time.

## **8. Method of Appointment of Committee Members**

- 8.1 The method of appointment of the Committee Members will be as follows:
- 8.1.1 At the expiry of each committee member's term, if not eligible for reappointment, the Council will advertise the vacancies and seek nominations for the positions of the committee members of the JPMC.
- 8.1.2 The Council will call for nominations from either landlords or traders in the precinct and are contributing to the separate rate and will assess these nominations against the following criteria:
- Retail business experience
  - Marketing and/or advertising experience
  - Retail property management experience
  - Experience as a member of a Board of Management or similar governing body
  - Availability to attend meetings
- 8.1.3 If the committee recommends to Council that it believes that the committee would benefit from independent members appointed to the committee with specialist skills the Council would advertise for up to 2 independent members who had skills/experience in the following areas:
- Tourism
  - Events
  - Marketing
  - Food and Dining
  - Economic Development
  - Property Development
  - Investment Attraction
  - Urban Planning and Design
- 8.2 The selection panel will comprise of a member of the JPMC, the Mayor, one elected member appointed to the committee and the Chief Executive Officer of the Council. Which elected member will be mutually agreed by the two Elected Members on the committee. In the event that the two members cannot agree, the Mayor will decide.

- 8.3 The selection panel will make a recommendation to Council as to the appointment of the committee members for consideration and appointment by the Council.

## 9. Office Bearers

- 9.1 At the first meeting of the JRMCM in every second financial year, the JRMCM shall appoint, for a bi-annual term, a Presiding Member and a Deputy Presiding Member from amongst the Committee Members. The Presiding Member of the Committee is the committee's official spokesperson.
- 9.2 The Presiding Member and Deputy Presiding Member are to be appointed from those members who are not Elected or Independent Members of the City of Holdfast Bay.
- 9.3 The Deputy Presiding Member will act in the absence of the Presiding Member and if both are absent from a meeting of the JRMCM, the Committee members will choose a Committee Member from those present, who are not Elected Members of the City of Holdfast Bay, to preside at the meeting as the Acting Presiding Member.

## 10. ~~Voting Rights~~ Contained in Council Code of Practice Meeting Procedures, referred to on page 5 of the new Terms of Reference

- ~~10.1 All members have equal voting rights.~~
- ~~10.2 All decisions of the JRMCM shall be made on the basis of a majority decision of the JRMCM members present.~~
- ~~10.3 Unless required by legislation not to vote, each member must vote on every matter which is before the JRMCM for decision.~~
- ~~10.4 The Presiding Member has a deliberative vote, and in the event of an equality of votes has a casting vote.~~

## 11. Meeting Procedures

- 11.1 Meetings of the JRMCM will be conducted in accordance with the *Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000*, these Terms of Reference and any applicable Code of Practice adopted by the Council.
- 11.2 In so far as *the Local Government Act 1999, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000*, the Council's Code of Practice – Procedures at Meetings as applicable to the JRMCM and the Terms of Reference does not specify a procedure to be observed in relation to the conduct of a meeting of the JRMCM, then the JRMCM may determine its own procedure.
- 11.3 If a member of the JRMCM is unable to attend a meeting, they may participate in the meeting by telephone or video conference, in accordance with any procedures prescribed by the regulation or determined by the council under section 89 LG Act and provided that any members of the public attending the meeting can hear the discussion between all committee members.
- 11.4 The decision of the person presiding at the meeting of the Committee in relation to the interpretation and application of meeting procedures is final and binding on the Committee.
- 11.5 A special meeting can be called by the Chief Executive Officer of the Council at the

request of the Chair or at least two members of the JRMCM to deal with urgent business at any time. A request for a special meeting must include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting. All Members must be given at least four hours' notice of a special meeting.

- 11.6 All decisions of the JRMCM shall be made on the basis of a majority of the members present in person or via provisions in 11.3.
- 11.7 The presiding member has the right to refuse a motion without notice if he/she thinks that the matter should be considered by way of a written notice of motion, or if he/she believes the motion is vexatious, frivolous or outside of the scope of the Committee.
- 11.8 The presiding member has the right to end debate if he/she believes that the matter has been canvassed sufficiently, taking into account the Guiding Principles of the *Local Government (Procedures at Meetings Regulations) 1999*.

## **12. Quorum**

- 12.1 A quorum will be half of the Committee plus one, ignoring any fractions. No business can be transacted at a meeting of the JRMCM unless a quorum is present

## **13. Minutes of Meetings**

- 13.1 Minutes of the JRMCM meetings will be placed on Council's website and a copy provided to all Council and JRMCM members within 5 days of a meeting of the JRMCM.
- 13.2 Minutes of the JRMCM meetings will be presented to the next meeting of the Council for their information and endorsement.
- 13.3 Where necessary the minutes of JRMCM will include commentary relevant to the decisions made by the committee. This is not a verbatim record of the meeting.

## **14. ~~Financial Management~~ – Aligning with standard practice across the Local Government Sector not required to be included within the new Terms of Reference.**

- ~~14.1 The JRMCM financial records will be maintained by the council.~~
- ~~14.2 The JRMCM will present to the Council for its consideration and adoption, a proposed annual budget for its activities for the ensuing financial year within the timeframes established by Council for its annual budget preparation cycle.~~
- ~~14.3 The financial year shall be from 1 July to 30 June in the following year.~~

## **15. Reporting Requirements**

- 15.1 The JRMCM will prepare a quarterly report to Council on the activities of the Committee reporting on in particular:
- Strategy – the adopted strategic management and financial plan for the Precinct including stakeholder engagement and resources
  - Promotion – promotional activities undertaken to promote their precinct, attendances of residents and visitors



- Jetty Road Master Plan – provide recommendations to Council in relation to the upgrade of the Precinct’s existing infrastructure and physical appearance aligned with the Jetty Road Master Plan.
  - Financial Performance - financial and general performance, monitor the aspects of the budget approved by Council relating to the JRMC and the Precinct.
- 15.2 The JRMC shall at least once per year, review its own performance, terms of reference and membership and provide a report to council including any recommended changes.
- 15.3 The JRMC presiding member will report to council annually summarizing the activities of the JRMC during the previous financial year.
- 15.4 The JRMC will provide a report for inclusion in the Council’s Annual Report on the outcomes of the annual performance review.

**16. ~~Secretariat and Support~~ – Section 41 Committees of Council are afforded administrative support which is standard practice and therefore not required to be stipulated within the Terms of Reference.**

- ~~16.1 The Council will employ and manage appropriate Administrative staff<sup>1</sup> to assist the Committee to meet its objectives.~~
- ~~16.2 The Chief Executive Officer will ensure that the JRMC has access to reasonable administrative resources in order to carry out its duties.~~
- ~~16.3 All workplace equipment and facilities are provided by the Council.~~
- ~~16.4 The members of the JRMC will be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members.~~

**17. ~~Roles and Responsibilities~~ Refer to section 3 and 5 of the new Terms of Reference**

- 17.1 Chair
- ~~To provide leadership to the Committee.~~
  - ~~To act as the presiding member at all meetings of the Committee, ensuring that the meeting is conducted in a proper and orderly manner, complying with the requirements of the Local Government Act 1999 and the Local Government (Procedures at Meetings Regulations) 1999.~~
  - ~~To act as the principal spokesperson of the Committee in accordance with Council’s media policy.~~
  - ~~To act as the Committee’s primary contact with the Administrative staff.~~

<sup>1</sup> Funded from the separate rat

- To regularly liaise with Council Administrative staff in relation to the work of the Committee.
- To provide feedback on Council Administrative staff performance, as required. (The Committee will have the opportunity to provide comment and feedback on staff performance as part of the six monthly City of Holdfast Bay Performance Development Review process. However, any feedback from individual Committee members regarding staff performance must be provided through the Chair).

## 17.2 Deputy Chair

In the absence of the Chair, to fulfil the role of the Chair.

## 17.3 Committee Members

- To attend all meetings of the Committee as practical.
- To make recommendations to Council in a fair and impartial manner, and which are within the scope of the Committee.
- To declare any conflict of interest and act appropriately in respect of that conflict.
- To listen to alternate views and act respectfully to other Committee Members.
- Committee Members have no role in directing Administrative staff of the Council.

## 17.4 Administration

- To refer recommendations of the Committee to Council.
- To provide secretariat and administrative support to the functions of the Committee.
- To ensure that meetings of the Committee occur as scheduled and that members are provided with information in a timely manner.
- To liaise between the Committee and the Jetty Road Traders on matters relevant to the Committee.
- The Coordinator, Jetty Road Development is the principal point of contact between the Committee, through the Chair, and Administration.

# Attachment 2

# Jetty Road Mainstreet Committee Terms of Reference

## 1. Establishment

- 1.1 The Council has established the Jetty Road Mainstreet Committee pursuant to section 41 of the *Local Government Act 1999*.
- 1.2 The Committee will be known as the Jetty Road Mainstreet Committee.
- 1.3 The Committee may be wound up at any time by resolution of the Council.

## 2. Functions and Responsibilities

- 2.1 To develop and have oversight of the Annual Business Plan and Budget based on the Separate Rate for The Jetty Road Mainstreet.
- 2.2 The Budget developed by the Jetty Road Mainstreet Committee (JRMC) must be considered in conjunction with the Annual Business Plan and the amount recommended to the Council for approval by the Council, is required to meet the objectives set out in the Annual Business Plan.
- 2.3 To have oversight of the implementation of the Annual Business Plan as approved by the Council.
- 2.4 To deliver initiatives as set out in the Annual Business Plan that contribute to the development and promotion of Jetty Road as a vibrant shopping, leisure and cultural destination for businesses, residents and visitors.
- 2.5 To initiate and encourage communication between businesses within the main street.

## 3. Membership

- 3.1 The JRMC will consist of up to 13 persons with a maximum of nine persons who are either landlords or businesses in the precinct and are contributing to the separate rate.
- 3.2 The JRMC may, if it wishes to do so, appoint up to two independent members, in addition to the nine representatives from landlords and businesses, who have relevant skills and experience which will benefit the committee without the requirement to be either landlords or businesses in the precinct contributing to the separate rate.
- 3.3 The membership of the Committee will consist of two Elected Members being Council members who are from either the Somerton or Glenelg wards. The Mayor shall attend one meeting of the Committee per quarter with no voting rights.
- 3.4 Members of the JRMC are appointed by the Council.

- 3.5 Elected Members and committee members are appointed for a term not exceeding two years. On expiry of their term, a member may be re-appointed by Council for a further two year term.
- 3.6 The JRMC may make recommendations to the Council regarding the reappointment of any member, at the expiration of the member's term of office and the reappointment is entirely at the discretion of council.
- 3.7 A JRMC Committee Member's office will become vacant if:
- 3.7.1 In the case of the Elected Members of the Council, appointed by the Council to the JRMC, the Elected Member ceasing to hold office as an Elected Member of the Council.
- 3.7.2 In the case of the other Management Committee Members appointed in accordance with Clause 3.1:
- Upon the Council removing that person from office
  - The member resigning their position from the JRMC
  - Upon the member no longer either landlords or businesses in the precinct and are contributing to the separate rate.
- 3.8 If Council proposes to remove a Committee Member from the Committee, it must give written notice to the Committee Member of its intention to do so and provide that Member with the opportunity to be heard at an Executive Committee meeting, if that Committee Member so requests.
- 3.9 If any Committee Member is absent for three consecutive meetings of the JRMC without leave of the JRMC, the JRMC may recommend to the Council that it remove that Member from office and appoint another person as a Committee Member for the unexpired term.
- 3.10 The removal of a Committee Member and appointment of another Committee Member pursuant to this Clause shall be entirely at the Council's discretion.
- 3.11 In the event of a vacancy in the office of a Committee Member, the Council shall, if it deems fit, appoint another person as a Committee Member on such terms and conditions as it thinks fit.
- 3.12 Each Committee Member must participate in the Council orientation and induction program for Committee Members and must attend all education and training programs as required by the Council from time to time.

#### 4. Method of Appointment of Committee Members

- 4.1 The method of appointment of the Committee Members will be as follows:
- 4.1.1 At the expiry of each committee member's term, if not eligible for reappointment, the Council will advertise the vacancies and seek nominations for the positions of the committee members of the JRMC.
- 4.1.2 The Council will call for nominations from landlords and businesses in the Precinct and are contributing to the separate rate and will assess these nominations against the following criteria:
- Retail and business experience
  - Marketing and/or advertising experience
  - Retail property management experience
  - Experience as a member of a Board of Management or similar governing body

- Availability to attend meetings.
- 4.1.3 If the committee recommends to Council that it believes that the committee would benefit from independent members appointed to the committee with specialist skills the Council would advertise for up to two independent members who had skills/experience in the following areas:
- Tourism
  - Events
  - Marketing
  - Food and dining
  - Economic development
  - Property development
  - Investment attraction
  - Urban planning and design.
- 4.1.4 The Selection Panel will comprise of a member of the JPMC, the Mayor, one Elected Member appointed to the Committee and the Chief Executive Officer of the Council. Which Elected Member will be mutually agreed by the two Elected Members on the JPMC. In the event that the two members cannot agree, the Mayor will decide.
- 4.1.5 The Selection Panel will make a recommendation to Council as to the appointment of the Committee members for consideration and appointment by the Council.

## 5. Presiding Member

- 5.1 At the first meeting of the JPMC in every second financial year, the JPMC shall appoint, for a bi-annual term, a Presiding Member and a Deputy Presiding Member from amongst the Committee Members. The Presiding Member of the Committee is the committee's official spokesperson.
- 5.2 The Presiding Member and Deputy Presiding Member are to be appointed from those members who are not Elected or Independent Members of the City of Holdfast Bay.
- 5.3 The Deputy Presiding Member will act in the absence of the Presiding Member and if both are absent from a meeting of the JPMC, the Committee members will choose a Committee Member from those present, who are not Elected Members of the City of Holdfast Bay, to preside at the meeting as the Acting Presiding Member.

## 6. Delegated Authority

- 6.1 Pursuant to section 44 of the *Local Government Act 1991*, the Committee does not assume the delegation of any powers, functions and duties of the Council. All decisions of the Committee will, therefore, constitute recommendations to the council.

## 7. Meetings

- 7.1 Meetings will be held at least once every two months.
- 7.2 A Notice of Meetings showing the meeting dates, times and locations will be prepared every 12 months and published on Council's web-site, and be displayed in a place or places determined by the CEO.

- 7.3 Meetings will not be held before 5:00pm unless the Committee resolves otherwise by a resolution supported by a two-thirds majority of members of the Committee.
- 7.4 A special meeting can be called by the Chief Executive Officer of the Council at the request of the Presiding Member or at least two members of the JRMCM to deal with urgent business at any time. A request for a special meeting must include details of the time, place and purpose of the meeting which will be included in the notice of the special meeting.
- 7.5 Each notice of meeting, agenda and reports for each JRMCM meeting shall be placed on the Council's website.
- 7.6 Members of the public have access to all documents relating to the JRMCM unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act 1999*.

## 8. Quorum

- 8.1 A quorum will be half of the Committee plus one, ignoring any fractions. No business can be transacted at a meeting of the JRMCM unless a quorum is present.

## 9. Public Access to Meetings

- 9.1 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act 1999*.

## 10. Reporting

- 10.1 The JRMCM will prepare a quarterly report to Council on the activities of the Committee reporting on in particular:
- Strategy – the adopted strategic management and financial plan for the Precinct including stakeholder engagement and resources
  - Promotion – promotional activities undertaken to promote their precinct, attendances of residents and visitors
  - Jetty Road Master Plan – provide recommendations to Council in relation to the upgrade of the Precinct's existing infrastructure and physical appearance aligned with the Jetty Road Master Plan.
  - Financial Performance - financial and general performance, monitor the aspects of the budget approved by Council relating to the JRMCM and the Precinct.
- 10.2 The JRMCM shall at least once per year, review its own performance, terms of reference and membership and provide a report to council including any recommended changes.
- 10.3 The JRMCM presiding member will report to council annually summarizing the activities of the JRMCM during the previous financial year.
- 10.4 The JRMCM will provide a report for inclusion in the Council's Annual Report on the outcomes of the annual performance review.

## 11. Term of the Committee

- 11.1 The term of the Committee is two years while Elected Members are appointed for the duration of their tenure on Council.

## 12. Administration

Reference Number:	ECM No.
Responsible Officer(s):	General Manager, Community & Business
First Issued / Approved:	8 February 2022
Minutes Date and Council Resolution Number:	
Most Recent Review / Approved:	TBA
Minutes Date and Council Resolution Number:	TBA
Applicable Legislation:	



**Item No:** 15.12

**Subject:** 2025 INTERNATIONAL WOMEN'S DAY BREAKFAST EVENT

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## Summary

At the Council meeting on 11 February 2025, Council nominated Councillor Fleming to attend the Adelaide International Women's Day Breakfast.

Due to a change in circumstances. Councillor Fleming is unable to attend the event. Council now needs to nominate another Councillor to attend the event on Friday 7 March 2025.

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## Recommendation

**That Council nominates Councillor \_\_\_\_\_ to attend the event on Friday, 7 March 2025, with a Council staff member and up to eight local school students nominated by their schools.**

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## Background

At the Council meeting held on 11 February 2024, Council passed a motion to support youth attendance at the Adelaide International Women's Day Breakfast by purchasing 10 tickets and inviting up to eight young people from Brighton Secondary School and Sacred Heart College to attend the event, accompanied by a staff member and a nominated Elected Member.

This initiative has proven successful, with positive feedback from participants in 2024, and Council's ongoing commitment ensures the participation of local school students again in 2025.

## Report

At the Council meeting on 11 February 2025, Council nominated Councillor Fleming to attend the Adelaide International Women's Day Breakfast. Due to a change in circumstances. Councillor Fleming is unable to attend the event.

Council now needs to nominate another Councillor to attend the event on Friday 7 March 2025.

## Budget

Approximately \$720 including community transport costs.

## Life Cycle Costs

The annual purchase of tickets for the International Women's Day Breakfast ensures consistent representation by the City of Holdfast Bay and demonstrates an ongoing commitment to youth engagement and gender equality initiatives.

## Strategic Plan

Our Holdfast 2050 +

WELLBEING: Objective

- Increase participation rates in community engagement across all age groups, particularly under-represented demographics such as children and young people by using methods that are appealing and appropriate.

## Council Policy

Not applicable

## Statutory Provisions

Not applicable

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**Written By:** Executive Assistant to the Chief Executive Officer

**General Manager:** Community and Business, Ms M Lock