

# Agenda

Jetty Road  
Mainstreet  
Committee

## NOTICE OF MEETING

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

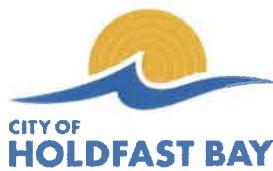
**Mayor's Parlour - Glenelg Town Hall  
Moseley Square Glenelg**

**21 January 2026 at 6.00pm**

A handwritten signature in blue ink, appearing to read "P Jackson".  
**Pamela Jackson**  
Chief Executive Officer

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

[holdfast.sa.gov.au](http://holdfast.sa.gov.au)



## 1. Opening

*The Chairperson, G Martin will declare 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

### 3.2 Absent

## 4. Declaration Of Interest

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

## 5. Confirmation Of Minutes

### Motion

**That the minutes of the Jetty Road Mainstreet Committee held on Wednesday 3 December 2025 be taken as read and confirmed.**

## 6. Presentations

### 6.1 Transforming Jetty Road Update

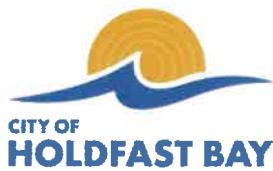
A verbal update will be provided on the Transforming Jetty Road project.

## 7. Questions by Members

### 7.1 Without Notice

### 7.2 On Notice - Nil

## 8. Motions on Notice - Nil



**9. Reports By Officers**

- 10.1 Action Items (Report No: 03/26)
- 10.2 Terms of Reference and Implementation Plan (Report No: 04/26)
- 10.3 Draft 2026-27 Jetty Road Mainstreet Committee Budget (Report No: 08/26)

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

**11. Items in Confidence**

- 11.1 Jetty Road Mainstreet Mid-Year Financial Report (Report No: 05/26)

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

- b. Information the disclosure of which –**
  - i. would reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
  - ii. would, on balance, be contrary to the public interest;
- 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.

**12. Date and time of next meeting**

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 4 February 2026 in the Mayor's Parlour – Glenelg Town Hall, Moseley Square, Glenelg.

**13. Closure**

A handwritten signature in blue ink that reads "P Jackson".

Pamela Jackson  
Chief Executive Officer

**Item No:** 10.1

**Subject:** ACTION LIST UPDATE

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## Summary

This report is to document questions and actions raised in previous meetings and advise the Jetty Road Mainstreet Committee (JRMC) Administration's progress updates and outcomes.

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## Recommendation

**That the Jetty Road Mainstreet Committee receives this report and items of interest discussed.**

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## Background

This report is a new initiative to keep the Jetty Road Mainstreet Committee (JRMC) informed of Administration's progress and outcomes from matters raised from previous meetings.

## Report

The attached document states the meeting date, question raised, the responsible person for returning information to the JRMC, each item's status and information gathered at the date of this report.

*Refer Attachment 1*

## Budget

Not applicable

## Life Cycle Costs

Not applicable

## Strategic Plan

Not applicable

## Council Policy

Not applicable

## Statutory Provisions

Not applicable

**Written By:** Executive Assistant, Community and Business

**General Manager:** Strategy and Corporate, Mr A Filipi

# Attachment 1

Meeting	Agenda Item	Action Required	Responsibility	Estimated Completion Date	Current Status
13 August 2025	7.2.2 - Jetty Road Precinct Signage	<ol style="list-style-type: none"> <li>Request to expand messaging past Augusta St and around bus replacement services</li> <li>Ascertain whether DIT can provide usage figures on bus replacement services</li> </ol>	General Manager Community and Business  Principal Project Manager Jetty Road Transformation	September 2025	<p><b><u>Update 5/12/25</u></b>  Letter from Minister Bourke dated 27/11/25 stated <i>"this week we have installed signage and footpath decals along Sussex Street, Durham Street and Colley Terrace to assist commuters navigate their way between Jetty Road and Anzac Highway to reach the substitute buses".</i></p> <p><b><u>Update 9/12/25</u></b>  DIT have been contacted seeking information.</p>
3 September 2025	8.6 - Commercial Tenancy Useable Space	That the Committee authorises S Smith, A Warren and B Millard to investigate under-utilised properties in the Jetty Road Precinct and report back to the Committee to the October meeting.	S Smith, A Warren, B Millard	JRMC meeting – 1 October 2025	<b><u>In progress</u></b> A Warren to provide update
1 October 2025	8.7 - Adoption of JRMC Terms of Reference	That the report be deferred until the December 2025 Committee meeting on the basis that Administration will plan the implementation of the membership transition under the proposed Terms of Reference.	General Manager Community and Business	JRMC meeting - 3 December 2025	<b><u>Update 2/12/25</u></b> Report to be included on agenda for January meeting.
1 October 2025	9.2 - Correspondence to Telstra	That the Committee writes to Telstra to request beautification of the roof of the Telstra Exchange building on the corner of Jetty Road.	General Manager Community and Business	31 December 2025	<b><u>Update 4/12/25</u></b> Contacted Scott Ddolejs at Telstra – advised will speak to planners and get back to us.

Meeting	Agenda Item	Action Required	Responsibility	Estimated Completion Date	Current Status
5 November 2025	7.2.1 - Uptake of Celebrate Local Campaign – G Martin	That, future promotions, where trader engagement is sought, includes a request to provide formal feedback on the overall promotion, subject to the nature of the engagement.	Manager City Activation	Ongoing action	
5 November 2025	8.1 – Motion on Notice – Mainstreet SA Twilight Tours of Jetty Road – Cr Kane	That the Jetty Road Mainstreet Committee, in collaboration with Council and Mainstreet SA, schedule and host a Mainstreet SA Mainstreet Twilight tour of Jetty Road in October 2026.	Jetty Road Mainstreet Committee and Council Administration	October 2026	
5 November 2025	8.2 - Motion on Notice - Spendmapp Data for Jetty Road Glenelg – Cr Kane	<ol style="list-style-type: none"> <li>1. Council Administration to investigate the feasibility of incorporating Spendmapp visitor spend data into quarterly JRMC reports, covering both the suburb of Glenelg and, where possible, the designated Jetty Road Precinct, to support strategic decision making and performance monitoring on JRMC endorsed initiatives.</li> <li>2. Council Administration identify, include relevant data sets, and baseline comparisons that will best support the Committee's objectives and inform future marketing and engagement strategies</li> </ol>	Manager City Activation	Reporting to commence first meeting of 2026 (04 Feb 26)	
5 November 2025	9.3 – Finance Report	Administration to provide a comprehensive expenditure report at the December meeting.	Managers Communications and Engagement and City Activation	JRMC meeting – 3 December 2025	<b><u>Update 1/12/2025</u></b> Report deferred to 21 January meeting.



**Jetty Road Mainstreet Committee - Action Items**  
as of 4 December 2025

Meeting	Agenda Item	Action Required	Responsibility	Estimated Completion Date	Current Status
					<u>Update 13/1/2026</u> Report on agenda for 21 January.
3 December 2025	9.4 – Marketing Report	Investigate modelling agency staff used for the Local Magazine	Marketing and Design Advisor (Kaye)	JRMC Meeting – 21 January 2025	<b>Completed</b>  Advised that Finesse Modelling Agency has been used for the duration of LOCAL Magazine.  Marketing team is open to exploring other agencies in the future, including <b>The Agency</b> who are within the Jetty Road Glenelg precinct. As part of this we will review the following considerations: <ul style="list-style-type: none"><li>• Overall cost</li><li>• Whether they charge full-day or half-day rates</li><li>• Any restrictions on image usage</li><li>• Professionalism and experience of the models, as more experienced models typically require less time, which can reduce overall shoot hours and costs</li></ul>

**Item No:** 10.2

**Subject:** **TERMS OF REFERENCE AND IMPLEMENTATION PLAN**

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## **Summary**

At the meeting of 1 October 2025, the Jetty Road Mainstreet Committee considered a report (Report No: 336/25) that sought adoption of revised Terms of Reference (ToR) for the Jetty Road Mainstreet Committee (JRMC). At that meeting the Committee moved a motion to defer the report until December 2025 on the basis that Administration plan an implementation of the membership transition under the proposed Terms of Reference.

This report seeks the Committee's endorsement and recommendation of the revised ToR's to Council for adoption; and endorsement of the proposed implementation of the membership transition.

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## **Recommendation**

**That the Jetty Road Mainstreet Committee:**

1. **endorses the Terms of Reference presented in Attachment 1 and recommends them to Council for adoption;**
2. **notes the resignation of Gilia Martin, Angus Warren and Stacey Mills from the Committee;**
3. **approves a Selection Panel, consisting of:**
  - 
  - 
  -**to commence the appointment process for two trader members and one independent member.**

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## **Background**

The Jetty Road Mainstreet Committee (JRMC) has been established under section 41 of the *Local Government Act 1999*, to promote the precinct and attract visitation.

Following the presentation of the report titled 'Jetty Road Mainstreet Committee Terms of Reference' (Report No. 336/25) to the Committee on 1 October 2025, a motion was carried stating that "*the report be deferred to the December meeting on the basis that Administration will plan the implementation of the membership transition under the proposed Terms of Reference.*"

## Report

### ***Terms of Reference***

A review of the Committee's Terms of Reference (ToR) has been conducted with amendments made to simplify the content, by using clearer language, and clarifying the Committee's purpose, principles and objectives. Attachment 1 is a copy of proposed Terms of Reference.

*Refer Attachment 1*

The below table provides a side-by-side comparison between the last approved Terms of Reference, endorsed in February 2022, and the revised Terms of Reference presented for approval. Attachment 2 is a copy of Terms of Reference approved in February 2022.

*Refer Attachment 2*

Section	2022 Terms of Reference	2025 Draft Terms of Reference
1. Purpose & Objectives	Emphasis on enhancing/promoting the precinct, economic development, branding, and stakeholder communication.  Strategic and financial plan required for at least 4 years. Infrastructure upgrades explicitly included.	Focus on promotion, retail strategy, tenancy mix, economic stimulus, and marketing.  Strategic and financial plan for minimum 2 years.  Infrastructure/appearance upgrades not mentioned.
2. Membership	Up to 9 traders/landlords, up to 2 Independents, 2 Elected Members, Mayor quarterly (non-voting).	8 traders/landlords, up to 3 Independents, 2 Elected Members, Mayor quarterly (non-voting). Council may fill vacancies.
3. Appointments & Term	Two-year terms, may be reappointed. Detailed rules for removal/reappointment.  Selection panel includes 1 JRMC member, Mayor, 1 Elected Member, CEO.	Two-year terms, maximum 2 consecutive terms (aligned with Council's 4-year cycle).  Selection Panel: 2 JRMC members + possibly Mayor, Elected Member or CEO (more flexible).
4. Presiding Member	Elected every second financial year. Cannot be Elected/Independent.  Presiding Member has deliberative + casting vote.	Still elected every two years from non-Elected, non-Independent members.  Voting provisions removed.
5. Meeting Procedures	Very detailed procedures (notice, agenda, quorum, voting, teleconference, presiding member's discretion, minutes).	Simplified (bi-monthly after 5:00pm, special meetings allowed, agendas online, public access). Less procedural detail.
6. Reporting	Quarterly reports (strategy, promotion, Master Plan, financials).  Annual self-review of TOR and membership. Annual report to Council.	Quarterly reports (strategy, promotions, Master Plan input, financials).  Annual review included in Council Annual Report. No requirement to self-review TOR/membership.

Section	2022 Terms of Reference	2025 Draft Terms of Reference
7. Behavioural Standards	Members act honestly, diligently, avoid conflicts, respect others, follow Code of Conduct and Local Government Act duties.	Expanded standards referencing 2022 SA Government Gazette and Behavioural Support Policy. Explicit on bullying, harassment, respectful behaviour.
8. Roles & Responsibilities	Detailed roles for Chair, Deputy, Members, Administration.	These detailed role descriptions removed; replaced with broad governance/behavioural standards.
9. Governance & Support	Secretariat funded by separate rate, specific admin responsibilities.	Similar but simplified. Council provides administration support, facilities and training. Adds references to strategic alignment, risk, and 3-year review cycle.

A summary of the revised Terms of Reference are below.

#### *Purpose*

The JRMC promotes the Jetty Road Precinct as a year-round destination for shopping, leisure, and recreation. It develops strategic and financial plans (minimum two-year scope) and recommends annual budgets to Council to support economic growth, retail strategy, marketing, and events.

#### *Objectives*

- Advise Council on retail mix, economic development, and investment opportunities.
- Support business growth and community vibrancy through marketing, branding, and activation.
- Operate as an advisory body under section 41 of the *Local Government Act 1999*.

#### *Membership*

- Up to 13 members, appointed by Council:
  - Eight precinct landlords/businesses paying the separate rate.
  - Up to three independent members with relevant expertise.
  - Two Elected Members from Somerton or Glenelg wards.
- The Mayor attends quarterly (non-voting).
- Council may fill vacancies.
- Presiding and Deputy Presiding Members (drawn from non-Elected, non-Independent members) are appointed every two years.

#### *Meetings & Procedures*

- Held at least every two months (after 5.00pm).
- Conducted under the *Local Government Act 1999*, meeting regulations, and Council's Code of Practice – Meeting Procedures.
- Quorum: half the members plus one.
- Open to the public unless confidentiality provisions apply.

### *Reporting*

- Quarterly reports to Council by the Chairperson/Deputy/Independent Chair (if appointed).
- Annual performance report included in Council's Annual Report.
- Annual budget submission for Council consideration and adoption.

### *Authority*

- The JRMC has no delegated powers—its role is advisory only.
- Only the Mayor or CEO (or their delegates) may speak on behalf of Council.

### *Terms & Appointments*

- Members serve a two-year term, with a maximum of two consecutive terms.
- Appointment is via an open expression of interest process, assessed by a Selection Panel.

### *Behavioural Standards (formerly referred to as the Code of Conduct)*

Members must:

- Act respectfully, responsibly, and in the community's best interests.
- Comply with Council policies, codes, and procedures.
- Maintain respectful relationships with Council members, staff, and the community.
- Avoid bullying, harassment, or misconduct.

### *Support & Governance*

- Council provides administrative support, facilities, and member training.
- Governed by the *Local Government Act 1999*, Council meeting regulations, and behavioural policies.
- Terms of Reference reviewed every three years.

### *Implementation Plan*

The revised Terms of Reference recommend the terms of JRMC Members are two years, with members serving a maximum of two consecutive terms, aligned with Council's four-year term.

### *Tenure of Current JRMC Members*

The tenure of the current Committee members are outlined below:

Member	Term Expiry	Commencement	Comment
Gilia Martin	31/3/2027	1/4/2019	Exceeded 2 term limit
Angus Warren	31/3/2027	1/4/2019	Exceeded 2 term limit
Tony Beatrice	31/3/2027	1/4/2019	Exceeded 2 term limit
Adoni Fotopoulos	31/3/2027	1/4/2019	Exceeded 2 term limit
Karen Bailey	31/3/2027	1/7/2024	Considered 1st Term*

Member	Term Expiry	Commencement	Comment
Bayley Millard	31/3/2027	1/4/2025	1st Term
Ryan Shipway	31/3/2027	1/4/2025	1st Term
Martin Gilligan	31/3/2027	1/4/2025	1st Term
John Theodorakatos	31/3/2027	1/4/2025	1st Term
Saxon Smith (Independent)	31/3/2027	1/4/2025	1st Term
Stacey Mills (Independent)	31/3/2027	1/4/2025	1st Term

The term expiry of all current members is 31 March 2027. These current terms have been approved by Council and will be honoured. The implementation of the terms under the revised Terms of Reference will commence at the expiry of this current term, being 31 March 2027.

As a result, the following members would not be eligible to seek re-appointment to the Committee: Gilia Martin, Angus Warren, Tony Beatrice and Adoni Fotopoulos.

\* The initial term for Karen Baily commenced in 1 July 2024, with that term ending in 31 March 2025, less than the two-year term outlined in the current and revised Terms of Reference. On that basis, it is considered Ms Bailey is within her first term as a Committee Member and is eligible for re-appointment to the Committee following the expiry of this term.

Remaining Committee members are eligible to seek re-appointment to the Committee at the expiry of their current term.

Following the Committee's meeting in December 2025, three resignations have been received from Gilia Martin, Angus Warren and Stacey Mills. Ms Martin and Mr Warren's resignations are effective from 1 April 2026. Ms Mills' resignation came into effect from 24 December 2025. Attachment 3 is a copy of the letters received from resigning Committee Members.

*Refer Attachment 3*

As a result of these resignations, an appointment process will need to be undertaken in the next three-months to recruit for the three vacant positions.

#### *Future Appointments to the Committee*

With these resignations, and subsequent appointment process, this will now stagger the membership of the Committee, with several Committee members terms expiring each year. While this will result in the Committee seeking appointments each year, it does provide the Committee with an opportunity to ensure continuity of the Committee's operations and reduces the risk the Committee appoints all new members.

#### *Appointment Process*

To undertake an appointment process, a selection panel needs to be formed. Under the revised Terms of Reference, the panel is made up of two JRMC members, in addition to a member of Council being either the Mayor, an Elected Member or the Chief Executive Officer. The Committee needs to approve the makeup of the selection panel to ensure the appointment process can commence as soon as possible.

Should the Committee decided not to approve the revised Terms of Reference, the February 2022 approved ToRs would apply. As a result the selection panel would be made up of one JRMC member, the Mayor, one Elected Member and the Chief Executive Officer.

## Budget

Not applicable

## Life Cycle Costs

Not applicable

## Strategic Plan

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

## Council Policy

Council's Code of Practice - Meeting Procedures  
Council's Behavioral Management Policy

## Statutory Provisions

*Local Government Act 1999*, sections 41 and 90  
*Local Government (Procedures at Meetings) Regulations 2013*

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**Written By:** Chief Executive Officer

**Chief Executive Officer:** Ms P Jackson

# Attachment 1



# Jetty Road Mainstreet Committee – Terms of Reference

## 1. Purpose of the JRMC

The JRMC exists to:

- Promote the Precinct to attract residents, visitors, and the wider community, positioning it as a vibrant destination for shopping, leisure, and recreation all year round.
- Develop and recommend to Council a strategic and financial plan for the Precinct (minimum two-year scope), including:
  - Retail strategy.
  - Tenancy mix.
  - Economic stimulus initiatives.
  - Marketing, promotion, and event activation.
- Recommend to Council an annual budget to support JRMC activities, and monitor its performance through regular reporting to ensure alignment with strategic goals.

## 2. Objectives

As an Advisory Committee to Council, the JRMC advises on:

- Retail strategy and tenancy mix: Creating a diverse and community-focused business environment for at least two years.
- Economic development: Supporting existing businesses and attracting new investment through programs that stimulate local economic growth.
- Marketing and branding: Establishing a consistent strategy to promote the Precinct as a year-round destination for shopping, leisure, and recreation.

The JRMC is an Advisory Committee to Council under Section 41 of the *Local Government Act 1999*.

## 3. Meeting Procedures

- 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.

## 4. Membership

- Every two years, the JRMC appoints a Presiding Member and Deputy from non-Elected, non-independent members. The Presiding Member is the Committee's spokesperson. The Deputy acts if the Presiding Member is absent. If both are absent, members present choose an Acting Presiding Member (who is not an Elected Member).

The JRMC has up to 13 members, appointed by Council:

- 8 local landlords or business owners paying the separate rate.
- Up to 3 independent members with relevant skills.
- 2 Elected Members from Somerton or Glenelg wards.
- The Mayor attends quarterly (non-voting).
- Recruitment of members will be undertaken by Administration in accordance with approved recruitment best practice and relevant policies and procedures. Once completed, a recommendation(s) for appointment will be put to Council for decision.

## 5. Leadership and Speaking Conditions

- JRMC members cannot speak on behalf of Council unless Council has specifically given them that authority.
- Normally, only the Mayor (as Principal Member) or the CEO (or staff they delegate).
- JRMC members can talk informally about the committee's work (general updates), but they cannot claim to be speaking for Council or as the committee's official voice.

## 6. Term

- The Committee operates on a two-year term, with members able to serve a maximum of two consecutive terms, aligned with Council's four-year term.

## 7. Appointment Process

Council advertises vacancies and assesses nominations based on:

- Business, marketing, property, or governance experience.
- Availability to attend meetings.
- Independent members may be appointed for specialist skills (e.g., tourism, events, urban planning).
- A Selection Panel (*must* include 2 members of the JRMC and *may also* include an Elected Member, Mayor or CEO) recommends appointments.

## 8. Authority

- The JRMC has no delegated powers—it makes recommendations to Council only.

## 9. Meetings

- Held at least every two months, usually after 5:00 PM.
- Special meetings can be called for urgent matters.
- Attendance can be held virtually.
- Agendas and reports are published online.
- 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*.
- Minutes of the JRMC meetings will be presented to the next meeting of the Council for their information and endorsement.

## 10. Quorum

- A meeting is not able to conduct any business until a quorum is present.
- The quorum for a meeting is ascertained by dividing the total number of members by two, ignoring any fraction resulting from the division, and adding one.

## 11. Reporting

- The JRMC Chair or Deputy Chair (or Independent Chair, if appointed) will provide quarterly reports to Council on strategy, promotions, master plan input, and financial performance.
- An annual performance review and report will be included in Council's Annual Report.
- Each year, the JRMC will submit a proposed budget for its activities to Council, for consideration and adoption, within Council's budget preparation timelines.
- The financial year runs from 1 July to 30 June.

## 12. Behavioural Standards for JRMC Members (Extract from the [SA Government Gazette notice](#))

JRMC members must:

### General behaviour

- Show commitment and discharge duties conscientiously.
- Act in a way that generates community trust and confidence in the Council.
- Act in a manner that is consistent with the Council's role as a representative, informed and responsible decision maker, in the interests of its community.
- Act in a reasonable, just, respectful and non-discriminatory way.

### Responsibilities as a Committee Member

- Comply with all applicable Council policies, codes, procedures, guidelines and resolutions.
- Take all reasonable steps to provide accurate information to the community and the Council.
- Take all reasonable steps to ensure that the community and the Council are not knowingly misled.
- Take all reasonable and appropriate steps to correct the public record in circumstances where the Member becomes aware that they have unintentionally misled the community or the Council.
- Act in a manner consistent with their roles, as defined in section 59 of the Act.
- In the case of the Principal Member of a Council, act in a manner consistent with their additional roles, as defined in section 58 of the Act.
- Use the processes and resources of Council appropriately and in the public interest.

### Relationship with fellow Council Members

- Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council members.
- Not bully other Council members.
- Not sexually harass other Council members.

### Relationship with Council employees

- Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council employees.
- Not bully Council employees.
- Not sexually harass Council employees.

Further requirements (in terms of reporting complaints) can be found in [Council's Behavioural Support Policy](#).

## 13. Secretariat and Support

- The Council will employ and manage appropriate administrative staff to assist the Committee to meet its objectives.

- All workplace equipment and facilities are provided by the Council.
- 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.

#### 14. Governance

- Guided by relevant legislation and Council policies, including:
  - *Local Government Act 1999*.
  - Council's Meeting Procedures Regulations.
  - Council's Behavioural Management Policy.

#### 15. For Administration Use Only

Reference Number:		
Strategic Alignment:		
Strategic Risk:		
Responsible Officer(s):	General Manager, Community & Business	
Approval Date and Council Resolution Number:	TBA	
Approval History (Council), including GM approval:	<u>Council</u> N/A	<u>General Manager</u> 25/09/25
Review Cycle:	Three years.	
Applicable Legislation:	<i>Local Government Act 1999</i> .	
Related Policies:	<i>Local Government Act 1999</i> . Council's Meeting Procedures Regulations. Council's Behavioural Management Policy.	
Other Reference Documents:	<a href="https://www.governmentgazette.sa.gov.au/2022/November/2022_079.pdf">https://www.governmentgazette.sa.gov.au/2022/November/2022_079.pdf</a>	

# Attachment 2



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

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

### **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) and later, to the Jetty Road Mainstreet Committee (JRMC).

### **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

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

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.

### **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 be 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.

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

- 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

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

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 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 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 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

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

- 8.2 The selection panel will comprise of a member of the JRMC, 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 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.
- 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 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, and in the event of an equality of votes has a casting vote.

### **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

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

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 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. All Members must be given at least four hours' notice of a special meeting.
- 11.6 All decisions of the JRMC 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 JRMC unless a quorum is present

### **13. Minutes of Meetings**

- 13.1 Minutes of the JRMC meetings will be placed on Council's website and a copy provided to all Council and JRMC members within 5 days of a meeting of the JRMC.
- 13.2 Minutes of the JRMC meetings will be presented to the next meeting of the Council for their information and endorsement.
- 13.3 Where necessary the minutes of JRMC 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 JRMC financial records will be maintained by the council.
- 14.2 The JRMC 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**

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

15.1 The JRMC 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**

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**

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.

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

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

- 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 3

# ĀTTITUDES

09/01/2026

To Mayor Amanda Wilson

Kindly accept this letter as my formal resignation as Chairperson of the Jetty Road Main Street Committee, effective post meeting 01/04/2026.

I am incredibly grateful for the opportunities that I have been given in this post. I would also like to thank you for being supportive of my professional growth.

I have enjoyed working alongside passionate, like-minded individuals who truly care about the precinct. Special mention must be made to Angus Bathurst-Warren, deputy chair, for his unwavering support and knowledge during my tenure as Chairperson.

I would like to thank the Council for the support and professional growth provided to me over the last 6 years, and wish the JRMC all future success.

Best wishes,



**Gilia Martin**



7 January 2026

Dear Mayor Wilson,

I am writing to formally tender my resignation from the Jetty Road Mainstreet Committee, effective close of meeting on 1 April 2026.

After nine years serving on the Committee, the past three years as Deputy Chair, this decision has been made with careful consideration. It has been my privilege to contribute to the stewardship, advocacy, and ongoing development and renewal of Jetty Road, Glenelg.

I must acknowledge the dedication and leadership of our Chair Gilia Martin, whose commitment and has been instrumental to the Committee's work. Also, sincerely thank all current and past Committee members I have served alongside. The voluntary time, expertise, and care contributed by members has played a vital role in supporting the vibrancy and ongoing success of the Jetty Road precinct.

I extend my best wishes to the Committee for its continued success and thank Council for the opportunity to have served the Jetty Road community.

Yours sincerely,

**Angus Warren**

Deputy Chair

Jetty Road Mainstreet Committee

**From:** [Stacey M](#)  
**To:** [Gilia Martin](#); [Angus Warren](#)  
**Cc:** [Michelle Richmond](#); [Nicole Reynolds](#)  
**Subject:** Stacey Mills - JRMC Resignation  
**Date:** Tuesday, 9 December 2025 8:03:02 PM

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**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 Gilia,

I am writing to formally resign from my position as a volunteer independent member of the Jetty Road Mainstreet Committee, effective 24 December 2025, two weeks from today.

It has been a privilege to contribute to the committee and support the vision for Jetty Road's growth and vibrancy. I have greatly valued the opportunity to collaborate with such a dedicated team and to play a role in shaping outcomes for the precinct.

Due to increased professional and personal commitments, I am unable to continue giving the time and attention the role deserves. I remain supportive of the committee's work and wish you every success in achieving your goals.

I note that the Terms of Reference does not specify any notification periods for resignations, so if this differs from what I have detailed above, please let me know as I would be willing to serve any required notice period.

Please let me know if there is anything I can do to assist with the transition.

Thank you again for the opportunity to serve.

Kind regards,  
Stacey Mills

**Item No:** 10.3

**Subject:** DRAFT 2026-27 JETTY ROAD MAINSTREET COMMITTEE BUDGET

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## Summary

This report tables a draft 2026-27 Budget for the Jetty Road Mainstreet Committee for consideration and amendment. The draft budget has been prepared based on a 2.5% Differential Separate Rate (levy) increase.

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## Recommendation

**That the Jetty Road Mainstreet Committee:**

1. recommends to Council the Differential Separate Rate be increased based on the December 2025 Adelaide CPI; and
2. recommends the draft 2026-27 budget, as presented in Attachment 1, for endorsement by Council;

OR

2. recommends the draft 2026-27 budget, as presented in Attachment 1, for endorsement by Council with the following changes:
  -

OR

2. seeks further information on the draft 2026-27 budget:
  -

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

That having considered Agenda Item 10.3 2026-27 Jetty Road Mainstreet Committee Budget, the Jetty Road Mainstreet Committee, pursuant to section 91(7) of the *Local Government Act 1999* orders that Attachment 1 be retained in confidence and the Chief Executive Officer is authorised to release the documents when the 2026-27 Annual Business Plan and Budget is released for community consultation.

*This order is subject to section 91(8)(b) of the Act which provides that details of the identity of the successful tenderer must be released once Council has made a selection.*

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## Background

The Jetty Road Mainstreet Committee has the option of requesting Council raise a Differential Separate Rate (levy) for the purposes of improving and promoting the Jetty Road Glenelg Mainstreet precinct.

On the raising of the levy, the Jetty Road Mainstreet Committee must prepare a budget for presentation and approval by Council.

## Report

A draft budget has been prepared based on a Differential Separate Rate increase of 2.5%, which is the forecast December 2025 Adelaide CPI at the time of writing this report. This aligns with the increase Council applies to General Rates. It is expected that the final December 2025 Adelaide CPI figure may be slightly higher than the forecast 2.5%. The actual CPI figure should be available at the end of January. Therefore, the revenue from the levy may be subject to change and the budget will be updated accordingly, unless the Committee seeks to set a percentage increase that does not align with the December 2025 Adelaide CPI figure.

The draft budget, included in Attachment 1, includes a breakdown of proposed expenditure in 2026-27, and where possible based on previous years' expenditure. The final allocation of the expenditure lines is subject to recommendation by the Jetty Road Mainstreet Committee.

*Refer Attachment 1*

The Chair will present the draft JRMC budget to Council on Tuesday, 7 April 2026. Following this presentation, the draft budget will be incorporated in the Council's draft 2026-27 Annual Business Plan for community consultation and final endorsement by Council.

## Budget

2026-27 Draft Budget

## Life Cycle Costs

Not applicable

## Strategic Plan

Innovation: entrepreneurialism  
Sustainability: resilience in our economy

## Council Policy

Not applicable

## Statutory Provisions

Not applicable

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**Written By:** Chief Executive Officer

**Chief Executive Officer:** Ms P Jackson