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**Jetty Road Mainstreet
Committee**

NOTICE OF MEETING

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

**Glenelg Library Meeting Room
Colley Terrace, Glenelg**

Wednesday 6 June 2018 at 6.00pm

Justin Lynch
CHIEF EXECUTIVE OFFICER

Jetty Road Mainstreet Committee Agenda

1. OPENING

The Chairman, Mark Faulkner will declare the meeting open at 6:00 pm.

2. APOLOGIES

2.1 Apologies – Nil

2.2 Absent

3. DECLARATION OF INTEREST

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

4. CONFIRMATION OF MINUTES

Motion

That the minutes of the Jetty Road Mainstreet Committee held on 2 May 2018 be taken as read and confirmed.

Motion

That the minutes of the special meeting of the Jetty Road Mainstreet Committee held on 15 May 2018 be taken as read and confirmed.

5. QUESTIONS BY MEMBERS

5.1 Without Notice

5.2 With Notice - Nil

6. MOTIONS ON NOTICE - Nil

7. REPORTS/ITEMS OF BUSINESS

7.1 Monthly Finance Report (Report No: 178/18)

7.2 Jetty Road Mainstreet Governance Model (Report No: 179/18)

7.3 JRMC Terms of Reference (Report No: 180/18)

7.4 JRMC Extension of Terms of Membership (Report No: 181/18)

7.5 De-regulation of Shop Trading Hours (Report No: 182/18)

7.6 JRDC Work in Progress (Report No: 183/18)

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

9. DATE AND TIME OF NEXT MEETING

The next meetings of the Jetty Road Mainstreet Committee are as follows:

Wednesday 20 June 2018 (special meeting) in the Glenelg Library Meeting Room,
Colley Terrace, Glenelg

Wednesday 4 July 2018 in the Glenelg Library Meeting Room, Colley Terrace,
Glenelg.

10. CLOSURE

**JUSTIN LYNCH
CHIEF EXECUTIVE OFFICER**

CITY OF HOLDFAST BAY

Minutes of the meeting of the Jetty Road Mainstreet Committee of the City of Holdfast Bay held in the Glenelg Library Meeting Room, Colley Terrace, Glenelg on Wednesday 2 May at 6:05 pm.

PRESENT

Elected Members

Councillor A Bradshaw

Community Representatives

Chairman – Mr M Faulkner, Enve Hair and Beauty
Caruso Fruit and Veg, Mr R Caruso
Telstra Store Glenelg, Ms E Leenearts
Ikos Holdings Trust, Mr A Fotopoulos
Don Maios Investments, Mr C Maios
Cibo Espresso, Mr T Beatrice
GU Film House, Mr S Robinson
Fassina SA Family Liquor Stores, Ms E Fassina

Staff

Jetty Road Development Coordinator – Ms A Brown
Manager City Activation – M Lock
Event Management Specialist – S Sewell

1. OPENING

The Chairman declared the meeting open at 6:05 pm.

2. APOLOGIES

2.1 For Absence - Mr A Warren and Councillor S Charlick

2.2 Leave of Absence - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4. CONFIRMATION OF MINUTES

That the minutes of the Jetty Road Mainstreet Committee held on 11 April 2018 be taken as read and confirmed.

Moved by E Leenearts, Seconded by T Beatrice

Carried

5. QUESTIONS BY MEMBERS

5.1 Without Notice

The Chair requested that Council investigate the charity companies that operate in the precinct, provide an overview of the number of permits being distributed and monitor the activity of the charity organisations.

Manager, City Activation, Ms M Lock to provide a response at the next JRMC meeting.

5.2 With Notice

6. MOTIONS ON NOTICE

7. REPORTS/ITEMS OF BUSINESS

7.1 Glenelg Street Party and Adelaide Fashion Festival (Report No:150/18)

Event Management Specialist, Sacha Sewell, provided an overview of the concept to deliver a family friendly event as part of the Adelaide Fashion Festival on Sunday 21 October. The event would showcase children's fashion and encourage a strong retail presence along Jetty Road.

Charlotte Chambers, Publisher KIDDO Magazine and founder of the KIDDO Markets joined the meeting to discuss the new event concept and event activation opportunities including fun children's activities and a fashion parade. KIDDO markets would bring new products and brands with their own consumer following, bringing in new customers into the precinct.

The Committee discussed potential weather implications, liquor licensing requirements and event attendee safety and event layout. It was discussed that there will be both children's and adult fashion parades during the event to showcase Jetty Road traders.

Motion

That the JRMC recommends to Council that the draft budget allocation (\$30,000) for the November Street Party 2018 be reallocated to the 21 October 2018 Adelaide Fashion Festival Street Par

Moved R Caruso, Seconded A Fotopoulos

Carried

7.2 Winter Wonderland 2018 (Report No: 156/18)

Ms M Lock and Mr S Sewell provided an update on the event planning for Winter Wonderland that sees the installation of an undercover ice skating rink from 1-22 July 2018.

Following the success of previous Winter Wonderland events, the Committee since 2014, has resolved to contribute up to \$75,000 towards Winter Wonderland. This event has been jointly funded with Council.

Mr S Sewell discussed the new OZTIX ticketing system which allows management to monitor ticket sales in real time and also provides a more seamless transaction experience for the consumer. Potential presenting partner sponsorship targets were discussed.

Motion

That the Jetty Road Mainstreet Committee note the report.

Moved T Beatrice, Seconded C Maios

Carried

7.3 Monthly Finance Report (Report No: 151/18)

Jetty Road Mainstreet Committee April 2018 variance report as prepared by the Jetty Road Development Coordinator is presented for information of the members of the Jetty Road Mainstreet Committee.

Motion

That the Jetty Road Mainstreet Committee note the April 2018 monthly finance report.

Moved C Maios, Seconded T Beatrice

Carried

7.4 Jetty Road Mainstreet Committee Terms of Reference (Report No: 122/18)

Draft Terms of Reference (TOR) were tabled for discussion, the existing terms of reference have been updated to align to other TOR within Council. The term of the Committee is no longer linked to the Council election cycle. The significant changes to the TOR we tabled for discussion which were outlined in the Agenda Papers.

Ms M Lock advised that Council are preparing a high level discussion paper on a variety of governance models (i.e. Business Industry District / Board / subsidiary of Council) that will be tabled at the next meeting. The Committee will be able to assess these and the opportunities and risks associated with each model.

Motion

That the JRMC note the draft Terms of Reference and provide feedback to the A Brown by 15 May 2018 for finalization at the 6 June 2018 JRMC meeting. A Brown will provide the Chairman with a marked up copy of the proposed changes to the TOR.

Moved S Robinson, Seconded E Fassina

Carried

7.5 Jetty Road Development Coordinator – Update (Report No: 153/18)

Ms A Brown provided a six month update report on key activities and projects undertaken in the following areas of JRMC Meeting and Marketing Working Group co-ordination, Retail Strategy, Marketing Strategy, Communication and engagement plan, Trader Engagement and business support, Events and upcoming initiatives.

Motion

That the JRMC note the update provided by the Jetty Road Development Coordinator.

Moved A Fotopoulos, Seconded E Fassina

Carried

7.6 Retail Strategy Timeframes (verbal update)

A verbal update on the timeframes of the draft Jetty Road Retail Strategy 2018-2022 was provided by A Brown. Members of the JRMC were invited to provide A Brown with any further feedback on *the paper before the next meeting*.

Motion

That the JRMC note the update provided by Ms A Brown and any further feedback on the draft document be sent through to the JRDC by Friday 25 May 2018.

Moved C Maios, Seconded S Robinson

Carried

7.7 Glenelg Jetty Rejuvenation Project (Report No: 154/18)

Ms M Lock advised the Committee that she has been invited to present for 1 hour to the Glenelg Jetty Redevelopment Project to 6 foreign investors from Hong Kong, Taiwan and Singapore, on Monday 7 May 2018 at 10:00am. The investor familiarisation is being delivered by the SA Tourism Commission in partnership with Tourism Australia and Austrade with a focus primarily on investment ready project on Kangaroo Island however the group will spend 2 days in Adelaide and surrounds.

Motion**That the JRMCM note the report.**

Moved A Fotopoulos, Seconded E Leenearts

Carried

7.8 Marketing Working Group - Update (Report No: 155/18)

Ms A Brown provided an overview of the Marketing Working Group meeting which took place on 23 April. The working group received a presentation from Channel Nine on the current 2017/18 'I want to stay' campaign, which is tracking on target across Nine Digital platforms of Channel 9, GO!, Gem, 9Life and nine.com.au. The new visual assets were presented to the group including the new still imagery and the promotional videos. The group discussed social media content and increasing consumer engagement and the working group agreed to providing input into the social media content plan.

Motion**That the JRMCM note the update provided by the Jetty Road Development Coordinator.**

Moved A Bradshaw, Seconded Rocco

Carried**8. URGENT BUSINESS – Subject to the leave of the meeting**

8.1 Outdoor marketing for upcoming Taplin developments

The Chair advised the Committee that he had written to Mr Taplin, developer and owner of Taplin Real Estate on 20 April 2018 regarding his planned developments at Colley Terrace, Partridge Street and at the Bayside Village which is scheduled to commence during 2018. The Chair sought a co-contribution of \$6,000 for outdoor marketing to support trade in the precinct during the construction. Mr Taplin responded on 23 April 2018 advising that he is supportive of further discussion on this matter and that development approvals are still underway.

Motion**That the JRMCM note the response provided by Mr Taplin advising that development approvals are still underway.**

Moved E Fassina, Seconded T Beatrice

Carried

8.2 SALA BIG Picture Fest

A Brown advised that committee of an opportunity to co-contribute with Council on an upcoming Outdoor Street Art initiative as part of the South Australian Living Artists (SALA) Festival in August. The committee discussed the support for introducing more street art into the precinct and their preference for a South Australian artist.

Motion

The JRMCM agree to co contribute with Council up to \$4,000 towards a South Australian Professional Career Artist on the upcoming Outdoor Street Art initiative as part of the South Australian Living Artists (SALA) Festival in August.

Moved E Fassina, Seconded S Robinson

Carried

8.3 Jetty Road Trader Awards

A Brown sought input on where the Committee would like to host the upcoming Jetty Road Trader Awards. Four venue options were presented to the Committee and they agreed to host the event at the Glenelg Surf Life Saving Club subject to availability.

Motion

That the JRMCM agreed that the Glenelg Surf Life Saving Club is the preferred venue for the 2018 Trader Awards.

Moved E Leenearts, Seconded E Fassina

Carried

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 6 June 2018 in the Glenelg Library Meeting Room, Colley Terrace, Glenelg.

10. CLOSURE

The meeting closed at 8:15 pm.

CONFIRMED Wednesday 6 June 2018.

CHAIRMAN

CITY OF HOLDFAST BAY

Minutes of the special meeting of the Jetty Road Mainstreet Committee of the City of Holdfast Bay held in the Glenelg Library Meeting Room, Colley Terrace, Glenelg on Tuesday 15 May 2018 at 6.05pm.

PRESENT

Elected Members

Nil

Community Representatives

Chairman – Mr M Faulkner, Enve Hair and Beauty
Don Maios Investments, Mr C Maios
Cibo Espresso, Mr T Beatrice
Beach Burrito Company, Mr A Warren
Caruso Fruit and Veg, Mr R Caruso
Ikos Holdings Trust, Mr A Fotopoulous

Staff

Jetty Road Development Coordinator – Ms A Brown
Communication & Media Advisor – Mr N Bradford

1. OPENING

The Chairman declared the meeting open at 6.05pm.

2. APOLOGIES

2.1 For Absence – A Bradshaw, S Robinson, S Charlick, Ms E Fassina, Ms E Leenearts

2.2 Leave of Absence - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4. REPORTS/ITEMS OF BUSINESS

4.1 De-regulation of Shop Trading Hours

The Shop Trading Hours Act 1977 recognise Glenelg's unique position as a tourist precinct, allowing non-exempt shops to trade on public holidays.

Mr C Shearing, SA Independent Retailers, discussed the impact deregulation of shop trading hours would have on the precinct

The Committee discussed the advice given by Tracy Riddle, (insert name of law firm), Council's lawyers, regarding JRMC's Terms of Reference, being:

(insert dot points from Trish Aukett's email)

The data from Spendmapp was circulated to the Committee, showing information and statistics of local and visitor spend.

A question was asked by..... regarding other local Councils' action – Mr C Shearing & Mr M Faulkner gave a verbal response.

Mr N Bradford left the meeting at 6.45pm

4.2 Petition –Deregulation of Shop Trading Hours

It was suggested submitting a petition supporting lobbying against the de-regulation of shop trading hours. The requirements and guidelines are as follows:

Mr C Shearing advised of a campaign plan to lobby against the de-regulation of shop trading hours, including radio and tv ads and where businesses can be involved eg badges, and gave advice that a petition is too late/will be ineffective.

A traders' meeting was suggested.

JRMC's budget was discussed and what could be contributed towards lobbying

Mark F will be on the chairing Committee.

Motion

That Council approve a budget variance between \$10,000 to \$15,000 of the approved budget, and that the Committee seek co funding from Council for the same amount for the purpose of a lobbying campaign against the deregulation of shop trading hours for the City of Holdfast Bay.

Moved T Beatrice, Seconded_A Fotopoulos

Carried

5. URGENT BUSINESS – Subject to the leave of the meeting

5.1 Nil

6. DATE AND TIME OF NEXT MEETING

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 6 June 2018 at 6:00pm in the Glenelg Library Meeting Room, Colley Terrace, Glenelg.

7. CLOSURE

The meeting closed at 7.00pm.

CONFIRMED Wednesday 6 June 2018.

CHAIRMAN

Item No: 7.1
Subject: **MONTHLY FINANCE REPORT**
Date: 6 June 2018
Written By: Jetty Road Development Coordinator
Acting General Manager: Ms M Lock, Community Services

SUMMARY

Jetty Road Mainstreet Committee May 2018 variance report as report as prepared by the Jetty Road Development Coordinator is presented for information of the member of the Jetty Road Mainstreet Committee.

Refer Attachment 1

RECOMMENDATION

That the Jetty Road Mainstreet Committee note this report.

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

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

REPORT

Current 2017/2018 Jetty Road Mainstreet budget is on track.

BUDGET

Not Applicable

LIFE CYCLE COSTS

There are no life cycle costs associated with this report.

INCOME & EXPENDITURE STATEMENT 31 May 2018

	Annual Budget	YTD Budget	YTD Actuals	Variance	<u>2016/17 Comparatives</u>	
					Actuals 31 May	Actuals 30 June
Revenue						
General Rates Raised	564,539	564,539	564,510	(29)	553,470	553,470
Other Income	4,200	4,200	3,270	(930)	8,826	9,352
Gift Card Revenue	-	-	26,053	26,053	8,673	8,977
	568,739	568,739	593,833	25,094	570,970	571,799
Expenses						
Employee Costs	163,286	148,017	135,107	12,910	141,496	155,197
Sponsorships	12,500	8,483	9,771	(1,288)	-	-
Professional Services	17,315	13,951	22,586	(8,635)	2,404	2,268
Event Management	69,938	68,432	41,705	26,727	92,424	95,457
Marketing	119,500	56,583	114,485	(57,902)	99,613	107,952
Repairs & Maintenance	5,000	5,000	994	4,006	5,538	5,591
Food & Drink	3,250	2,801	2,398	403	3,252	4,465
Office Expenses	1,750	1,690	1,057	633	2,279	2,478
Directory Board	2,500	2,500	939	1,561	1,430	1,563
Christmas Decorations	20,000	20,000	2,564	17,436	154	154
Operation Shopfront	500	999	195	804	488	678
Gift Card Expenditure	-	1,444	27,999	(26,555)	-	11,960
Unallocated credit card expenditure	-	-	3,055	(3,055)	1,322	145
Greening the Precinct (2016/17 project)	-	-	-	-	-	25,012
Christmas Pageant	35,717	34,917	30,297	4,620	25,762	29,770
Winter Wonderland	74,421	68,699	35,314	33,385	60,094	61,705
Tour Down Under	50,000	49,711	42,100	7,611	31,500	31,630
November Street Party	30,000	30,000	34,318	(4,318)	-	-
Tram Track Marketing Campaign	(80)	(80)	(2,393)	2,313	-	40,080
	605,597	513,147	502,490	10,657	485,594	584,364
Net Profit/(Loss)*	(36,858)	55,592	91,343	35,751	85,376	(12,565)

*Annual Budget includes carry forward amount from 2016/17 of \$42,358

Marketing - Breakdown

	Actual	Budget
Digital Marketing	32,048	25,400
Radio	296	-
Television	-	-
Outdoor Signage	55,290	46,770
Print Media	14,449	11,115
Promotional Collateral	12,403	31,500
Contingency Budget		4,715
	<u>114,485</u>	<u>119,500</u>

226 - Glenelg Mainstreet

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
200 - Salaries	131,080	0	131,080	118,019	103,395	14,624	0	103,395	27,685
205 - Wages	0	0	0	0	180	(180)	0	180	(180)
249 - Wages - Overtime	4,000	0	4,000	4,001	4,565	(564)	0	4,565	(565)
250 - Salaries Superannuation	12,303	0	12,303	11,079	12,232	(1,153)	0	12,232	71
283 - Sponsorships	12,500	0	12,500	9,927	36,108	(26,181)	0	36,108	(23,608)
300 - Other Contractual Services	0	0	0	0	266	(266)	0	266	(266)
301 - Professional Services	17,315	0	17,315	13,951	22,320	(8,369)	0	22,320	(5,005)
310 - Project/Event Management	90,000	(20,062)	69,938	68,432	41,705	26,727	0	41,705	28,233
331 - Repairs and Maintenance - General Contract	0	5,000	5,000	5,000	564	4,436	0	564	4,436
367 - Repairs and Maintenance - Art Exhibits & Signage	0	0	0	0	430	(430)	0	430	(430)
397 - Operation Shopfront	500	0	500	999	195	804	0	195	305
401 - Christmas Decorations	20,000	0	20,000	20,000	2,564	17,436	0	2,564	17,436
415 - Food and Drink	1,250	0	1,250	801	1,952	(1,151)	0	1,952	(702)
41F - Food, Drink, Entertainment (FBT Applicable)	2,000	0	2,000	2,000	445	1,555	0	445	1,555
426 - Printing and Stationery - Other	750	0	750	750	212	538	0	212	538
433 - Marketing - Promotion & Familiarisation	100,000	19,500	119,500	56,583	114,485	(57,902)	0	114,485	5,015
438 - Directory Board	2,500	0	2,500	2,500	939	1,561	0	939	1,561
802 - Training, Course and Seminar Fees	6,500	2,500	9,000	8,015	6,294	1,721	3,450	9,744	(744)
817 - Insurance - Workers Compensation - Sals	6,903	0	6,903	6,903	8,439	(1,536)	0	8,439	(1,536)
832 - Telecommunications	1,000	0	1,000	940	845	95	0	845	155
898 - Credit Card Expenditure yet to be Allocated	0	0	0	0	3,055	(3,055)	0	3,055	(3,055)
8GC - Gift Card Expenditure	0	0	0	0	1,663	(1,663)	0	1,663	(1,663)
900 - Miscellaneous Income	0	0	0	0	(19,637)	19,637	0	(19,637)	19,637
910 - Ticket Sales	(4,200)	0	(4,200)	(4,200)	(3,126)	(1,074)	0	(3,126)	(1,074)
966 - General Rates Raised	(564,539)	0	(564,539)	(564,539)	(564,510)	(29)	0	(564,510)	(29)
9GC - Gift Card Revenue	0	0	0	0	(6,560)	6,560	0	(6,560)	6,560
	(160,138)	6,938	(153,200)	(238,839)	(230,979)	(7,860)	3,450	(227,529)	74,329

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

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	7,223	0	7,223	7,223	492	6,731	0	492	6,731
310 - Project/Event Management	7,000	0	7,000	7,000	7,500	(500)	0	7,500	(500)
312 - Hire Companies	9,754	0	9,754	9,754	9,789	(35)	0	9,789	(35)
423 - Repairs and Maintenance - General Materials	1,200	0	1,200	1,200	0	1,200	0	0	1,200
433 - Marketing - Promotion & Familiarisation	6,000	0	6,000	6,000	7,316	(1,316)	0	7,316	(1,316)
800 - Other Expenditure	2,520	0	2,520	2,520	1,174	1,346	0	1,174	1,346
806 - Donations	573	0	573	573	860	(287)	0	860	(287)
835 - Entertainment/Special Occasions	5,447	0	5,447	5,447	4,666	781	0	4,666	781
944 - Sponsorship Income	(4,000)	0	(4,000)	(4,800)	(1,500)	(3,300)	0	(1,500)	(2,500)
	35,717	0	35,717	34,917	30,297	4,620	0	30,297	5,420

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

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	541	0	541	178	0	178	0	0	541
301 - Professional Services	100,000	0	100,000	100,000	104,085	(4,085)	0	104,085	(4,085)
310 - Project/Event Management	2,207	0	2,207	2,207	0	2,207	0	0	2,207
312 - Hire Companies	0	0	0	0	587	(587)	0	587	(587)
326 - Security Services - General	12,000	0	12,000	12,000	10,657	1,343	0	10,657	1,343
400 - Other Materials	0	0	0	0	1,250	(1,250)	0	1,250	(1,250)
433 - Marketing - Promotion & Familiarisation	18,000	0	18,000	17,666	14,329	3,337	0	14,329	3,671
492 - Web Sites Updates	170	0	170	170	77	93	0	77	93
800 - Other Expenditure	4,677	0	4,677	0	1,855	(1,855)	0	1,855	2,822
801 - Advertisements	15,485	0	15,485	15,485	0	15,485	0	0	15,485
835 - Entertainment/Special Occasions	6,356	0	6,356	6,356	0	6,356	0	0	6,356
900 - Miscellaneous Income	0	0	0	0	(1,909)	1,909	0	(1,909)	1,909
910 - Ticket Sales	(81,720)	0	(81,720)	(81,720)	(95,617)	13,897	0	(95,617)	13,897
944 - Sponsorship Income	(3,295)	0	(3,295)	(3,295)	0	(3,295)	0	0	(3,295)
	74,421	0	74,421	69,047	35,315	33,732	0	35,315	39,106

J03 - Tour Down Under - Jetty Road Contribution

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
205 - Wages	1,400	0	1,400	1,400	2,411	(1,011)	0	2,411	(1,011)
249 - Wages - Overtime	2,750	0	2,750	2,750	3,957	(1,207)	0	3,957	(1,207)
310 - Project/Event Management	35,000	0	35,000	34,800	1,919	32,881	0	1,919	33,081
312 - Hire Companies	10,100	0	10,100	10,100	33,626	(23,526)	0	33,626	(23,526)
327 - Cleaning	0	0	0	0	117	(117)	0	117	(117)
405 - Videos/DVDs	0	0	0	0	19	(19)	0	19	(19)
415 - Food and Drink	0	0	0	0	851	(851)	0	851	(851)
423 - Repairs and Maintenance - General Materials	750	0	750	661	0	661	0	0	750
835 - Entertainment/Special Occasions	0	0	0	0	700	(700)	0	700	(700)
904 - Donations and Contributions	0	0	0	0	(1,500)	1,500	0	(1,500)	1,500
	50,000	0	50,000	49,711	42,100	7,611	0	42,100	7,900

J04 - November Street Party

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	0	0	0	0	3,989	(3,989)	0	3,989	(3,989)
310 - Project/Event Management	0	30,000	30,000	30,000	26,669	3,331	0	26,669	3,331
312 - Hire Companies	0	0	0	0	1,755	(1,755)	0	1,755	(1,755)
433 - Marketing - Promotion & Familiarisation	0	0	0	0	1,905	(1,905)	0	1,905	(1,905)
	0	30,000	30,000	30,000	34,318	(4,318)	0	34,318	(4,318)

39A - Tram Track Marketing Campaign

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
426 - Printing and Stationery - Other	0	0	0	0	1,598	(1,598)	0	1,598	(1,598)
433 - Marketing - Promotion & Familiarisation	0	39,920	39,920	39,920	36,010	3,910	0	36,010	3,910
943 - Grants - Other	0	(40,000)	(40,000)	(40,000)	(40,000)	0	0	(40,000)	0
	0	(80)	(80)	(80)	(2,393)	2,313	0	(2,393)	2,313

Item No: 7.2
Subject: **JETTY ROAD MAINSTREET GOVERNANCE MODEL**
Date: 6 June 2018
Written By: Jetty Road Development Coordinator

Acting General Manager: Ms M Lock, Community Services

SUMMARY

The Jetty Road Mainstreet Committee (JRMC) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999*. Membership consists up to 11 members and aligns with the current term of Council and is required to operate in accordance with Part 4 of the Local Government Act 1999. The JRMC are investigating alternative governance models outlined within the accompanying discussion paper. A Special Meeting of the JRMC is being held on 20 June 2018 to workshop alternative governance models thereafter at the 4 July JRMC meeting the Committee will endorse their preferred model.

Refer Attachment 1

RECOMMENDATION

That the Jetty Road Mainstreet Committee notes the Jetty Road Governance Discussion Paper presented to the Committee in preparation for the 20 June 2018 Special Meeting Workshop.

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Jetty Road 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 1.3 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).

The JRMC are investigating alternative governance models including:

- Local Government Act (Section 41)
- Business Improvement District/Association; and a
- Subsidiary model

REPORT

The timeframes outlined below are associated with the consideration of the alternate governance models for JRMC:

- 6 June 2018 JRMC Meeting - Discussion Paper Tabled for Consideration
- 20 June 2018 Special JRMC Meeting – Workshop with facilitator and external governance experts
- 4 July 2018 JRMC Meeting - JRMC Endorse the preferred Governance model to be approved by Council.

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable



JETTY ROAD MAINSTREET GOVERNANCE MODELS DISCUSSION PAPER

Author: Acting General Manager Community Services

Title: Jetty Road Mainstreet Governance Models

Date: May 2018

Background

The Jetty Road Glenelg Precinct (“the Precinct”) is recognised throughout South Australia and beyond as one of the best examples of a thriving traditional retail, hospitality and business district, servicing the needs of the community and around 1.3 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).

Current Model

The Jetty Road Mainstreet Committee (JRMC) is an advisory committee of the City of Holdfast Bay formed under Section 41 of the *Local Government Act 1999*. Membership consists up to 11 members and aligns with the current term of Council and is required to operate in accordance with Part 4 of the Local Government Act 1999.

The JRMC is established to advise Council on:

- Enhancing and promoting the Precinct as a vibrant shopping, leisure and recreational area with year round appeal to residents and visitors.
- Furthering the economic development of the Precinct and encouraging further retail investment in the Precinct.
- A consistent marketing and brand strategy for the Precinct.
- Initiatives required to operate the Precinct in accordance with the Council’s Strategic Management Plans.

Subject to compliance with all Council policies, plans and procedures, the purpose of the JRMC is to:

- Recommend a strategic management and financial plan for the Precinct for a period of at least four years for consideration and adoption by Council;
- Promote the Precinct and to encourage its use by residents, visitors and the greater community in general;
- 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;
- 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.

The Committee also maintains communication between the Council, traders, landlords, tourism providers, consumers and residents within the Precinct.

Meetings are held at least once every 2 months and conducted in accordance with Part 3, of the Local Government Act (Procedures at Meetings) Regulations 1999, the City of Holdfast Bay Code of Practice for Meeting Procedures and any additional procedures discussed within the Terms of Reference.

Importantly, during preparation of the draft retail strategy in 2017, JRMC expressed an interest in exploring alternative governance models to improve functionality, independence and effectiveness in pursuit of continuous business improvement.

As such two alternate governance models are provide below for consideration;

OPTION 1.

Business Improvement District (BID)/Association Model

A Business Improvement Association (BIA) is an organisation created to service a specific geographic zone, with distinct boundaries. Commercial buildings within the zones or districts pay a special levy, which funds activities focused on improving that specific area.

A BID/BIA works alongside local government to supplement services and activities. To establish a BID/BIA, businesses within a geographic area need to informally agree to the concept. The businesses then approach Council to conduct a formal consultation process to enable businesses that would be affected by a levy, to provide feedback.

Jetty Road Mainstreet traders and service providers would be required to set up an incorporated body/association via Consumer and Business Services,.

An incorporated body/association is a legal entity separate to its members which usually include the following; Public Officer, Chair, Secretary, Treasurer and committee members.

Incorporated associations that are prescribed with gross receipts of more than \$500,000 per year, need to lodge annual financial statements with Consumer and Business Services. Associations must follow legal standards of accounting and annually audit association finances.

Funding

BID/BIA raises a compulsory levy paid by commercial building owners within the agreed geographic boundaries. Council maintains the list of building owners, and collects the funds (via the rating process?) paid by members of the BID/BIA. The BID/BIA develops a service agreement with Council to provide Business Improvement activities, and Council passes on the total annual levy to fund those activities. This is similar to a grant arrangement, where an annual plan of business improvement activities is provided to Council, and upon agreement (by who?) the levy is then forwarded to the BID/BIA to financially manage. The BID/BIA would the report twice a year acquitting the levy expended.

BID/BIA is structured as a non-profit organisation, separate from Council, and is eligible to engage in fee-for-service arrangements. Additionally, they can seek funding and grants from other bodies.

Governance

BID/BIAs are a separate body from the Council. Although globally BID/BIAs work closely with Council to ensure strategic objectives are achieved and all funds raised are fully acquitted.

The incorporated association is member based organisation governed by a constitution which is lodged with Consumer and Business Services.

A committee of management, is charged with management of the organisation. The committee of management, is made up of volunteers, drawn from members or their nominees, in accordance with the constitution. Each year at the AGM the committee of management positions are declared vacant. All full members of the incorporated association are eligible to vote at the AGM as well as to stand for election, or to nominate someone to stand on their behalf.

The committee of management employs an executive manager to oversee the day to day activities of the organisation. The executive manager reports each month at management meetings on the running of the organisation.

Responsibility

A BID/BIA is responsible for all associated expenses drawn from the levy raised by Council on behalf of the BID/BIA including;

- Audit committee
- Internal and external auditors
- Human Resource management and all associated functions
- Finance systems – produce an annual budget which meets all of the financial regulations and standards
- Business plans
- Annual reports

This would mean that any services provided by Council, would be on-charged to the BID/BIA for reimbursement from Levy funds.

OPTION 2.

Subsidiary Model

A subsidiary requires Ministerial approval to establish a body with corporate status. It is an established body corporate which appoints a board of management to oversee its operations.

A Charter is prepared by Council addressing the following;

- Purpose of the subsidiary
- Constitution of the board of management
- Determine whether board members need to submit returns under the LG Act
- Powers, functions and duties of the subsidiary
- Scope and description of any activities undertaken out of the Council area
- Staffing issues – can the subsidiary employ staff and if they are able to the conditions and processes of employment
- Funding arrangements – fully self-funding or partially funded and any other relevant arrangements relating to costs and funding
- Any special accounting, internal auditing or financial systems or practices to be established or observed by the subsidiary
- Acquisition or disposal of assets
- Manner in which surplus revenue is to be dealt with by the subsidiary
- Nature and scope of any investments the subsidiary can undertake
- Reporting obligations to Council – operations, financial position and other relevant issues.

Council can include any other relevant matters, and has the power to review the Charter at any time to align with Council’s strategic plans and amend the charter as required.

Funding

Council would need to agree to raise a compulsory levy paid by all businesses within precinct. The precinct’s geographic boundaries would be determined by Council.

The subsidiary would manage, expend and acquit all funds raised by Council from the levy.

Governance

A subsidiary appoints a board of management with the membership determined by Council. The board of management may consist of or include persons who are not members of Council. Board members are appointed for a term not exceeding 4 years and at the expiration of a term of office are eligible for reappointment.

The board of management is responsible for the administration of the affairs of the subsidiary, and for ensuring that:

- The subsidiary observes all plans, targets, structures, systems and practices required or applied to the subsidiary by the Council
- The subsidiary prepares and adopts a business plan consistent with its charter including:
 - Performance targets to be met,
 - Statement of financial and other resources,
 - internal processes that will be required to meet the targets,
 - Performance measures that are to be used to monitor and assess performance.

The board's liabilities are guaranteed by Council and any borrowings need to be approved.

Responsibility

A subsidiary is responsible for all associated expenses drawn from the levy raised by Council on behalf of the subsidiary, including:

- Audit committee
- Internal and external auditors
- Human Resource management and all associated functions
- Finance systems – produce an annual budget which meets all of the financial regulations and standards
- Business plans
- Annual reports

This would mean that any services provided by Council, would be on-charged to the BID/BIA for reimbursement from Levy funds.

Overview

	BID	Subsidiary	Current
Established under	Incorporations and Associations Act	Local Government Act (s42)	Local Government Act (s41)
Governance structure	Member based Board (separate to its members)	Board (determined by Council)	Committee (determined by Council)
AGM	Annually	Annually	Not required
Governing Rules	Constitution	Charter	Terms of Reference
Direction & Control	Members	Council	Council
Liability	Own assurance	Guaranteed by Council	Guaranteed by Council
Reporting to	Members	Council	Council
Financial management	Annual audited accounts as per Associations Act	Annual audited accounts as per LG Act	Annual audited accounts as per LG Act
Staff	Employed by Association	Employed by Subsidiary	Employed by Council
Employees	Manager, plus required admin. staff	Manager, plus required admin. staff	n/a – see above

Ability to raise funds	BID requests Council to raise agreed funds	Council to raise a compulsory levy	Council to raise a compulsory levy
Budget	Agreed by members	Recommended to and agreed by Council	Recommended to and agreed by Council

Discussion Points

- Risks/liabilities associated with each respective governance model
- Financial implications associated with each respective governance models
- Human resource management implications with each respective governance model.
- Accountability/Responsibility with each respective governance model.

Next Steps

The timeframes outlined below are associated with the consideration of the alternate governance models for JRMC:

- 6 June JRMC Meeting - **Discussion Paper** Tabled for Consideration
- 20 June Special JRMC Meeting – **Workshop** with facilitator and external governance experts
 - Tracey Riddle – Kelledy Jones Lawyers
 - David West, Premier Retail Marketing
 - Melissa Kretschmer, CHB Team Leader Governance, Strategic and Commercial Services.
 - Rob McKay – Deputy Chairperson, Rundle Mall Management Authority
- 4 July 2018 JRMC Meeting - **JRMC Endorse** the preferred Governance model to be approved by Council.

Item No: 7.3
Subject: **JRMC TERMS OF REFERENCE**
Date: 6 June 2018
Written By: Jetty Road Development Coordinator

Acting General Manager: Ms M Lock, Community Services

SUMMARY

In preparation for the 2018 Local Government Elections in November, an update of the JRMC Terms of Reference has been undertaken and are presented for the Committee to comment and recommend to Council for their adoption.

RECOMMENDATION

That the Jetty Road Mainstreet Committee endorses the draft Terms of Reference and recommends to Council that the Terms of Reference are endorsed by the Council.

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Council endorsed the Terms of Reference for the Committee last in April 2016, following changes to the Conflict of Interest provisions under the *Local Government Act 1999*.

REPORT

Terms of Reference

In preparation for the 2018 Local Government elections in November 2018, the Terms of Reference for the JPMC have been updated to conform to the standard clauses being included in all of Council's Committee's Terms of Reference (TOR).

The significant changes to the TOR are:

- The term of the Committee is no longer linked to the Council election cycle, the Council establishes the Committee and it operates until the Council determines that it no longer requires a Committee.
- Membership
 - Members of the Committee are appointed by the Council for a 2 year term and members may choose (without the need for reapplying) to extend their term for a further 2 years, which is presented to Council for its endorsement. At the end of a 4 year period Committee members will need to reapply and go through the selection process to be on the Committee.
 - The Committee, if it wishes to do so, may appoint 2 independent members from outside of the precinct who have particular skills. The Committee believes it will benefit from:
 - A more detailed appointment of independent members' process is included in the TOR
 - A defined selection panel to consider nominations to the Committee and make recommendations to Council on the Committee's membership.
- Office bearers – currently the chair of the Committee has been appointed for a four year period, the draft TOR proposes that every second financial year the appointment of the chair of the Committee is considered and appointed by the Committee.
- Meeting Procedures – availability for Committee members to attend meetings by telephone or video conference.
- Reporting Requirements - new standard reporting requirement clauses have been included:
 - requiring that the Committee report quarterly to Council on its activities in particular on:

1. *Strategy* – the adopted strategic management and financial plan for the Precinct including stakeholder engagement and resources
 2. *Promotion* – promotional activities undertaken to promote their precinct, attendances of residents and visitors
 3. *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
 4. *Financial Performance* - financial and general performance, monitor the aspects of the budget approved by Council relating to the JRMC and the Precinct.
- an annual review of the JRMC’s performance and self-review of the TOR advising council if it wishes to make any changes
 - introduction of a chairman’s report which is presented to Council annually summarising the activities of the Committee for the financial year
 - preparation of a report by the JRMC to be included in the Council’s annual report

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable

Item No: **7.4**
Subject: **JRMC EXTENSION OF TERMS OF MEMBERSHIP**
Date: 6 June 2018
Written By: Manager, City Activation

Acting General Manager: Community Services, Ms M Lock

SUMMARY

In preparation for the 2018 Local Government Elections in November, the Jetty Road Mainstreet Committee wish to recommend to Council that it extend the terms of membership for the current Committee members to end on 31 March 2019, instead of concluding on 9 November 2018, to allow the Committee to continue operating across the busy summer season and to allow for the advertising of vacant positions in January 2019.

RECOMMENDATION

That the Jetty Road Mainstreet Committee recommends to Council that the term of appointment for the current Committee members is extended to 31 March 2019, to allow the Committee to continue to operate during the 2018/19 summer period and allow for recruitment of new Committee members in 2019.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Community: Providing welcoming and accessible facilities
Economy: Supporting and growing local business
Economy: Boosting our visitor economy
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

Current Committee membership has served a 4 year term. Council last advertised and filled vacancies on the Jetty Road Mainstreet Committee in January 2018.

REPORT

Term of Appointment

The current term for Independent Members serving on the JRMC expires at the end of the term of the current Council, which is 9 November 2018.

It is recommended that the Committee seek Council's endorsement of an extension of term of office for all current members of the Committee until March 2019 to allow the Committee to continue to operate across the busy summer season and provide sufficient time for the new Council to select and appoint Independent Members to the Committee.

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable



Jetty Road Mainstreet Committee Terms of Reference

Endorsed by Council at its meeting held _____ minute reference _____

1. 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).

2. Establishment

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

3. Objectives

The JRMC 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

The purpose of the JRMC 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;

Jetty Road Mainstreet Committee Terms of Reference

- 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.

5. Code of Conduct

- 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.

6. 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

Jetty Road Mainstreet Committee Terms of Reference

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 11 persons with a maximum of 9 persons who are independent members, 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, 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 Council may appoint up to two elected members to the JRMC, namely the Deputy Mayor and one elected member from the Glenelg or Somerton ward. The appointment of the Deputy Mayor is limited by the term of appointment as Deputy Mayor. The Mayor is an ex-officio member of the JRMC with no voting rights.
- 7.4 Members of the JRMC are appointed by the Council.
- 7.5 Elected Members are appointed for the term agreed by Council and independent members are appointed for a term not exceeding 2 years. On expiry of their term, an independent 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 independent 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 an independent member of from the Committee, it must give written notice to the independent member of its intention to do so and provide that member with the opportunity to be heard at an Executive Committee

Jetty Road Mainstreet Committee Terms of Reference

meeting, if that independent member so requests.

- 7.9 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.
- 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 Independent Members

- 8.1 The method of appointment of the Independent Members will be as follows:
- 8.1.1 At the expiry of each independent member's term, if not eligible for reappointment, the Council will advertise the vacancies and seek nominations for the positions of the independent members of the JRMC.
- 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 the Chair of the JRMC, one elected member appointed to the committee and the Chief Executive Officer of the Council.

Jetty Road Mainstreet Committee Terms of Reference

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

9. Office Bearers

- 9.1 At the first meeting of the JRMC in every second financial year, the JRMC 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 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 JRMC, 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

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

11. Meeting Procedures

- 11.1 Meetings of the JRMC 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 JRMC and the Terms of Reference does not specify a procedure to be observed in relation to the conduct of a meeting of the JRMC, then the JRMC may determine its own procedure.
- 11.3 If a member of the JRMC 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

Jetty Road Mainstreet Committee Terms of Reference

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.
- 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 Board Members 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

- 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

Jetty Road Mainstreet Committee Terms of Reference

- 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

- 16.1 The Council will employ appropriate Administrative staff¹ 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 and Administrative staff, report directly to the relevant Manager.
- 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

- 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.
 - 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

¹ Funded from the separate rate

Jetty Road Mainstreet Committee Terms of Reference

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.

Item No: 7.5
Subject: **DE-REGULATION OF SHOP TRADING HOURS**
Date: 6 June 2018
Written By: Jetty Road Development Coordinator

Acting General Manager: Ms M Lock, Community Services

SUMMARY

The State Government policy to pursue the deregulation of shop trading hours with changes allowing businesses including supermarkets, department stores and major shopping centres to open for extended hours is opposed by the JRMC. The current Shop Trading Hours Act recognises Glenelg's unique position as a tourist precinct, allowing non-exempt shops to trade on public holidays. On 2 May 2018 during a JRMC special meeting, de-regulation of shop trading hours was discussed with consideration afforded to reallocating levy funds to support a 'NO' campaign led by the SA Independent Retailers Association. Thereafter JRMC sought Council's approval for co funding the SA Independent Retailers Association 'NO' campaign for a budget variance of \$10,000 to \$15,000 of the approved JRMC budget. At the 22 May 2018 Council meeting the funding request motion lapsed through want of a seconder.

RECOMMENDATION

That the Jetty Road Mainstreet Committee note this report.

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The State Government policy to pursue the deregulation of shop trading hours with changes allowing businesses including supermarkets, department stores and major shopping centres to open for extended hours is opposed by the JRMC. The current Shop Trading Hours Act recognises Glenelg's unique position as a tourist precinct, allowing non-exempt shops to trade on public holidays.

Colin Shearing, Chief Executive Officer SA Independent Retailers Association joined the JRMC special meeting held on 2 May 2018 to discuss the impact of deregulation of shop trading hours and seek funding from the JRMC towards a 'NO' campaign. Mr C Shearing provided regional examples of where deregulation has occurred in Port Augusta, Whyalla, Renmark and Port Lincoln specifically relating to independent retailers and the negative impact on trade.

The Committee discussed the advice given by Tracey Riddle, Kelledy Jones lawyers, regarding the JRMC's Terms of Reference.

Additionally Council Spendmapp data was circulated to the JRMC showing high level analysis of annual local and visitor spend, highlighting Public holidays over a 12 month period.

The JRMC sought Council approval for a budget variance of \$10,000 to \$15,000 of the approved JRMC budget, and that the Committee seek co-funding from Council for the same amount support a 'NO' campaign led by the SA Independent Retailers Association against the de-regulation of shop trading hours for the City of Holdfast Bay.

At the 22 May 2018 Council meeting Council received and noted the minutes from the 2 May 2018 Special Meeting and sought a report examining the JRMC proposal to expend funds.

The motion lapsed through want of a seconder.

Acting Mayor Wilson has written to the following Ministers on 17 May 2018 requesting that the current Shop Trading Hours Act 1977 remains unchanged:

- The Hon Rob Lucas, MLC, Treasurer
- The Hon Stephen Knoll MP, Minister for Local Government
- The Hon Stephen Patterson, MP, Member for Morphett

Refer Attachment 1

BUDGET

Not applicable

LIFE CYCLE COSTS

Not applicable



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OFFICE OF THE ACTING MAYOR

17 May 2018

The Hon Rob Lucas MLC

Treasurer

rob.lucas@parliament.sa.gov.au

GPO Box 2264

Adelaide SA 5001

Dear Treasurer,

RE: Deregulation of the Shop Trading Hours Act 1977

The *Glenelg Tourist Precinct* as recognised in the Shop Trading Hours Act 1977 ('the Act') allows retailers in the delineated and marked *Glenelg Tourism Precinct* shopping district including Jetty Road, Glenelg to trade on full and part-day public holidays and early on Sunday mornings to suit their business needs. Last year the retail expenditure value of Public Holidays to Glenelg was \$7.35 million and \$11.77 million to the City of Holdfast Bay (*Source: SpendMap*) with the retail sector contributing 20.9% of our city's total workforce.

This gives our precinct a competitive advantage over larger shopping centres and drives demand and expenditure in the precinct on public holidays and weekends.

Tourism is a key growth sector of the City of Holdfast Bay's visitor economy. Our Council, on behalf of the Jetty Road Mainstreet Committee and over 330 small to medium sized businesses under its jurisdiction seek protections to our precincts so they do not suffer unfairly from competition from the major shopping centres of Westfield Marion and Harbour Town.

In regional South Australia where deregulation of trading hours has occurred, large multinational corporations have benefited at the expense of the local businesses that provide local services and local jobs.

The retail sector is already undergoing major disruption from online businesses and the proposed policy will create further disruption to an already unstable sector that all levels of Government should be supporting, namely small to medium sized businesses.

In our premier retail shopping precinct, Jetty Road, Glenelg, there is a significant risk for retail vacancies to rise should deregulation be passed, impacting on the appeal of Jetty Road as a retail destination, a community meeting place and the State's leading seaside tourism destination.



Many of our retail traders on Jetty Road experience their greatest daily turnover for the year on two specific public holidays. They fear these will become "ordinary" days should the legislation change, having a massive knock-on effect to their businesses.

For these reasons we cannot support the argument for deregulation of shop trading hours and request that the current Shop Trading Hours Act 1977 remains unchanged.

Yours Sincerely,

A handwritten signature in dark ink, appearing to read 'Amanda Wilson', with a long horizontal flourish extending to the right.

Amanda Wilson
Acting Mayor

CC: Hon Stephen Patterson
Member for Morphet



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OFFICE OF THE ACTING MAYOR

18 May 2018

Stephen Patterson MP
Member for Morphett
stephen.patterson@sa.liberal.org.au
4 Byron Street
Glenelg SA 5045

Dear Stephen,

I refer to our discussions today.

We would like to invite yourself and Minister Pisoni MP to Jetty Road to show our vision for the Masterplan, how it will benefit industry in our precinct and to discuss the current advantages of Shop Trading Hours Act 1977 to Jetty Road Traders.

Could you please pass on my invitation to him and arrange a time at his convenience.

We foreshadow that we would also like to invite Premier Marshall and Minister Knoll to visit Jetty Road to discuss the Masterplan.

Thank you in anticipation of your assistance.

Yours Sincerely,

Amanda Wilson
Acting Mayor





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OFFICE OF THE ACTING MAYOR

Minister Stephan Knoll MP
Minister for Transport, Infrastructure
And Local Government
Minister for Planning
GPO Box 1533
Adelaide SA 5001

VIA EMAIL: ministerknoll@sa.gov.au

Dear Minister Knoll,

Congratulations on your appointment to the Ministry. On behalf of our Council we are excited to be working with a new Minister.

I would like to extend an invitation to you to visit Jetty Road Glenelg so that I can personally show you the plans that we have to modernise the precinct. Jetty Road is Adelaide's Premier seaside shopping district and attracts 80% of all visitors to Adelaide.

We strongly feel that public works and tourism infrastructure needs to be improved in Glenelg and so have committed to a new Masterplan of the precinct and will commence these works in the next financial year.

I will also liaise with Stephen Patterson MP to attend.

Please contact my assistant Leonie Gallacher on 8229 9911 or lgallacher@holdfast.sa.gov.au to arrange a suitable time.

We look forward to building a cooperative working partnership with you and your Ministry resulting in the economic and social advancement of both Holdfast Bay and the State.

Amanda Wilson
ACTING MAYOR



Item No: 7.6
Subject: **JRDC WORK IN PROGRESS**
Date: 6 June 2018
Written By: Jetty Road Development Coordinator
Acting General Manager: Ms M Lock, Community Services

SUMMARY

This report provides an update on work in progress undertaken by the Jetty Road Development Coordinator during May and June 2018.

RECOMMENDATION

That the Jetty Road Mainstreet Committee note this report.

COMMUNITY PLAN

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COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Key projects include:

Events

Winter Wonderland

- Marketing planning including consumer EDM, ADELADY, KIDDO bloggers preview event
- Business development to build new relationships with targeted businesses for presenting partner sponsorship of Winter Wonderland.
- Sponsorship attraction for Winter Wonderland ice-rink signage
- Telstra Building Lighting activation – sought approval with the Department for Planning Transport and Infrastructure for light activation from 25June – 22 July.
- Trader engagement including hand delivery of flyers to encourage traders to submit offers for the Winter Warmer voucher program

Trader Awards

- Event planning including save the date and invite
- Meeting with venue
- Planning digital elements and online voting system

Adelaide Fashion Festival – 21 October Event

- Event delivery planning

Marketing Plan 2018/19

- Preparation of contract and contract negotiations with ADELADY for 2018/19.
- Developed monthly content plan for Jetty Road Trader News commencing June
- Planning creative for Jetty Road Trader News
- Planning and Brief to web developer for jetty Road Blog upgrades
- Data-entry of Jetty Road Traders for new Business Directory

Digital

- Developed Social Media and Content Plan to use as a guide from June – December 2018
- Delivered successful Mother's Day competition with Jo Mercer:

"Win a pair of Jo Mercer shoes for you and a Mum to celebrate Mother's Day. Follow @jettyrdglenelg and @jomercershoes and tag a mum who deserves a new pair of #JoMercer shoes. "

Facebook:

- Facebook boosted post (\$25) - 5100 people reached
- 266 competition entries on Facebook

Instagram:

- 171 competition entries on Instagram
- Instagram post 73 likes 172 comments 40 profile visits 2 bookmarked
- Live story 531 impressions

Christmas Decorations

- Finalising Christmas installation design with preferred supplier including delivery details

Professional Development

- Attendance at the Mainstreet SA Conference 10-11 May 2018.

Business Support

- Distributed trader Survey to workshops
- Shop front grant assessment and contract implementation

BUDGET

As per approved budget, on track.

LIFE CYCLE COSTS

As per approved forecasts, on track.