

Council Agenda

AGENDA

NOTICE OF MEETING

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

**Council Chamber – Glenelg Town Hall
Moseley Square, Glenelg**

Tuesday 11 August 2020 at 7.00pm

Roberto Bria
CHIEF EXECUTIVE OFFICER



Ordinary Council Meeting Agenda

1. OPENING

The Mayor will declare the meeting open at 7:00pm.

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. SERVICE TO COUNTRY ACKNOWLEDGEMENT

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

4. PRAYER

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

5. APOLOGIES

5.1 Apologies Received - Nil

5.2 Absent - Nil

6. ITEMS PRESENTED TO COUNCIL

7. DECLARATION OF INTEREST

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

8. CONFIRMATION OF MINUTES

Motion

That the minutes of the Ordinary Meeting of Council held on 28 July 2020 be taken as read and confirmed.

Moved Councillor _____, Seconded Councillor _____

Carried

9. PUBLIC PRESENTATIONS

9.1 Petitions

9.1.1 Council Funding to the Holdfast Bay Community Centre (Report No: 233.20)

9.2 **Presentations** – Nil

9.3 **Deputations** - Nil

10. QUESTIONS BY MEMBERS

10.1 **Without** Notice - Nil

10.2 **On Notice** - Nil

11. MEMBER’S ACTIVITY REPORTS - Nil

12. MOTIONS ON NOTICE

12.1 Proposed Memorial– Councillor Patton (Report No: 229/20)

13. ADJOURNED MATTERS

13.1 Adjourned Report - Somerton Surf Life Saving Club – Renewal of Kiosk Sub-Lease Agreement (Report No: 231/20)

14. REPORTS OF MANAGEMENT COMMITTEES AND SUBSIDIARIES.

14.1 Draft Minutes – Alwyndor Management Committee – 16 July 2020 (Report No: 228/20)

14.2 Minutes – Audit Committee Meeting – 23 July 2020 (Report No: 232/20)

14.3 Confidential - Minutes – Audit Committee Meeting – 23 July 2020 (Report No: 221/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

- b. Information the disclosure of which could 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 would, on balance, be contrary to the public interest.
- c. information the disclosure of which would reveal a trade secret.
- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.
- k. tenders for the supply of goods, the provision of services or the carrying out of works.

15. REPORTS BY OFFICERS

- 15.1 Items in Brief (Report No: 226/20)
- 15.2 2019-2020 Preliminary Funding Statements, Budget Carried Forwards and Activity Reports (Report No: 227/20)
- 15.3 Arts & Culture Strategy Annual Report (Report No: 201/20)
- 15.4 Outcomes of the Economic Recovery Taskforce Meeting (Report No: 230/20)
- 15.5 Call for Nomination to Greater Adelaide Regional Organisation of Councils (GAROC) Committee for One Position on the West Regional Grouping (Report No: 223/20)
- 15.6 Policy Review – Asset Management Policy (Report No: 215/20)
- 15.7 Policy Review – Stormwater Drainage Policy (Report No: 171/20)
- 15.8 Development Assessment – Design Review Scheme (Report No: 216/20)

16. RESOLUTIONS SUBJECT TO FORMAL MOTIONS

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

17. URGENT BUSINESS – Subject to the Leave of the Meeting**18. CONFIDENTIAL ITEMS**

- 18.1 2020/21 Beach Concerts (Report 224/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

- b. Information the disclosure of which could 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 would, on balance, be contrary to the public interest.

- 18.2 Kauri Community & Sporting Complex – Management Review (Report No: 222/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

- b. information the disclosure of which could 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 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 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 would, on balance, be contrary to the public interest.

18.3 Self Service Bait Vending Machine – Brighton Jetty (Report No: 198/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

- b. information the disclosure of which could 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 would, on balance, be contrary to the public interest.



ROBERTO BRIA
CHIEF EXECUTIVE OFFICER

Item No: **9.1.1**

Subject: **PETITION – COUNCIL FUNDING TO THE HOLDFAST BAY COMMUNITY CENTRE (HBCC)**

Date: 11 August 2020

Written By: Governance and Risk Officer

General Manager: Pamela Jackson, General Manager Strategy and Business Services

SUMMARY

A conforming petition has been received from Kym Davis of 6A Rockford Place, Marino SA 5049 stating:

“We the undersigned express our disappointment with Council for the passing of resolution C140720/1952 moved by Cr Mikki Bouchee and seconded by Cr Clare Lindop.

The resolution will have the effect of cutting funds to Holdfast Bay Community Centre (HBCC) resulting in higher user charges and possible reduction of activities.

We ask that this resolution be rescinded with Council noting the key role community centres have in maintaining the mental health and wellbeing of the community especially at this time of pandemic.

We insist that Council fund all centres to a level that allows for maximum community participation especially for the young, lonely, vulnerable, frail, aged and others who just want to stay healthy in body and mind.”

There are 225 signatures on the petition.

RECOMMENDATION

That Council note the Petition from Kym Davis of 6A Rockford Place, Marino SA 5049 regarding, funding to the Holdfast Bay Community Centre (HBCC).

COMMUNITY PLAN

Culture: Providing customer-centred services
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

City of Holdfast Bay Code of Practice – Meeting Procedures

STATUTORY PROVISIONS

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

BACKGROUND

On 4 August 2020, Council Administration received a petition relating to HBCC funding. The petition submission makes reference to Council decision C140720/1952, Report No: 194/20 – Motion on Notice – Community Centres Contribution Funding – Councillor Bouchee. The resolution from the Council meeting on 14 July 2020 was:

“That Administration review the Glenelg North, Glenelg, Over 50s and Holdfast Bay Community Centres Contribution funding, budget line 314.806 (\$27,000) and bring back to council a proposal that represents an equitable distribution of the grant to all four community centres. Until such time as the report has been considered by Council no funds be expended from budget line 314.806.”

As a result of the above resolution, the petitioners request the following:

“We ask that this resolution be rescinded with Council noting the key role community centres have in maintaining the mental health and wellbeing of the community especially at this time of pandemic.

We insist that Council fund all centres to a level that allows for maximum community participation especially for the young, lonely, vulnerable, frail, aged and others who just want to stay healthy in body and mind.”

Refer Attachment 1

The petition received from Kym Davis meets the criteria for a conforming petition submission as outlined in the *Local Government (Procedures at Meeting Regulations) 2013*, Regulation 10 and *Council’s Code of Practice – Meetings Procedures* Regulation 10 (1) - (9).

BUDGET

Not Applicable

LIFE CYCLE COSTS

Not Applicable

Attachment 1



Chief Executive Officer
City of Holdfast Bay Council
PO Box 19 BRIGHTON SA 5048



Petition regarding cutting of council funding to the Holdfast Bay Community Centre.

We the undersigned express our disappointment with Council for the passing of resolution C140720/1952 moved by Cr Mikki Bouchee and seconded by Cr Claire Lindop.

The resolution will have the effect of cutting funds to HBCC resulting in higher user charges and possible reduction in activities.

We ask that this resolution be rescinded with Council noting the key role community centres have in maintaining the mental health and well being of the community especially at this time of pandemic.

We insist that Council fund all centres to a level that allows for maximum community participation especially for the young, lonely, vulnerable, frail aged and others who just want to stay healthy in body and mind.

Kym Davis 6A Rockford Place MARINO SA 5049
Strengtht for Life member and Head Petitioner.

Item No: **12.1**

Subject: **MOTION ON NOTICE – PROPOSED MEMORIAL – COUNCILLOR PATTON**

Date: 11 August 2020

PROPOSED MOTION

Councillor Patton proposed the following motion:

That Administration undertake a review of the proposed memorial to honour Squadron Leader Robert Wilton Bungey, aligned with the Naming of Public Places Policy and bring back a report to Council for consideration.

BACKGROUND

A formal proposal for the erection of a memorial to honour Squadron Leader Robert Wilton Bungey, DFC as prepared by RSL South Australia, with a request for Council to consider and support the memorial.

Refer Attachment 1

Attachment 1





RSL
South Australia

1 July 2020

Councillor Bob Patton
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048

Dear Councilor Patton,

Proposal for the Erection of a Memorial to Honour Squadron Leader Robert Wilton Bungey, DFC

I am writing you in my capacity as a former Glenelg resident, an Ambassador of the Returned & Services League of Australia (South Australia Branch) and a friend of Mr Richard Bungey, son of the late Squadron Leader Robert Wilton Bungey, DFC. I would like to thank you for the advice and support you have given me, and for your suggestion that I approach Council to advocate for the construction of a memorial to honour the service and sacrifice of Sqn Ldr Bungey.

Bob Bungey was a "bay boy". His early education was at Glenelg Primary School and his family still live in the home on Tarlton Road they have occupied for over a century.

Bob is best remembered by many South Australians as a war hero – He served in the RAF/RAAF and was in action on the very first day of World War II. He distinguished himself in the retreat to Dunkirk and later in the Battle of Britain, where he served as Commanding Officer of 452 Squadron, the first Australian Spitfire Squadron formed in Britain. He spent three years on the "front line" fighting in the most ferocious circumstances.

During his time with 452 Squadron, Bob was regarded as an outstanding squadron commander whose qualities as a leader and fighter pilot won the respect of every member of his unit.

For three consecutive months during the Battle of Britain in 1940, 452 Squadron recorded the highest number of enemy aircraft destroyed out of all the RAF operational squadrons in Fighter Command.

During his time in the United Kingdom, Bob met his wife to be, Sybil Johnson of Berkshire. They married and Sybil fell pregnant. It was decided that conditions were better in Australia than war time England and Sybil moved to live with Bob's parents in Somerton Park. Later Bob returned to Australia to be re-united with his wife and young son Richard.

Shortly after his arrival home Bob was warned for service in the South West Pacific. During this time Bob and Sybil were living in the family home.

On 27 May 1943 tragedy befell the family. Sybil became seriously ill, collapsed and died. Bob was grief stricken. Over the next two weeks he tried to reconcile the sudden, unexpected loss of his beloved wife and his posting to face the advancing Japanese.

This posting was one he realistically believed he would not survive.

Returned & Services League of Australia (SA Branch) Inc
ANZAC House, Torrens Training Depot, Victoria Drive, Adelaide, South Australia 5000
Telephone 08 8100 7300 Email admin@rslsa.org.au

rslsa.org.au

On 10 June 1943, his mind made up, Bob, together with his young son Richard, walked to the sand hills on Somerton Beach.

There he attempted to take the life of his son, before turning the gun on himself.

Bob died instantly. He had determined that with Sybil gone and his firm belief that he would soon lose his life at war, he felt he had no other choice.

This was the only way he saw to keep his family "together."

Sometime later a passer-by came upon the scene. Bob was dead, but, miraculously, Richard was alive. Rushed to a nearby medical facility Richard was treated by the local GP. Against the odds he survived.

Bob was buried with full military honours in a military grave beside his beloved Sybil in St Jude's Cemetery, Brighton. The Acting Mayor of Glenelg, the Mayor of Brighton and the Town Clerks of both municipalities were Chief Mourners. Bob's loss was mourned by thousands of South Australians.

With the death of his parents, Richard became an orphan and I note from historical records that the Mayor of Glenelg met with Richard's grandparents to discuss a proposal for the State of South Australia to "adopt" young Richard in honour of the outstanding service rendered by his father.

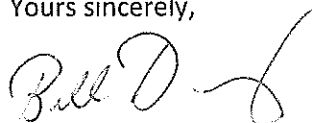
It would seem that there is a substantial link between the Bungey family and the City of Holdfast Bay that has existed for many years?

While much of the above is not appropriate for a memorial, it does give some idea of the background to this project and why it is so important to many. Recognition by the people of Holdfast Bay of the extraordinary dimension of Bob's military service to his nation during its time of critical need is more than fitting and some might say, well overdue. Bob Bungey was one of our nations bravest. He was one of the "few" of which the war time Prime Minister of the United Kingdom, Winston Churchill, said "Never was so much owed by so many to so few." Thirty five Australians flew in the Battle of Britain. Only a handful came from South Australia. None survive.

The proposal to acknowledge Sqn Ldr Bungey's military service is strongly supported by Richard Bungey. It is also supported the Returned & Services League of Australia (Plympton/Glenelg Sub-Branch) and The Royal Australian Air Force Association (South Australia Branch). Mr Bungey and both organisations are keen to work with Council and provide the advice necessary in respect of this project. In respect of military input, Mr Keith Harrison, President of the Plympton/Glenelg RSL Sub Branch, Group Captain Robert Black, AM, President of the RAAF Association and I would be pleased to assist you.

Thank you for considering this request.

Yours sincerely,



Bill Denny, AM, BM
RSL SA/NT Ambassador

Item No: **13.1**

Subject: **ADJOURNED REPORT – SOMERTON SURF LIFE SAVING CLUB –
RENEWAL OF KIOSK SUB-LEASE AGREEMENT**

Date: 11 August 2020

Written By: Team Leader Commercial and Leasing

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

Administration submitted Item 15.5 (Report No: 178/20) Somerton Surf Life Saving Club – Renewal of Kiosk Sub-Lease Agreement for consideration by Council at its meeting on 28 July 2020 (Refer Attachment 1).

Council subsequently resolved to adjourn consideration of the matter until the next Council meeting on the basis that Council required further information relating to the sub-lease, rental calculation and amendment of the head lease.

The adjourned motion needs to be considered before any new motions can be considered.

Councillor Clancy having moved the motion and Councillor Lonie having seconded the motion are deemed to have spoken. Councillor Bouchee moved an amendment, which was subsequently not accepted by the Mayor, is also considered to have spoken to the motion.

MOTION:

From 28 July 2020 Council Meeting:

That Council:

- 1. approves a new sublease between the Somerton Surf Lifesaving Club Inc. (as Sub Lessor) and Penelope McEwan Wallbridge (as Sub Lessee) for the Kiosk area on the following terms:**
 - **term: three (3) years commencing on 1 May 2020 and expiring on 30 April 2023;**
 - **renewal: one (1) right of right of renewal for a further term of two (2) years commencing on 1 May 2023 and expiring on 30 April 2025;**
 - **sublease area: delineated in red on the plan annexed hereto as Attachment 1 being approximately 66m²; and**

- **commencing rent payable to Sub Lessor: \$22,000 per annum to be reviewed annually in accordance with movements in CPI (Adelaide-All Groups) subject to:**
 - a) **an increase in the rent payable by the Club to Council pursuant to the Sublease (Head lease Kiosk rent) to \$4,410 per annum from the date of signing of the Kiosk Sublease;**
 - b) **Head lease Kiosk rent being adjusted annually by CPI (Adelaide-All Groups) as and from each anniversary of the sublease commencement date, the first such adjustment being on 1 May 2021; and**
 - c) **a market review of the Head lease Kiosk rent being undertaken prior to the granting of the Sublease extension (ie on or before 30 April 2023).**
2. **that the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to this sublease.**

Moved Councillor Clancy, Seconded Councillor Lonie

COMMUNITY PLAN

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Making it easier to do business

COUNCIL POLICY

Sporting and Community Club Leasing Policy 2018

STATUTORY PROVISIONS

Local Government Act 1999.

Retail and Commercial Leases Act 1995.

BACKGROUND

Council at its meeting on 28 July 2020 resolved to adjourn Report No: 178/20 until the next meeting to allow further information relating to the sub-lease, rental calculation and amendment of the head lease to be discussed.

The matter was further discussed at a workshop on 4 August 2020.

This report presents the original report (Report No: 178/20) and the additional information requested by Council. The original report is presented in Attachment 1 together with the original Attachment.

Refer Attachment 1

REPORT

The original sub-lease for the kiosk was approved by Council in 2014 and commenced on 1 May 2014. Under the sub-lease, the club rented the 65m² kiosk to a commercial operator for \$6,000 pa with a 2+2 year term. Council determined at the time that it should recover \$2,855 pa of the rent charged by the Club in recognition that the community had paid for 2/3 of the club building and had ongoing liabilities for some maintenance and renewal, with the Somerton SLSC contributing 1/3 of the building cost.

The sub-lease was subsequently renewed in 2018 commencing on 1 May 2018 for a 2 year term at an annual rental paid by the operator to the Club of \$16,000. This 2nd sub-lease expired on 30 April 2020 and is now the subject of this report with the club seeking to renew the sub-lease for a further 3+2 year term. The rent charged by the club to the operator for the 2nd sub-lease was \$16,000 and Council's share of that rent was set at \$3,001 pa.

Report 178/20 outlined details of the proposed sub-lease renewal as follows:

- Commencement date: 1 May 2020
- Term: 3+2 years
- Starting rental of \$22,000 per annum (plus GST) PLUS electricity at cost (plus GST)
- Rent adjusted by CPI (All Groups – Adelaide) annually

In broad terms, the renewal of the sub-lease is similar to previous sub-lease extensions, except for two issues:

- Rent is subject to CPI adjustments
- Mechanism to charge and value Council's share of the commercial sub-lease rent

Report 178/20 discussed a suggested method for determining Council's share of the commercial sub-lease rent received by the Club. This report also introduced the concept that the total rent paid by the Club to Council for use of the building should comprise 2 parts as follows:

$$\text{Total Rent} = \text{Community Use rent} + \text{Commercial Sub-lease rent}$$

The Community Use rent remains unchanged at \$10 pa as per the current head lease.

The Commercial Sub-lease rent is proposed as 30% of the gross rental paid by the operator to the Club, but applied to only 2/3 of this gross amount to reflect the Club's 1/3 equity in the facility.

On this basis, the Commercial Sub-lease rent payable by the Club to Council for the kiosk sub-lease would be \$4,400 pa to apply from the date of signing of the new sublease agreement (ie determine from $\$22,000 \times 2/3 \times 30\% = \$4,400$).

The total rental paid to Council would then be \$4,410 pa comprising \$10 pa for Community Use rent and \$4,400 pa for Commercial Sub-lease rent.

The Club is also proposing that the sub-lease rental is adjusted by CPI each year (All Groups Adelaide), so it is further proposed that Council's portion of the sub-lease rent also be adjusted by CPI (All Groups Adelaide) occurring on the anniversary of the date of sub-lease commencement, with the first review due on 1 May 2021.

A market review of the Kiosk sub-lease rent is proposed to be undertaken prior to the granting of the two (2) year extension to ensure that the Club is charging a reasonable market rental to the kiosk operator for the premises. This will ensure that the rental is not providing undue commercial advantage to the operator. Council can also apply any new policies applicable (including any policy that defines how Council determines Commercial Sub-lease rent) at the time.

It is important to note that Council is yet to consider its policy position on how to determine the share of a commercial sub-lease rent charged by a club for commercial use of a community facility. In particular, the 30% figure used in this proposed sub-lease extension is not to be construed as creating a precedent for future percentage shares or to lock council into a specific policy position. The charging approach, formula and any percentage share used to determine Commercial Sub-Lease rent will all be reviewed and subject to approval through a new policy (including community consultation) later in 2020.

The Club will be requested to provide audited annual financial statements each year as part of the lease management process.

If approved by Council, these updated sub-lease arrangements will be incorporated into the Head Lease by consent of both parties per a Deed of Variation.

BUDGET

Council's forecast income from this proposed sub-lease arrangement is \$4,410 (including \$10 pa for Community Use rent) with the Commercial Sub-lease rental increasing by CPI (All Groups Adelaide) annually on the anniversary of the date of sub-lease commencement, with the first review due on 1 May 2021.

LIFE CYCLE COSTS

All structural maintenance will remain the responsibility of Council under the current lease. This cost has been factored into both the Asset Management and Long Term Financial Plans.

Attachment 1



Item No: **15.5**

Subject: **SOMERTON SURF LIFESAVING CLUB – RENEWAL OF KIOSK SUB-LEASE AGREEMENT**

Date: 28 July 2020

Written By: Property Officer

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

The Somerton Surf Lifesaving Club Inc. (**Club**) has a lease over the Somerton Surf Lifesaving Club building for a term of 21 years commencing on 7 December 2005 and expiring on 6 December 2026 (**Head lease**). Pursuant to Clause 5 of the Head lease, the Club is entitled to sublease areas within the Somerton Surf Lifesaving building to third parties, on the proviso that Council consent is first given.

On 11 March 2014, Council resolved to permit the Club to sublease a portion of the building to Ms Penelope McEwan Wallbridge (**Sublessee**) for the purpose of operating a coffee shop and kiosk for a term of two (2) years commencing on 1 May 2014 and expiring on 30 April 2016, with a right of renewal for two (2) years commencing on 1 May 2016 and expiring on 30 April 2018 (**Original Sublease**) (Resolution No. C110314/1059). Following the expiration of the renewed term of the Original Sublease, Council approved a further term of two (2) years pursuant to Resolution No. C270319/1425 (**Second Sublease**).

The Second Sublease expired on 30 April 2020, and Somerton Surf Life Saving Club is seeking Council's consent to enter into a new Sublease with the Sub-lessee for a further term of three (3) years commencing on 1 May 2020 with a right of renewal for a further term of two (2) years.

RECOMMENDATION

That Council:

1. **approves a new sublease between the Somerton Surf Lifesaving Club Inc. (as Sub Lessor) and Penelope McEwan Wallbridge (as Sub Lessee) for the Kiosk area on the following terms:**
 - **term: three (3) years commencing on 1 May 2020 and expiring on 30 April 2023;**
 - **renewal: one (1) right of right of renewal for a further term of two (2) years commencing on 1 May 2023 and expiring on 30 April 2025;**
 - **sublease area: delineated in red on the plan annexed hereto as Attachment 1 being approximately 66m²; and**
 - **commencing rent payable to Sub Lessor: \$22,000 per annum to be reviewed**

annually in accordance with movements in CPI (Adelaide-All Groups) subject to:

- a) an increase in the rent payable by the Club to Council pursuant to the Sublease (Head lease Kiosk rent) to \$4,410 per annum from the date of signing of the Kiosk Sublease;**
- b) Head lease Kiosk rent being adjusted annually by CPI (Adelaide-All Groups) as and from each anniversary of the sublease commencement date, the first such adjustment being on 1 May 2021; and**
- c) a market review of the Head lease Kiosk rent being undertaken prior to the granting of the Sublease extension (ie on or before 30 April 2023).**

- 2. that the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to this sublease.**
-

COMMUNITY PLAN

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Economy: Supporting and growing local business

Economy: Making it easier to do business

COUNCIL POLICY

Sporting and Community Club Leasing Policy 2018

STATUTORY PROVISIONS

Local Government Act 1999.

Retail and Commercial Leases Act 1995.

BACKGROUND

Previous Reports, Applications and Decisions

- Council Report No.: 76/14; Item No.: 14.2, 'Somerton Surf Lifesaving Club – Sub-Lease', 11 March 2014 (Resolution No.: C110314/1059).
- Council Report No.: 106/19; Item No.: 14.6, 'New Sub-Lease Agreement – Somerton Surf Lifesaving Club & Penelope McEwan Wallbridge', 11 March 2014 (Resolution No.: C270319/1425).

The Somerton Surf Lifesaving Club Inc. (**Club**) has a lease over the Somerton Surf Lifesaving Club building for a term of 21 years commencing on 7 December 2005 and expiring on 6 December 2026 (**Lease**). Pursuant to Clause 5 of the Lease, the Club is entitled to sublease areas within the Somerton Surf Lifesaving building to third parties, on the proviso that Council consent is first given.

On 11 March 2014, Council resolved to permit the Club to sublease a portion of the building to Ms Penelope McEwan Wallbridge (**Sub lessee**) for the purpose of operating a commercial

coffee shop and kiosk for a term of two (2) years commencing on 1 May 2014 and expiring on 30 April 2016 with a right of renewal for two (2) years commencing on 1 May 2016 and expiring on 30 April 2018 (**Original Sublease**) (Resolution No. C110314/1059). Following the expiration of the renewed term of the Original Sublease, Council approved a further term of two (2) years pursuant to Resolution No. C270319/1425 (**Second Sublease**).

The Second Sublease expired on 30 April 2020, and now the Lessee is seeking Council's consent to enter into a new Sublease with the Sublessee for a further term of three (3) years commencing on 1 May 2020 with a right of renewal for a further term of two (2) years.

REPORT

Given the Club and the Sublessee have reached an agreement in principle in regards to the new Sublease and that the Second Sublease is now running on holdover mode, both parties are pressed to formalise the new proposed sublease, on the following terms:

• Term:	Three (3) years commencing on 1 May 2020 and expiring on 30 April 2023
• Renewal:	one (1) right of right of renewal for a further term of two (2) years commencing on 1 May 2023 and expiring on 30 April 2025. Note that: - The renewal term fits under the term of the Head lease expiring 6 December 2026. - If the proposed sublease is endorsed, the club will not need Council consent to extend the sublease for the renewed term.
• Commencing Rent (payable by the sublessee to Club):	\$22,000 per annum to be reviewed annually in accordance with movements in the Consumer Price Index (Adelaide-All Groups)
• Rent review at end of 3 year sublease term	Market review prior to expiration of 3 rd year
• Outgoings	All utilities relating to business operations (gas, water, electricity), as consumed
• Area	Kiosk area located on Club's ground floor, northern end of clubhouse building, approximately 66m ² and outdoor tables affixed to the paved area to the North and West of the Clubhouse, up to knee high wall.
• Permitted use	Coffee shop/Kiosk within previous hours of operation

The Club will organise the drafting of the new Sublease and Council endorsement will be required for the Mayor and Chief Executive Officer to execute the Agreement on behalf of the Landowner.

BUDGET

The original Head lease between Council established a 21 year term and symbolic community rent of \$10 per year on the basis that the premises were used to deliver essential lifesaving services only.

In 2014, the Kiosk Original Sublease was authorised with a commencing annual rental payable by the operator to the Club of \$6,000 pa. The report clearly stated that it was not intended for the Club to profit from the rental, but instead alleviate their financial burden.

In recognition of the commercial revenue brought in to the Club via the Sublease, the Head lease was varied and the Head lease rent applicable to the commercial sublease of the kiosk (**Head lease Kiosk rent**) was increased to \$2,865 per annum. The Head lease Kiosk rent was to increase by CPI annually, with the community rent remaining fixed at \$10 pa as per the original head lease.

The Second Sublease commenced on 30 April 2018 with the annual rental payable by the Sublessee to the Club increased to \$16,000. The Head lease Kiosk rent only increased by CPI in that time.

In 2020, the proposed new sublease rent payable to the Club is increasing to \$22,000 per annum (266% increase compared to 2014) and it is therefore proposed that the Head lease Kiosk rent payable by the Club to Council for the kiosk should also increase.

It is proposed that a figure of 30% of the gross rental paid by the sublessee to the Club be adopted as the Head lease Kiosk rent but **adjusted downwards** by 33% to reflect the Club's equity in the facility.

This broadly reflects the original percentage of revenue that Council applied when it adjusted the Head lease Kiosk rent at the time of the original sublease.

This would see the Head lease Kiosk rent payable by the Club to Council for the kiosk set at \$4,356 pa from the date of signing of the new sublease agreement (ie $\$22,000 \times 30\% \times 66\%$)

The total head lease rental would therefore be \$4,410 pa (based on Head lease Kiosk rent of \$4,400 pa and annual community rental of \$10 pa).

Given that the Club proposes to increase the sublease rental by CPI each year, it is proposed that the Head lease Kiosk rental also be adjusted by CPI (All Groups Adelaide) each year on the anniversary of the date of commencement of the sublease, with the first review due on 1 May 2021.

A market review of the Head lease Kiosk rent payable by the Club to Council for the Kiosk sublease should be undertaken prior to the granting of the two (2) year extension to that sublease by the Club.

This approach will avoid delaying Council's consent to the proposed renewal of the Kiosk Sublease and would apply until the market review occurs in 3 years on 30 April 2023. Any new policy on commercial subleasing could also be applied at that time.

Council is still free to develop its Policy on setting rentals for commercial activities in community facilities and to apply this to future sub-leases.

The Club has advised of its intention to seek Council's consent in the coming months to sublease a further portion of its premises to another entity for purposes of running a bistro (Bistro Sublease) for commercial purposes and the Head lease Bistro rent would need to be determined and the overall Head lease rent adjusted accordingly at that time. Future

adjustments of the Head lease Kiosk rent would occur independently based on the timing of rent adjustments and market reviews outlined in the Kiosk sublease.

LIFE CYCLE COSTS

All structural maintenance will remain the responsibility of Council under the current lease. This cost has been factored into both the Asset Management and Long Term Financial Plans.



- AZ Property Address Labels
- AZ House Numbers
- Holdfast Bay
- AZ Roads Name
- AZ Arterial
- AZ Sub-Arterial
- AZ Collector
- AZ Local
- AZ Track 2-Wheel Drive
- AZ Undefined
- Roads
- Arterial
- Sub-Arterial
- Collector
- Local
- Track 2-Wheel Drive
- Undefined
- CHB Aerial (2019) - 7.5cm



This map has been created for the purpose of showing basic locality information and is a representation of the data currently held by The City of Holdfast Bay. This information is provided for private use only. Every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Boundary line network data is supplied by State Government.

SOMERTON SLSC SUB-LEASE

4/03/2019
1:373



Item No: **14.1**

Subject: **DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 16 JULY 2020**

Date: 11 August 2020

Written By: Personal Assistant

General Manager: Alwyndor, Ms B Davidson-Park

SUMMARY

The draft minutes of the Alwyndor Management Committee meeting held on 16 July 2020 are provided for information.

RECOMMENDATION

1. **That the draft minutes of the Alwyndor Management Committee meeting held on 16 July 2020 be noted.**
 2. **That having considered Attachment 2 to Report No: 228/19 Draft Minutes – Alwyndor Management Committee – 16 July 2020 in confidence under Section 90(2) and (3)(b) of the Local Government Act 1999, the Council, pursuant to Section 91(7) of the Act orders that Attachment 2 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**
-

COMMUNITY PLAN

Community: Building a healthy, active and resilient community
Community: Providing welcoming and accessible facilities
Economy: Supporting and growing local business

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

This report is presented following the Alwyndor Management Committee meetings.

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

If an Elected Member requires further detail, the public Agenda and papers to the AMC are available on the Council's website and on the Hub, while the confidential papers are only available to the Elected Members on the Hub in the Alwyndor Committee section.

BUDGET

Not Applicable.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care, Dunrobin Road, Hove on Thursday 16 July 2020 at 6.30 pm.

PRESENT

Elected Members

Councillor P Chabrel
Councillor S Lonie

Independent Members

Chairperson – Mr K Cheater
Ms J Cudsi
Mr K Whitford
Ms T Sutton
Prof L Sheppard
Prof J Searle

Staff

Chief Executive Officer – Mr R Bria
General Manager Alwyndor – Ms B Davidson-Park
Finance Manager – Ms L Humphrey
Residential Services Manager – Mr G Harding
Manager, Community Connections – Ms M Salt
Manager, People and Culture – Mr D McCartney
Manager, Projects – Ms E Burke
General Manager, Strategy and Business Services – Ms P Jackson – part of meeting
A/Manager, Innovation and Technology – Mr R Zanin - part of meeting
Personal Assistant – Ms M Dinham

1. OPENING

The Chairperson declared the meeting open at 6.30pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chairperson stated:

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

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

3. APOLOGIES

- 3.1 For Absence - Ms Julie Bonnici
- 3.2 Leave of Absence - nil

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

Ms T Sutton declared that she was currently providing consultancy services to ACH while the COVID-19 epidemic continued. Ms Sutton did not believe this created a conflict with any of the matters at this meeting.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Alwyndor Management Committee held on 18 June 2020 be taken as read and confirmed.

Moved by Cr S Lonie, Seconded by Cr P Chabrel

Carried

Motion

That the confidential minutes of the Alwyndor Management Committee held on 18 June 2020 be taken as read and confirmed.

Moved by Cr P Chabrel, Seconded by Ms T Sutton

Carried

6. REVIEW OF ACTION ITEMS

6.1 Action Items

The Terms of Reference were approved by Council. Cr P Chabrel informed the Committee that the presentation made by the Chair and General Manager was the best the Council had seen from Alwyndor and extended congratulations to the team on such a great result.

6.2 Confidential Action items

7. GENERAL MANAGERS REPORT

7.1 Re-election of Office Bearers (Report No: 24/2020)

The Alwyndor Management Committee declared the positions of Chairperson and Deputy Chairperson vacant and appointed the General Manager to act as the Returning Officer for the election of Chairperson and Deputy Chairperson.

The General Manager sought nominations for the positions of Chairperson and Deputy Chairperson.

Chairperson

As there was only one nomination for the position of Chairperson, the General Manager declared Mr K Cheater elected as Chairperson of the Alwyndor Management Committee.

Deputy Chairperson

As there was only one nomination for the position of Deputy Chairperson, the General Manager declared Ms J Bonnici elected as Deputy Chairperson of the Alwyndor Management Committee.

Motion**That the Alwyndor Management Committee:**

- 1. Appoints Mr Kim Cheater to the position of Chairperson until 30 June 2023 and that Council be advised accordingly.**
- 2. Appoints Ms Julie Bonnici to the position of Deputy Chairperson until 30 June 2023 and that Council be advised accordingly.**

Moved Cr S Lonie, Seconded J Cudsi

Carried

The General Manager then vacated the Chair, and Mr Cheater assumed the role of Chairperson for the remainder of the meeting.

7.2 General Manager (Report No: 25/2020)

- 7.2.1 COVID-19: Alwyndor will be holding restrictions as per current status given the recent resurgence of the virus interstate.
- 7.2.2 Alwyndor's My Aged Care service rating: currently sitting at four stars (out of four). This will be monitored on an ongoing basis to ensure status is maintained.
- 7.2.3 Royal Commission: has recommenced hearings and timelines have been extended, the final report will be released on 26 February 2020.

The General Manager outlined submissions being sought by the Commission, including Financing and Governance in Aged Care, Alwyndor will be commenting via LASA (Leading Age Service Australia) as well as preparing local submission(s) as appropriate. Submissions are due by 31 July 2020 and Alwyndor's submission will be circulated out of session for members information and comment.

Motion**That the Alwyndor Management Committee:**

1. Note that financial information for June will be provided in the end of financial year report which will be presented to the August 2020 meeting of the AMC.
2. Note the information regarding COVID-19 responses and actions.
3. Note the information provided regarding My Aged Care Service Rating.
4. Note the information provided regarding Royal Commission into Aged Care.
5. Note the information provided in the Federal Funding Increase for Home Care Packages.

Moved by Cr P Chabrel, Seconded by Ms T Sutton

Carried

8. CONFIDENTIAL REPORTS

8.1 Alwyndor Strategic Plan 2020-23 (Report No: 26/2020)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 26/2020 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No's: 21/2020 on the following grounds:
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been

outweighed by the need to keep the information or discussion confidential.

Moved Mr K Whitford, Seconded Cr S Lonie

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.2 Alwyndor Strategic Plan (Report No: 26/20) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr P Chabrel, Seconded Ms T Sutton

Carried

8.2 **Alwyndor Marketing and Communications Plan 2020-23 (Report No: 27/20)**

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 27/2020 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No's: 21/2020 on the following grounds:
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

Moved Cr P Chabrel, Seconded Ms T Sutton

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

5. **That having considered Agenda Item 8.3 Alwyndor's Marketing and Communication Plan – 2020-2023 (Report No: 27/20) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.**

Moved Cr S Lonie, Seconded Mr K Whitford

Carried

Ms Pam Jackson, General Manager, Strategy and Business Services, and Mr Robert Zanin, A/Manager Innovation and Technology, City of Holdfast Bay entered at 7.48pm.

8.3 Alwyndor Digital and Technology Transformation Plan 2020-23 (Report No: 28/20)

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

1. **That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 28/2020 in confidence.**
2. **That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No's: 21/2020 on the following grounds:**
 - d. **pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.**

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the

meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

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

Moved Ms J Cudsi, Seconded Ms T Sutton

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.4 Alwyndor Technology Plan 2020-2023 (Report No: 28/20) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded Ms J Cudsi

Carried

Ms P Jackson, Mr R Zanin and the CEO left the meeting at 8.44pm.

8.4 **General Manager's Report – Confidential** (Report No: 29/20)

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report's and Attachments to Report No. 29/2020 in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No's: 21/2020 on the following grounds:
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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

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

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

Moved Cr P Chabrel, Seconded Ms J Cudsi

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.5 General Manager's Report – Confidential (Report No: 29/20) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Cr S Lonie, Seconded Prof J Searle

Carried

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

None

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Thursday 20 August 2020 in the Boardroom Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

11. CLOSURE

The meeting closed at 9.08 pm.

CONFIRMED 20 August 2020

CHAIRPERSON

Item No: **14.2**

Subject: **MINUTES – AUDIT COMMITTEE – 23 JULY 2020**

Date: 11 August 2020

Written By: Personal Assistant – Strategy and Business Services

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

The public minutes of the meeting of the Audit Committee held 23 July 2020 are presented to Council for information and endorsement.

RECOMMENDATION

1. **That Council notes the public minutes of the meeting Audit Committee of 23 July 2020 namely:**
 - (a) **That the Audit Committee advises Council it has received and considered a Standing Items Report addressing:**
 - **Monthly Financial Statements**
 - **Risk Management and Internal Control**
 - **Audit – External/Internal**
 - **Public Interest Disclosures – previously Whistle Blowing**
 - **Economy and Efficiency audits**
 - **Audit Committee Schedule**
 - (b) **That the Audit Committee supported the draft 2020-21 Annual Business Plan and Budget for presentation to Council for adoption.**
-

COMMUNITY PLAN

A Place that Provides Value for Money

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government Act 1999, Sections 41 and 126

BACKGROUND

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

- reviewing annual financial statements to ensure that they present fairly the state of affairs of the council;
- proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan;
- proposing, and reviewing, the exercise of powers under section 130 A;
- if the council has exempted a subsidiary from the requirement to have an audit committee, the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee;
- liaising with the council's auditor; and
- reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

REPORT

Public minutes of the meeting of the Audit Committee held on 23 July 2020 are attached for Members' information.

BUDGET

Not applicable

Attachment 1



Minutes of the meeting of the Audit Committee of the City of Holdfast Bay held via Electronic Means in a Virtual Waiting Room on Thursday 23 July 2020 at 6:00pm.

Visual and Audio Presence

Members

Presiding Member – Councillor J Smedley

Councillor R Snewin – *via audio only*

Mr S Spadavecchia

Mr S Tu

Ms P Davies

Visual and Audio Presence

Staff

Chief Executive Officer – Mr R Bria

General Manager Strategy and Business Services – Ms P Jackson

General Manager Alwyndor – MS B Davidson-Park

Manager Finance – Mr J Newton

Financial Manager Alwyndor – Ms L Humphrey

Visual and Audio Presence

Guests

Mr Kim Cheater – Chair, Alwyndor Management Committee

Mr Tim Muhlhausler – Partner, Galpins

1. OPENING

The Presiding Member declared the meeting open at 6.01pm.

2. APOLOGIES

2.1 Apologies Received - Nil

2.2 Absent - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

4. CONFIRMATION OF MINUTES

Motion

That the minutes of the Audit Committee held on Monday 25 May 2020 be taken as read and confirmed.

Moved by Ms Davies, Seconded by Mr Tu

Carried

5. PRESENTATIONS - Nil**6. ACTION ITEMS**

6.1 Action Item List – 23 July 2020

7. REPORTS BY OFFICERS

7.1 **Standing Items** (Report No: 203/20)

The Audit Committee was provided with a report on standing items.

Motion

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

- **Monthly Financial Statements**
- **Risk Management and Internal control**
- **Audit – External/Internal**
- **Local Government Reform Bill**
- **Public Interest Disclosures – previously Whistle-Blowing**
- **Economy and Efficiency Audits**
- **Audit Committee Meeting Schedule**

Moved Ms Davies, Seconded Mr Tu

Carried

7.2 **Draft 2020-21 Annual Business Plan and Budget** (Report No: 204/20)

The draft 2020/21 Annual Business Plan and Budget was developed on the assumptions and parameters discussed at a Council workshops held in February, March and May 2020. The draft budget satisfies Council's financial sustainability and performance measures.

The Audit Committee at its meeting on 25 May 2020, received, considered and supported the draft 2020/21 Annual Business Plan for public consultation. Subsequent to this meeting on 26 May 2020 Council approved its Draft 2020-21 Annual Business Plan and Budget for public consultation.

A further Council workshop was held on 30 June 2020 to discuss the outcome of the consultation. Council received a report covering the above outcomes on 14 July 2020

(Report 191/20) and resolved that the submissions be noted and answers to specific questions be provided. Additionally Council resolved that the draft Annual Business Plan be reviewed to allow for a reduction in the rate from 2.4% (increase) to 1.9% (increase) with the same \$660,213 operating deficit result.

At its meeting on 14 July 2020 council resolved to include \$69,500 for a beach access safety ramp at Seacliff (Report 170/20) and \$65,000 (subject to grant funding) for Greener Neighbourhood program (Report 177/20) in the 2020/21 capital budget. A further proposed amendment is a \$91,000 reduction in the amount required for the Da Costa play space. Compensating \$2,890 reductions in revenue and expenditure are also proposed for the Jetty Road Main Street levy and budget.

The draft 2020/21 Annual Business Plan and Budget was presented to Audit Committee for their comment and support that it satisfies Council's financial sustainability and performance measures.

Motion

That the Audit Committee note that the draft 2020/21 Annual Business Plan and Budget satisfies Council's financial sustainability and performance measures and support its presentation to Council for adoption.

Moved Mr Spadavecchia, Seconded Ms Davies

Carried

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

9. CONFIDENTIAL ITEMS

9.1 **External Audit Services** (Report No: 205/20)

Motion – Exclusion of the Public – Section 90(3)(k) Order

1. **That pursuant to Section 90(2) of the Local Government Act 1999 Council hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 205/20 External Audit Services in confidence.**
2. **That in accordance with Section 90(3) of the Local Government Act 1999 Council is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 205/20 External Audit Services on the following grounds:**
 - k. **pursuant to Section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders for the provision of external audit services.**

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

Moved Ms Davies, Seconded Mr Tu

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 9.1 External Audit Services – Report No 205/20 in confidence under section 90(2) and (3)(k) of the Local Government Act 1999, this order is subject to Section 91(7) of the Act orders that the report, attachments and minutes be retained in confidence until the contract for services has been finalised.

Moved Ms Davies, Seconded Mr Tu

Carried

9.2 **Alwyndor Long Term Financial Plan (Report No: 206/20)**

Motion – Exclusion of the Public – Section 90(3)(b)(c) &(d) Order

1. That pursuant to Section 90(2) of the Local Government Act 1999 Council hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 206/20 - Alwyndor Long Term Financial Plan in confidence.
2. That in accordance with Section 90(3) of the Local Government Act 1999 Council is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 206/20 - Alwyndor Long Term Financial Plan on the following grounds:
 - b. pursuant to Section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting business or proposing to conduct business.
 - c. pursuant to Section 90(3)(c) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would reveal a trade secret.
 - d. pursuant to Section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a

trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information or to confer a commercial advantage on a third party.

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

Moved Ms Davies, Seconded Mr Tu

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 9.2 Alwyndor Long Term Financial Plan – Report No 206/20 in confidence under section 90(2) and (3)(b)(c) & (d) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.

Moved Ms Davies, Seconded Mr Spadavecchia

Carried

9.3 **Review of Investment Options – Alwyndor (Report No: 207/20)**

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

1. That pursuant to Section 90(2) of the Local Government Act 1999 Council hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 207/20 - Review of Investment Options - Alwyndor in confidence.
2. That in accordance with Section 90(3) of the Local Government Act 1999 Council is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 207/20- Review of Investment Options - Alwyndor on the following grounds:
 - b. pursuant to Section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting business or proposing to conduct business.
 - d. pursuant to Section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item

is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected.

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

Moved Ms Davies, Seconded Mr Spadavecchia

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 9.3 Review of Investment Options - Alwyndor – Report No 207/20 in confidence under section 90(2) and (3)(b)(d) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.

Moved Mr Tu, Seconded Mr Spadavecchia

Carried

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Thursday 27th August 2020 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

11. CLOSURE

The Meeting closed at 7.18 pm.

CONFIRMED 26 August 2020

PRESIDING MEMBER

Item No: **15.1**

Subject: **ITEMS IN BRIEF**

Date: 11 August 2020

Written By: Personal Assistant

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

These items are presented for the information of Members.

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

RECOMMENDATION

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

1. **Greater Adelaide Region Organisation of Councils (GAROC) Annual Business Plan 2020-21 and Strategic Plan 2019-2023.**
 2. **Brighton Road Safety and Access**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT

1. **GAROC Annual Business Plan 2020-21 and Strategic Plan 2019-2023**

On 30 July 2020, Mayor Amanda Wilson received correspondence from Mayor Karen Redman, Chairperson – GAROC.

Refer Attachment 1

Included in the correspondence was a copy of the revised GAROC Strategic Plan 2019-23 and Annual Business Plan 2020-21 following significant engagement from metropolitan councils and endorsement from the Local Government Association (LGA) Board of Directors.

Refer Attachment 2 and 3

2. Brighton Road Safety and Access

As per Council Resolution (C230620/1940 – 23 June 2020) regarding traffic management on Brighton Road between Sturt Road and Seacombe Road, Administration wrote to Mr Tony Braxton, Chief Executive, Department of Planning, Transport and Infrastructure (DPTI) asking DPTI staff to review operation of the aforementioned roads as well as traffic signals at Edwards Street.

Refer Attachment 4

On 4 August 2020, Administration received a reply from DPTI providing information regarding a concept plan for traffic signals and advising that installation of turn restrictions at adjacent junctions on Brighton Road may be considered should traffic signals be installed at Edwards Street in the future.

Refer Attachment 5

Attachment 1



In reply please quote our reference: ECM 714958 TC/MD

30 July 2020

Mayor Amanda Wilson
Mayor
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048
Emailed: awilson@holdfast.sa.gov.au

Dear Mayor Wilson

GAROC Annual Business Plan 2020-21 and Strategic Plan 2019-2023

As chair of the LGA's Greater Adelaide Regional Organisation of Councils (GAROC) committee, I am writing to provide you with a copy of the revised GAROC Strategic Plan 2019-23 and the Annual Business Plan 2020-21⁷.

Following significant engagement and input from metropolitan councils, these important documents have been endorsed by the LGA Board of Directors. I would like to take this opportunity to thank all mayors, elected members and council staff for providing written submissions and verbal feedback during our consultations.

Overwhelmingly, member councils expressed a view that GAROC should prioritise the economic development and undertake actions to support local government's role in economic and social recovery from the Covid-19 pandemic.

Over the next 12 months, GAROC will build on our recent webinar series and work with metropolitan councils to further explore how community hubs can be rejuvenated to maximise economic vitality and social wellbeing.

We will also advocate for the reinstatement of the State/Local Government Red Tape Taskforce to ensure government continues to support local business as they recover from the impact of Covid-19, including strengthening member council commitments to the Small Business Friendly Council initiative.

Other priority actions have been identified to continue our collective advocacy on the planning reforms, including heritage and infill issues, support for State and local government collaboration on climate change, as well as contributing to projects on coastal management and food waste.

In all our actions, we will continue to listen to and represent the interests of all metropolitan councils.

I encourage you to familiarise yourself with these documents and consider how we can come together for the benefit of our communities and give every South Australian the best local government experience.

⁷ <https://www.lga.sa.gov.au/about-lga/lga-meetings/garoc>

If you have any questions about GAROC please do not hesitate to contact me directly or email Lea Bacon, Director Policy (LGA) at: Lea.Bacon@lga.sa.gov.au.

Yours sincerely



Mayor Karen Redman

Chairperson - Greater Adelaide Region Organisation of Councils (GAROC)

Email: lqasa@lga.sa.gov.au

Attach: ECM 671987 – GAROC Strategic Plan 2019-2023
ECM 708594 – GAROC Annual Business Plan 2020-21

Attachment 2



Greater Adelaide Regional Organisation of Councils

Strategic Plan 2019-2023

Chair's forward

I have pleasure in presenting the Greater Adelaide Regional Organisation of Councils (GAROC) Committee's Strategic Plan 2019-23 (*revised in May 2020*).

Metropolitan councils play an essential role in the long-term prosperity, sustainability and wellbeing of the Greater Adelaide community. GAROC is a strong, united voice for metropolitan councils and represents their shared interests for the benefit of the Greater Adelaide community.

As a committee of the LGA, GAROC will play a key role in regional advocacy, policy initiation and review, leadership, engagement and capacity building on behalf of the 19 member councils within the metropolitan region. We listen to and represent our members and make decisions openly and transparently.

We will work in close partnership with metropolitan councils, in addition to regional councils, State and Federal Governments and their departments, and other sector and industry bodies as the need arises.

We will also promote and facilitate information sharing, communication and collaboration between metropolitan councils.

GAROC has identified four strategic themes that will guide our work over the next four years. These are:

1. Economic Development
2. Design, Planning and Placemaking
3. Environmental Reform
4. Reform and Innovation

Each year GAROC will consult with metropolitan councils and adopt an Annual Business Plan that outlines the priority actions and outcomes that we will work with our members and strategic partners to progress to progress our strategic objectives.

I look forward to working with our members and key stakeholders on implementing this plan over the next four years.

Mayor Karen Redman

Chair

Greater Adelaide Regional Organisation of Councils

GAROC's Vision

For every South Australian to have the best local government experience

GAROC's Mission

To provide advocacy, policy initiation and review, leadership, engagement and capacity building in collaboration with the LGA for the benefit of metropolitan South Australian councils and their communities

GAROC will undertake the following important roles, which will drive its strategic objectives and underpin achievement of its vision and mission.

Role	GAROC will:
Regional Advocacy	Represent members' interests on issues that matter to all metropolitan councils
Policy Initiation and Review	Develop policy that is of strategic importance to all metropolitan councils. Review items of business put forward by member councils and advise on policy matters as requested by the LGA.
Leadership	Initiate actions and lead activities that provide benefit to all metropolitan councils. Develop and maintain relationships with state and federal governments.
Engagement and Capacity Building in the Region(s)	Engage with members within the GAROC Regional Group and keep them informed of the activities of GAROC Actively promote communication between members and between members and the LGA.

About the LGA

The Local Government Association of South Australia (LGA) is a peak membership body that provides leadership, support and services to member councils.

Membership of the LGA is voluntary, but all 68 of South Australia's councils are members. In 2019, the estimated value of LGA membership has been independently verified by UHY Haines Norton as being almost \$2.5 million per council.

The LGA is governed by a Board of Directors comprised of mayors and councillors, which provides oversight of the Association's corporate governance.

Two separate bodies – the Greater Adelaide Regional Organisation of Councils (GAROC) and the South Australian Regional Organisation of Councils (SAROC) – are established under the LGA's Constitution to review and develop policy positions for the sector and provide strategic advice to the LGA Board.

Member councils have the opportunity to provide input into LGA policies and advocacy through two general meetings every year.

The LGA has also established separate commercial entities to provide services to members, which include LGASA Mutual, LGASA Commercial, and LGA Procurement.

The Local Government Act 1999 specifies that:

The LGA is constituted as a public authority for the purpose of promoting and advancing the interests of local government and has the objects prescribed by its constitution.

The object of the LGA is to achieve public value through the promotion and advancement of the interests of local government by:

- **advocating** to achieve greater influence for local government in matters affecting councils and communities;
- **assisting** Members to build capacity and increase sustainability through integrated and coordinated local government; and
- **advancing** local government through best practice and continuous improvement.

About GAROC – what we do

The Greater Adelaide Regional Organisation of Councils (GAROC) is a committee of the LGA, established under its Constitution. The member councils of GAROC are listed at **Attachment 1**.

We are responsible to the LGA Board of Directors for the discharge of our functions.

Under the Terms of Reference, adopted by the LGA membership, GAROC has a key role in regional advocacy, policy initiation and review, leadership, engagement and capacity building.

The GAROC Committee supports the LGA to ‘advocate, assist, and advance’ the interests of local government by:

1. Supporting the activities of the LGA at a regional level;
2. Promoting communication between Members and between Members and the LGA;
3. Advocating in respect of matters which affect the GAROC Regional Group;
4. Encouraging engagement of Members within the GAROC Regional Group with GAROC and the LGASA; and
5. Participating in policy development and implementation.

Our guiding principles

As an organisation working to promote and deliver on behalf of metropolitan South Australia, GAROC has developed the following guiding principles we will operate under.

We will:

1. Be community centered and put people first in our decision making.
2. Prioritise and address issues that are common across the metropolitan region.
3. Carefully consider items of business from any member of the metropolitan area or items raised independently by GAROC members, for consideration by the LGA Board of Directors or at a General Meeting.
4. Collaborate closely with the LGA and SAROC on issues that matter to metropolitan councils.
5. To be nimble, agile and responsive to the needs of metropolitan councils.

Our stakeholders & partners

GAROC recognises that to be successful and deliver value for metropolitan councils we need to work in close collaboration and engagement with our key stakeholders and partners. These are:

- Metropolitan councils.
- The South Australian Regional Organisation of Councils (SAROC) Committee.
- State Government
- Federal Government
- Members of Parliament
- Other peak bodies, associations and statutory authorities

Strategic themes and objectives

This Strategic Plan identifies four themes and objectives for GAROC to deliver on over the next four years. They have been identified having considered LGA annual member surveys, a broad ranging environmental scan and developed in consultation with metropolitan councils.

These themes and objectives will form the basis of GAROC's Annual Business Plans, which will be developed each year to guide the activities, actions and engagement of GAROC.

Theme 1: Economic Development

GAROC recognises that local government's significant investment in infrastructure and services is a driver of the local economy. A strong state economy is underpinned by a financially sustainable local government sector that promotes its area and provides an attractive climate and locations for the development of business, commerce, industry and tourism.

GAROC recognises the important role of councils to enable, facilitate and enhance local economic opportunities. With the right policy settings and partnerships, councils can help to create the best conditions for local businesses to grow and thrive.

Objective: Enable advocacy and partnership opportunities that recognise the specific needs and opportunities in metropolitan Adelaide and assist councils to contribute to creating conditions for productivity that supports sustainable job growth and pathways to employment.

Objective: Support member councils to play their important role in stimulating the economic and social recovery of their communities in post COVID-19 recovery.

Theme 2: Design, Planning and Placemaking

GAROC recognises the importance of good decision making that enhances the built environment and supports well-considered planning processes that achieve quality design outcomes and the preservation of character and local heritage.

Objective: Advocate to the State Government and Parliament to ensure that South Australia's planning system reflects leading practice, facilitates better design outcomes and supports local decision making.

Objective: Provide assistance and resources to metropolitan councils that support their important role as local place makers and custodians of public spaces.

Theme 3: Environmental Reform

GAROC acknowledges local government's role in protecting and enhancing the environment and recognises that climate change poses a serious risk to local communities and ecosystems. GAROC also recognises the important role councils play in providing high quality, innovative and sustainable waste management services that meet the needs of the community

Objective: Support LGA advocacy to State and Federal Government and assists member councils to ensure that all levels of government undertake mitigation and adaptation actions that reduce climate risks and build community resilience.

Objective: Support councils to improve waste and recycling practices and deliver viable and innovative waste services that meet the needs of the community and grow the Circular Economy and advocate for State and Federal Government legislation, policies, funding and programs that will enable and support these outcomes.

Theme 4: Reform and Innovation

GAROC recognises the opportunity to work with metropolitan councils to lead reform and innovations that enhance decision making, build community trust and drive downward pressure on council rates.

Objective: Assist councils to enhance local government through innovations in benchmarking, systems thinking, data management and engagement processes.

Strategic Plan Implementation and Review

Under GAROC's Terms of Reference, the Committee is required to:

- develop an Annual Business Plan which supports the delivery of the Strategic Plan;
- present its Strategic Plan and Annual Business Plan to the Board of Directors for approval by June each year;
- assess its performance against this Strategic Plan and the Annual Business Plan each quarter; and
- provide an Annual Report to the Board of Directors by September each year summarising its performance against the Strategic Plan and Annual Business Plan.

The GAROC 2019-20 Annual Business Plan provides the specific actions against which the activities of GAROC may be monitored.

Attachment 1

Regional Groupings of Members within GAROC – effective 29 October 2020.

GAROC Regional Grouping	Members
North	Gawler Playford Salisbury Tea Tree Gully
West	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
South	Marion Mitcham Onkaparinga
East	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville
	Adelaide

Attachment 3



GAROC Annual Business Plan 2020-21



Introduction

The Greater Adelaide Region Organisation of Councils (GAROC) is a committee established by the Local Government Association of South Australia (LGA). It is responsible to the LGA Board of Directors for the discharge of its functions.

One of the functions of GAROC is to develop a four-year Strategic Plan in consultation with metropolitan councils. GAROC's Strategic Plan for the period 2019-2023 should be read in-conjunction with this Annual Business Plan. This revised Strategic Plan 2019-23 identifies four strategic themes and objectives. These are:

Theme 1: Economic Development

GAROC recognises that local government's significant investment in infrastructure and services is a driver of the local economy. A strong state economy is underpinned by a financially sustainable local government sector that promotes its area and provides an attractive climate and locations for the development of business, commerce, industry and tourism.

GAROC recognises the important role of councils to enable, facilitate and enhance local economic opportunities. With the right policy settings and partnerships, councils can help to create the best conditions for local businesses to grow and thrive.

Objective: Enable advocacy and partnership opportunities that recognise the specific needs and opportunities in metropolitan Adelaide and assist councils to contribute to creating conditions for productivity that supports sustainable job growth and pathways to employment.

Objective: Support member councils to play their important role in stimulating the economic and social recovery of their communities in post COVID-19 recovery.

Theme 2: Design, Planning and Placemaking

GAROC recognises the importance of good decision making that enhances the built environment and supports well-considered planning processes that achieve quality design outcomes and the preservation of character and local heritage.

Objective: Advocate to the State Government and Parliament to ensure that South Australia's planning system reflects leading practice, facilitates better design outcomes and supports local decision making.

Objective: Provide assistance and resources to metropolitan councils that support their important role as local place makers and custodians of public spaces.

Theme 3: Environmental Reform

GAROC acknowledges local government's role in protecting and enhancing the environment and recognises that climate change poses a serious risk to local communities and ecosystems. GAROC also recognises the important role councils play in providing high quality, innovative and sustainable waste management services that meet the needs of the community

Objective: Support LGA advocacy to State and Federal Government and assists member councils to ensure that all levels of government undertake mitigation and adaptation actions that reduce climate risks and build community resilience.

Objective: Support councils to improve waste and recycling practices and deliver viable and innovative waste services that meet the needs of the community and grow the Circular Economy and advocate for State and Federal Government legislation, policies, funding and programs that will enable and support these outcomes.

Theme 4: Reform and Innovation

GAROC recognises the opportunity to work with metropolitan councils to lead reform and innovations that enhance decision making, build community trust and drive downward pressure on council rates.

Objective: Assist councils to enhance local government through innovations in benchmarking, systems thinking, data management and engagement processes.

Reporting and Approval Process

This Annual Business Plan links the key activities that the GAROC will undertake on an annual basis to support the implementation of the Strategic Plan.

The GAROC Annual Business Plan will be supported by a budget to cover anticipated expenses of the proposed activities to be undertaken during the financial year.

The GAROC Annual Business Plan and budget is required to be presented to the LGA Board of Directors for approval by June each year.

On a quarterly basis, GAROC will assess its performance against the Strategic Plan and Annual Business Plan and provide a report to the LGA Board of Directors and member councils.

Other Plans

The GAROC recognises the work of other organisations and their plans which support the business of the GAROC, these other plans include:

1. The LGA Strategic Plan and Annual Business Plan
2. The LGA Advocacy Plan
3. LGA Work Plans
4. The LGA Research and Development Fund Annual Business Plan

GAROC Annual Business Plan 2020-21

Theme 1: Economic Development

Objective: Enable advocacy and partnership opportunities that recognise the specific needs and opportunities in metropolitan Adelaide and assist councils to contribute to creating conditions for productivity that supports sustainable job growth and pathways to employment.

Objective: Support member councils to play their important role in stimulating the economic and social recovery of their communities in post COVID-19 recovery.

Actions	Milestone	Proposed Outcomes	Budget / Resources	Link to GAROC role
<p>Supporting economic development – advocacy</p> <p>Economic stimulus and local recovery</p> <p>Support LGA advocacy to Federal and State governments for funding, initiatives and legislation that assists councils to support businesses and communities to respond and recover from the COVID-19 pandemic.</p> <p>Reducing red tape</p> <p>Advocate for the reinstatement of the State/Local Government Red Tape Taskforce and seek opportunities for all levels of government to work proactively to simplify decision-making, planning and administration policies and practices.</p>	June 2021	<p>GAROC will listen to and represent the interests of metropolitan councils, and advocate for funding, policy and legislation that supports economic and social recovery from the COVID-19 pandemic.</p> <p>Key opportunities for future advocacy will arise from the COVID-19 pandemic. GAROC will seek opportunities to consult with member councils to inform and support written submissions to influence the response from State and Federal government.</p> <p>Reinstatement of the State/Local Government Red Tape Taskforce would ensure government continues to support local business as they recover from the impact of COVID-19, including strengthening member council commitments to the Small Business Friendly Council initiative.</p>	<p>LGA Secretariat</p> <p>\$50,000 budget allocation in 2020-21 to support actions in the Economic Development theme - for research and workshops identified in the actions.</p>	<p>Policy initiation and review</p> <p>Leadership</p> <p>Regional advocacy</p>

<p>Supporting economic development – assistance</p> <p><i>Collaboration and Leadership</i></p> <p>Host a series of workshops to inform local government’s role in economic and community recovery from COVID-19.</p> <p><i>Strategy and purpose</i></p> <p>Commissioning an assessment to develop an understanding of State and federal government policies and initiatives that support local government’s economic development role and a framework for the economic development strategies within metropolitan councils.</p>	<p>June 2021</p>	<p>Efforts to support economic recovery from the impacts of COVID-19 provides an opportunity for GAROC to bring metropolitan councils together to encourage a culture of collaboration and further participate in existing networks to build and maintain effective relationships with key stakeholders.</p> <p>GAROC will bring together Economic and Community Development practitioners within councils to drive a cohesive approach, cross-collaboration, innovation and build the evidence base for meaningful partnerships with local businesses, not-for-profit groups and other stakeholders to identify practical actions and activities that stimulate economic and community development in their areas.</p> <p>Metropolitan councils come together to collaborate and build partnerships with each other and with other agencies, authorities and organisations that have a complementary role in economic and community development.</p> <p>Metropolitan councils are assisted to adopt a customer service approach to support economic development to make it easier to do business in South Australia.</p> <p>Metropolitan councils are aware of and are supported to align their key objectives and priorities to leverage funding support from Federal and State government policies and initiatives.</p>	<p>As above.</p>	<p>Regional advocacy</p> <p>Leadership</p> <p>Policy initiation and review</p> <p>Leadership</p> <p>Regional advocacy</p>
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Theme 2: Design, Planning and Placemaking

Objective: Advocate to the State Government and Parliament to ensure that South Australia's planning system reflects leading practice, facilitates better design outcomes and supports local decision making.

Objective: Provide assistance and resources to metropolitan councils that support their important role as local place makers and custodians of public spaces.

Action	Milestone	Proposed outcomes	Budget	Link to GAROC role
<p>Heritage</p> <p>Engage with metropolitan councils further understand and represent their interests on local heritage issues.</p> <p>Infill</p> <p>Undertake a review of the Planning and Design Code with respect to the impacts of infill development in consultation with councils.</p>	June 2021	<p>Listen and represent the interest of metropolitan councils and advocate for planning reform that supports quality design outcomes that complement and preserve the special qualities of local communities.</p> <p>There is an opportunity for GAROC member councils to support strong advocacy on the Planning and Design Code. It is important for the local government sector to assist in ensuring that the planning system underpins the ability of councils to deliver sustainable developments and public spaces.</p>	<p>LGA Secretariat</p> <p>\$40,000 budget allocation in 2020-21 for optional research and workshop activities as required, as identified by GAROC.</p>	<p>Regional advocacy</p> <p>Leadership</p>

Theme 3: Environmental Reform				
Objective: Support LGA advocacy to State and Federal Government and assists member councils to ensure that all levels of government undertake mitigation and adaptation actions that reduce climate risks and build community resilience.				
Objective: Support councils to improve waste and recycling practices and deliver viable and innovative waste services that meet the needs of the community and grow the Circular Economy and advocate for State and Federal Government legislation, policies, funding and programs that will enable and support these outcomes.				
Action	Milestone	Proposed outcomes	Budget	Link to GAROC role
<p>Climate Change – coordination</p> <p>Support LGA advocacy to the State Government for</p> <ul style="list-style-type: none"> the State - Local Government Climate Change Partnership Proposal; and renewal of the Regional Climate Partnerships – Sector Agreements <p>by working with member councils and the Regional Climate Partnerships coordinators to clearly identify and communicate their success in delivering practical, proactive, and positive climate action.</p>	June 2021	<p>Build State Government awareness and appreciation for the practical outcomes of the Regional Climate Partnerships and activities being undertaken by member councils.</p> <p>Commence a <i>State - Local Government Climate Change Partnership Proposal</i> with the State Government to jointly progress actions that harness economic opportunity, reduce greenhouse gas emissions, and build resilience to climate risk.</p> <p>Renewed commitment and co-investment from the State Government in the eleven Regional Climate Partnerships (Resilient South, AdaptWest, Resilient East and Adapting Northern Adelaide are the Partnerships within Greater Adelaide).</p> <p>Realise the potential for greater collaboration and alignment between State and local government on climate change.</p> <p>Support capacity building in councils including climate risk in asset management, identifying sector-wide needs and</p>	LGA Secretariat \$10,000 budget allocation in 2020-21 for workshop activities and promotional materials as identified.	Regional advocacy

		improve understanding of state and federal government priorities and funding programs.		
Coastal Management Financial contribution to the activities and resourcing of the SA Coastal Council Alliance.	January 2021	Ensure the financial sustainability of SA Coastal Council Alliance, that the momentum generated through the early start-up phase of the Alliance is not lost, and that issues facing coastal councils continue to be strongly advocated and workable solutions implemented.	\$20,000	Regional advocacy
Food Waste Provide in-principal support to a proposal to partner with a supermarket chain to support community uptake of food waste recycling.	June 2021	Leverage opportunity from the Food Waste Recycling Proposal. by providing waste recycling initiatives and education campaigns, partnering with councils and Green Industries SA (GISA) to provide kitchen caddies free through supermarkets.	\$50,000	Leadership

Theme 4: Reform and Innovation

Objective: Assist councils to enhance local government through innovations in benchmarking, systems thinking, data management and engagement processes.

Action	Milestone	Proposed outcomes	Budget	Link to GAROC role
<p>Benchmarking, expenditure framework, service reviews and data</p> <p>Support LGA activities in sector-wide performance measurement and enhance integrated long-term asset and financial management.</p>	June 2021	Metropolitan councils' issues sufficiently considered in local government reform and innovations.	<p>Nil required from 2020-21</p> <p>(\$70,000 allocated in 2019-20)</p>	<p>Engagement and capacity building</p> <p>Leadership</p> <p>Policy initiation and review</p>
<p>Integrated service, asset management and financial planning</p> <p>Support the LGA's Local Government Asset Management Integration Program</p>	June 2021	Maturity of metropolitan asset management plans assessed and increased understanding of integrated asset management to deliver better services and community outcomes.	<p>Nil required from 2020-21</p> <p>(\$30,000 allocated in 2019-20)</p>	<p>Leadership</p> <p>Policy initiation and review</p>
<p>Establishing GAROC regions</p> <p>Support councils in the transition to GAROC regions</p>	June 2021	<p>New GAROC regions will come into effect in October 2021.</p> <p>After that time, subject to other priorities, GAROC may seek to bring interested councils together for a further workshop to discuss a consistent approach to the transition to a regionalised GAROC structure.</p>	No significant allocation required.	<p>Engagement and capacity building</p>

Attachment 4



3 July 2020

Tony Braxton Smith
Chief Executive
Department of Planning, Transport and Infrastructure

VIA EMAIL: tony.braxton-smith@sa.gov.au

Dear Tony,

Brighton Road Safety and Access – Sturt Road to Seacombe Road (Brighton, South Brighton and Seacliff)

Council Elected Members have received complaints about safety in the vicinity of the shops on the eastern side of Brighton Road (northern side of Gregory Street and opposite Marlborough Street). In addition congestion and difficulty to access Brighton Road from Edward Street was identified.

A report was presented to Council discussing safety and Council resolved that Administration write to DPTI.

An extract of the motion is provided below.

Council resolved (Motion C230620/1940, 23 June 2020)

That Council:

Writes to Department of Planning, Transport and Infrastructure seeking a review of traffic management on Brighton Road between Sturt Road and Seacombe Road including support for:

- a) right turn ban from Marlborough Street onto Brighton Road;*
- b) right turn ban from Brighton Road into Gregory Street;*
- c) ban on U turns on Brighton Road at the intersections of Marlborough Street and Gregory Street;*
and
- d) installation of traffic signals at Edward Street/Brighton Road intersection.*



We understand that DPTI has a road management plan for Brighton Road and no significant traffic management works are currently proposed in that area. We also note that the proposed Hove crossing works will potentially change traffic flow on Brighton Road.

We request that DPTI staff review the operation of Brighton Road between Sturt Road and Seacombe Road to improve safety and accessibility and consider the turn bans identified in the Council motion as well as traffic signals at Edward Street.

A copy of the Council report is available at: <https://cdn.holdfast.sa.gov.au/agendas-minutes/agendas/20-06-23-Agenda-and-Reports2.pdf>

Please contact Councils Manger Engineering, Michael de Heus on 8229 9803 if you require any further information.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Roberto Bria', with a stylized, overlapping loop structure.

Roberto Bria
Chief Executive Officer

CC: Mr Corey Wingard MP, Member of Gibson

Attachment 5





*In reply please quote
Enquiries to Paul Bennett
Telephone 08 7109 7355*

2020/00154/01

**OFFICE OF THE CHIEF
EXECUTIVE**

50 Flinders Street
Adelaide SA 5000

GPO Box 1533
Adelaide SA 5001

Telephone: 08 7109 7747

ABN 92 366 288 135

Mr Roberto Bria
Chief Executive
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048

Dear Mr Bria,

***BRIGHTON ROAD SAFETY AND ACCESS - STURT ROAD TO SEACOMBE
ROAD***

Thank you for your letter of 3 July 2020 regarding Brighton Road safety and access – Sturt Road to Seacombe Road to which this letter responds.

The Department of Infrastructure and Transport (the Department) has previously undertaken a traffic investigation into the feasibility for the installation of traffic signals at the junction of Brighton Road and Edwards Street.

By way of background information, the traffic report submitted in 2016 as part of the development approval for the shopping centre upgrade, identified minimal impact to the Edwards Street junction based on the additional traffic generation and required minor modifications only. Following the opening of the redeveloped shopping centre, traffic volumes and queue and delay surveys were conducted in February 2018 and November 2018. These surveys showed that the junction was performing better than indicated by the traffic modelling provided by the developer, i.e. lower volumes, shorter queues and shorter average delays.

Whilst the operating performance of the junction was assessed as satisfactory, the Department acknowledges the function of Edwards Street within the local road network and the community's desire to have traffic signals installed.

Consequently, a concept for traffic signals at the junction is being developed and the associated cost estimate is expected to be completed by September 2020. Installation of signals is currently unfunded and will need to be considered by Government as part of its normal budget process future funding submission on a state-wide basis. Such projects are prioritised to ensure funds are allocated to the projects where the greatest benefit can be provided to the community as a whole. In the intervening period the Department will continue to monitor the junction.

The u-turn movement at Gregory Street and the right turn from Marlborough Street currently provide alternative access to the south on Brighton Road. Restricting these movements at this time are likely to increase the right turn demand from Edwards Street.

Drivers undertaking a u-turn at Marlborough Street have good visibility of oncoming traffic and can wait in a sheltered right turn lane without disrupting through traffic movements on Brighton Road. Restricting the u-turn movement at this location will redirect these movements to the next available junction.

Given the above, installing turn restrictions at adjacent junctions on Brighton Road are currently not supported. Turning movements at these locations may be considered as part traffic assessment should traffic signals be installed in the future at Edwards Street.

I trust the above information is of assistance.

Yours sincerely,



Tony Braxton-Smith
Chief Executive

04 / 08 / 2020

Item No: **15.2**

Subject: **2019-20 PRELIMINARY FUNDING STATEMENTS, BUDGET CARRIED FORWARDS AND ACTIVITY REPORTS**

Date: 11 August 2020

Written By: Management Accountant

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

This report provides preliminary funding statements for the 2019/20 financial year including explanations of the interim results and major budget variations as well as detailing yet to be finalised projects to be brought forward and budgeted for in 2020/21. Also presented is a summary of the external grant funding received during the year, as well as a report detailing the organisation's progress in achieving the new initiatives and capital renewal program as set out in the annual business plan for 2019/20.

Following a comprehensive budget review in April 2020 a deficit budget of \$447,863 was adopted to allow for the effects of the COVID-19 pandemic and the relief measures Council offered. The preliminary result for municipal operations shows an operating deficit of \$48,227 resulting in a positive budget variance of \$399,636 compared with the adopted forecast.

The preliminary result for Alwyndor operations shows an operating deficit of \$1,169,679 compared with the adopted forecast deficit of \$970,792 resulting in a negative budget variance of \$198,887. Major budget variances have occurred in employee costs which is offset by additional revenue received through the Government's COVID-19 stimulus package.

The consolidated result for both operations shows an operating deficit of \$1,217,906 compared with the adopted deficit forecast of \$1,418,655 resulting in a positive budget variance of \$200,749.

RECOMMENDATION

That Council:

- 1. notes the provisional unaudited 2019/20 funding statements and carried forward budgets;**
 - 2. notes the 2019-20 Annual Business Plan activity summary;**
 - 3. notes the 2019-20 external grant funding summary; and**
 - 4. approves the carried forward amounts from the 2019/20 budget to the current year 2020/21 budget of \$328,968 operating expenditure, \$12,397,243 capital expenditure and \$6,354,574 capital income.**
-

COMMUNITY PLAN

Culture: Being financially accountable

COUNCIL POLICY

Treasury Management

STATUTORY PROVISIONS

Local Government (Financial Management) Regulations 2011

BACKGROUND

The financial management regulations require an annual report showing the audited results of the Council for the previous financial year compared with the estimated financial results set out in the budget.

Preliminary unaudited funding statements have been prepared in order to inform the Council in a timely manner of financial performance for 2019/20.

A full set of audited 2019/20 financial statements will be presented to Council in October when the financial statements have been finalised, considered by the Audit Committee and audited in the prescribed format.

REPORT**Preliminary 2019/20 Funding Statements**

Preliminary unaudited funding statements with explanatory variance notes for the year ended 30 June 2020 are provided.

Refer Attachment 1

The municipal operational variance results are detailed by business unit within this report. The major variances compared to the adopted forecast are summarised as follows:

Major Municipal Operational Variances	Amount
Unspent funds from HACC program	\$53,900
Unspent funds from Jetty Road Mainstreet	\$275,068
Higher Caravan Park user income	\$117,689
Lower interest on borrowings expense	\$61,970
Lower depreciation expense	\$54,812
Timing of Financial Assistance Grants	\$114,655
Lower materials, contract & other expenditure	\$185,437
Higher employee leave provisions	(\$332,595)
Lower equity share in SRWRA	(\$131,300)
Total variance to forecast (favourable)	\$399,636

Non-cash items not included in Funding Statements

A number of end-of-year non-cash items are required to be accounted for and are not included in the funding statements. They will have an impact on the final financial position including the balance sheet and include asset revaluations, net gain/loss on disposal of assets and provision for asset impairment.

Net Gain/Loss on disposal of assets

A number of assets were disposed of during 2019/20 including machinery and vehicles. In addition a number of infrastructure assets were replaced or renewed while still having remaining useful lives. While the amounts are non-cash the accounting for these assets is yet to be finalised.

Impairment of Assets

The Australian Accounting Standard (AASB 139) requires an annual assessment of whether any financial asset is impaired. Impairment means the carrying amount of the asset is more than the amount that is expected to be recovered. This assessment will be completed as part of the finalisation of the financial statements.

Carried Forward Budget Amounts

A number of capital and operational projects are yet to be finalised at the 30 June 2020. A full detailed listing, including explanations, of these projects which will require funding to be brought forward from 2019/20 to 2020/21 are included in Attachment 2.

Refer Attachment 2

Council adopted a revised operating forecast of \$447,863 deficit for municipal activities. Allowing for \$328,968 of uncompleted operational projects to be carried forward still leaves a favourable variance of \$70,668 compared to the Council approved budget. The following table provides a reconciliation between the adopted budget and the actual position at 30 June 2020:

Adopted Budget Reconciliation	2019/20
Revised operating budget - deficit	(\$447,863)
Less preliminary result - deficit	(\$48,227)
Less 2019/20 operational carry forwards	(\$328,968)
Favourable budget variance	\$70,668

Jetty Road Mainstreet Budget

The Jetty Road Mainstreet budget is fully funded from a separate rate, event sponsorships and event sale income. Due to the separate funding arrangements the remaining unspent balance of \$94,164 is required to be carried forward.

Capital Expenditure

The overall capital expenditure incurred is \$13,065,272 less than forecast. The total amount of incomplete capital projects to be carried forward is \$12,397,243 and the individual project amounts are listed in Attachment 2 including comments on the status of each project. The four largest projects are Jetty Road Glenelg, Masterplan and construction \$3.62m, stage two of the Brighton Oval redevelopment \$3.58m, Holdfast Tennis Club redevelopment \$1.07m and Glenelg Town Hall Upgrades \$0.93m.

Capital Income

A number of capital income budgets are also required to be carried forward to part fund capital projects with details of each provided in Attachment 2. This includes \$2.5m of grant funding still to be received for stage two of the Brighton Oval redevelopment.

Carried forward funding – Municipal Operations

The net carried forward budget amount is to be funded from available cash and previously approved borrowings. The 2019/20 revised budget provided for new borrowings totalling \$13.1m. No new loan arrangements were made during the year as Council's Cash Advance Debenture facility was utilised instead. In order to fund the carried forward budgets it is proposed to borrow the balance being \$9,119,392 during 2020/21 in accordance with the Treasury Management Policy.

The following summary outlines the funding breakdown:

Project	2019/20 Carried Forward \$
<i>Total Operating Expenditure</i>	328,968
<i>Total Capital Expenditure</i>	12,397,243
Funding Requirement	12,726,211
<u>Funding source:</u>	
<i>Grant receipts due in 2020/21</i>	2,500,000
<i>Sale of assets</i>	1,106,819
<i>New loan borrowings (previously approved)</i>	9,119,392

Commercial Activities

Comparative financial reports to 30 June 2020 have been provided for Council's major commercial activities including Brighton Caravan Park, Partridge House and Partridge Street car park.

Refer Attachment 3

Financial Indicators/Ratio Analysis

The results contained in this report are preliminary and include a number of non-cash items yet to be finalised therefore a full ratio analysis would not be meaningful. A full set of financial indicators will be included as a note to the completed audited financial statements which will be presented to the Audit Committee and Council during October 2020.

External Grant Funding Summary

For the 2019-20 financial year (at the fourth quarter) Council received \$16,956,523 in external grant funding (not including any operating subsidies from Alwyndor). This consists of:

- \$14,399,237 in capital grants
- \$75,000 in operating and other projects
- \$2,363,394 in recurring grants.

The attached schedule provides the details of our external grant position. This shows the total for the fourth quarter, during which \$1,945,580 had been received.

Refer Attachment 4

Advance payments were received in the fourth quarter of 2019-20, for the 2020-21 financial year for:

- both Financial Assistance Grants (General and Roads) totaling \$670,200;
- two Green Industries grants, including funding for compostable bags (\$25,531) and the Food Organics/Green Organics trial (\$97,000);
- Wigley Playspace and Fitness Hub (\$500,000);
- Unisex Change rooms at Glenelg Oval (\$487,000).

Council will continue to monitor grant opportunities and aim to apply for funding where applicable and suitable.

2019-20 Annual Business Plan Activity Summary

The Annual Business Plan and each of the projects within it, are linked to the Council's Strategic Plan, and the five pillars within it which comprise:

- Community – a healthy, creative and connected community
- Environment – A community connected to our natural environment
- Economy – A diverse and resilient local economy
- Placemaking – An accessible, lively and safe coastal city that celebrates our past to build for our future
- Culture – An effective customer-centred organization

In keeping with these strategic linkages the activity summaries are presented as five reports, each with projects connected to their relevant pillars.

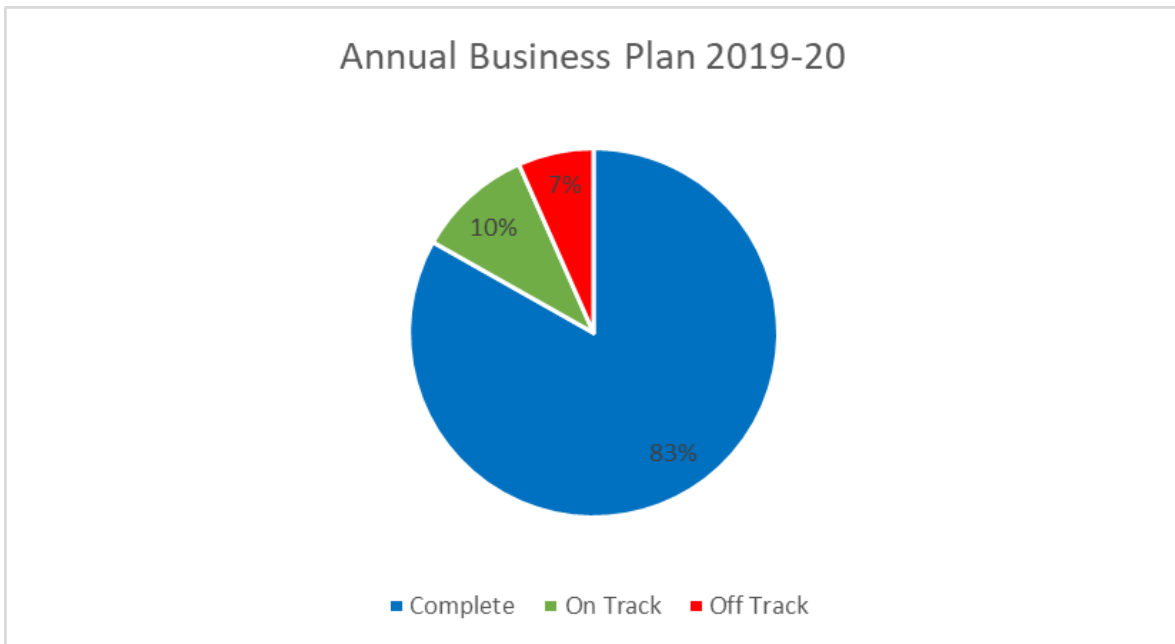
Refer Attachment 5

As at the 30 June 2020 83% of Annual Business Plan projects were complete, 8% were on track and 10% off track. The 2018-2019 completion rate was 82%.

Items classified as being ‘On track’ are multiyear projects. ‘Off Track’ items are projects that have been delayed due to circumstances beyond our control.

An exceptions report on all off track projects is included below.

	Complete	On track	Off Track	Total	% Complete	% On Track	% Off Track
Community	40	9	3	52	77%	17%	6%
Culture	9	4	2	15	60%	27%	13%
Economy	13	2	0	15	87%	13%	0%
Environment	17	4	5	26	65%	15%	19%
Place	109	4	5	118	92%	3%	4%
Total	188	23	15	226	83%	10%	7%



Off Track Project	Comment
Moseley Street Road Patching from High to Jetty	Investigation found a change of scope was necessary. This fell outside the budget allocation
Chapel Street Plaza (Jetty Road Masterplan)	Traders recommended the works be delayed to the following winter
Jetty Rd Brighton Winter Solstice Event	Event unable to proceed in 2020 due to restrictions
Vehicle replacement – utes	Awaiting delivery of 4 utes
Community Bus	Awaiting delivery of bus
Tennis Court – Mawson Oval Reserve	Technical and stakeholder constraints
Open Space Fencing	Associated with Tennis Court at Mawson Oval
Piling System at the Lock	Rescheduled to coincide with the emptying of the lock
Brighton Civic Centre Landscaping	Deferred due to redevelopment investigations for the Civic Centre.
Street and Park lighting LED conversion	Longer than expected delays in parts delivery.
Brighton Caravan Park Stage 2 Design	Design is underway, progress delayed awaiting confirmation of kiosk location
Glenelg Jetty Repairs	Deferred to 2020-21
Stormwater Management Plan	Design reviews taking longer than anticipated. Construction deferred to 2020/21
Kingston Park Masterplan Review	Longer than expected delays in delivery due to resourcing constraints
Detailed design for Chapel St Plaza and Coast	Final detailed designs for the Jetty Rd Coast section is awaiting commencement of Chapel St Plaza in 2020/21
Public Reserve Lighting	Parts have been ordered. There have been shipping delays.
Wigley Reserve Irrigation	In progress. To be completed in 2020-21

BUDGET

This report provides an analysis of Council's 2019/20 preliminary funding statements and confirms the carried forward projects and latest preliminary result prior to external audit. The 2020/21 forecast will be amended to include all approved carried forward budgets.

The forecast Municipal operating deficit for 2020/21 is currently \$660,213. With a carried forward operating expenditure budget from 2019/20 of \$328,968 the forecast operating result for 2020/21 will increase to a deficit of \$989,181.

LIFE CYCLE COSTS

This report has no direct implication for full life cycle costs.

Attachment 1



City of Holdfast Bay
Municipal Funds Statement as at June 2020

2019 - 2020 Original Budget \$'000	Year to Date				2019 - 2020 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000			
(758)	(761)	(737)	(24)	Administrative Services	(761)	
1,443	1,516	1,607	(92)	FAG/R2R Grants	1,516	1
(994)	(988)	(966)	(22)	Financial Services	(988)	
(9,288)	(9,288)	(9,233)	(55)	Financial Services-Depreciation	(9,288)	2
(252)	(252)	(585)	333	Financial Services-Employee Leave Provisions	(252)	3
(655)	(637)	(577)	(60)	Financial Services-Interest on Borrowings	(637)	4
230	230	99	131	Financial Services-SRWRA	230	5
35,317	35,247	35,226	21	General Rates	35,247	
(1,509)	(1,215)	(1,313)	98	Governance & Risk	(1,215)	6
(675)	(751)	(763)	11	Human Resources	(751)	
(2,965)	(3,479)	(3,453)	(26)	Strategy & Innovation	(3,479)	
(546)	(575)	(526)	(49)	Business Development	(575)	
(955)	(908)	(898)	(10)	Community Development	(908)	
(352)	(352)	(322)	(30)	Community Engagement Admin	(352)	
(864)	(791)	(750)	(42)	Community Events	(791)	
(296)	(403)	(366)	(37)	Community Services Administration	(403)	
(186)	(194)	(179)	(15)	Community Transport	(194)	
(6)	(150)	(115)	(35)	Community Wellbeing	(150)	
(620)	(539)	(535)	(4)	Customer Service	(539)	
-	(55)	39	(94)	Jetty Road Mainstreet	(55)	7
(1,503)	(1,446)	(1,309)	(137)	Library Services	(1,446)	8
-	(69)	112	(181)	SA HACC	(69)	9
(339)	(331)	(347)	16	Tourism & Marketing Admin	(331)	
(1,862)	(1,838)	(1,788)	(50)	Asset Management	(1,838)	10
(1,412)	(1,402)	(1,410)	8	Assets and City Services	(1,402)	
49	113	142	(29)	Cemeteries	113	
715	478	482	(5)	City Regulation	478	
1,018	785	963	(178)	Commercial - Brighton Caravan Park	785	11
(2)	8	(1)	9	Commercial - Partridge House	8	
456	300	261	40	Commercial - Recreational Clubs Leases	300	
(902)	(795)	(760)	(35)	Development Services	(795)	
(826)	(856)	(864)	7	Environmental Services	(856)	
(583)	(634)	(666)	32	Infrastructure Maintenance	(634)	
(18)	(31)	(15)	(17)	Property Maintenance	(31)	
(7,519)	(7,227)	(7,399)	172	Public Spaces	(7,227)	12
(3,921)	(3,988)	(3,938)	(51)	Waste Management	(3,988)	13
832	832	832	-	Less full cost attribution - % admin costs capitalised	832	
252	(448)	(48)	(400)	=Operating Surplus/(Deficit)	(448)	
9,288	9,288	9,233	55	Depreciation	9,288	
22	22	486	(464)	Other Non Cash Items	22	
9,310	9,310	9,719	(409)	Plus Non Cash Items in Operating Surplus/(Deficit)	9,310	
9,563	8,862	9,671	(809)	=Funds Generated from Operating Activities	8,862	
3,524	10,050	4,728	5,322	Amounts Received for New/Upgraded Assets	10,050	14
357	1,400	235	1,165	Proceeds from Disposal of Assets	1,400	15
3,881	11,450	4,963	6,487	Plus Funds Sourced from Capital Activities	11,450	
(7,916)	(9,327)	(7,350)	(1,977)	Capital Expenditure on Renewal and Replacement	(9,327)	
(14,975)	(25,382)	(14,294)	(11,088)	Capital Expenditure on New and Upgraded Assets	(25,382)	
(22,891)	(34,710)	(21,645)	(13,065)	Less Total Capital Expenditure	(34,710)	16
203	203	192	11	Plus:Repayments of loan principal by sporting groups	203	
203	203	192	11	Plus/(less) funds provided (used) by Investing Activities	203	
(9,244)	(14,195)	(6,818)	(7,376)	= FUNDING SURPLUS/(REQUIREMENT)	(14,195)	
Funded by						
-	(4,959)	(4,613)	(346)	Increase/(Decrease) in Cash & Cash Equivalents	(4,959)	
-	2,886	(1,055)	3,941	Non Cash Changes in Net Current Assets	2,886	
(10,190)	(13,068)	-	(13,068)	Less: Proceeds from new borrowings	(13,068)	
-	-	(2,150)	2,150	Less: Net Movements from Cash Advance Debentures	-	
947	947	1,000	(53)	Plus: Principal repayments of borrowings	947	
(9,244)	(14,195)	(6,818)	(7,376)	=Funding Application/(Source)	(14,195)	

Note 1 – Financial Assistance Grant - \$92,000 (6%) favourable

Timing issue between financial years for the receipt of the annual Commonwealth Financial Assistance Grant. 50% of the 2019-20 allocation was received in 2018-19 and 50% of the 2020-21 grant has been received in 2019-20. The early receipt of these two payments in different financial years has created a variance against budget.

Note 2 – Financial Services – Depreciation - \$55,000 (1%) favourable

A number of large capital projects are now being staged over two years resulting in lower than forecast depreciation.

Note 3 – Financial Services – Employee Leave Provisions - \$333,000 (132%) unfavourable

Final movements in the provisions made for Annual Leave and Long Service Leave owed to employees. This was largely impacted by COVID-19. Leave planning is currently being undertaken for the 2020/21 year to reduce this provision next year.

Note 4 – Financial Services – Interest on Borrowings - \$60,000 (9%) favourable

Due to the positive cash flow Council has not had to borrow as forecast, resulting in a saving on budgeted interest costs.

Note 5 – Financial Services - SRWRA - \$131,000 (57%) unfavourable

Council's equity share in the Southern Region Waste Resource Authority (SRWRA) for 2019/20. As a result of a distribution back last year and reduced investment revenue, our annual equity share is lower than budgeted.

Note 6 – Governance & Risk - \$98,000 (8%) unfavourable

Final property insurance invoice higher than budgeted for (\$28,000), special distribution from LGA Asset Mutual Fund less than forecast (\$40,000) and higher insurance settlement payments (\$17,000).

Note 7 – Jetty Road Mainstreet - \$94,000 (171%) favourable

Underspend on event management (\$50,000), employment costs (\$24,000) and Christmas decorations (\$22,000). Due to separate funding arrangements unspent budget to be carried forward as in previous years.

Note 8 – Library Services - \$137,000 (9%) favourable

Grant in kind for new library books received from State Library Board (\$87,000) and various savings due to temporary shutdown of libraries as part of COVID-19 restrictions.

Note 9 – SA HACC (Lifelinks) - \$181,000 (262%) favourable

There was a redirection of financial and human resources to provide HACC funded programs associated with COVID-19 emergency declaration restrictions. Remaining grant funded budget to be carried forward.

Note 10 – Asset Management - \$50,000 (3%) favourable

Costs associated with Environmental Protection Agency gas monitoring at Kauri Parade Sports Complex lower than budgeted (\$35,000) and savings on electricity (\$20,000).

Note 11 – Commercial – Brighton Caravan Park - \$178,000 (23%) favourable

Budgeted revenue was reduced as part of the March budget update in anticipation of the effects of the COVID-19 pandemic, however revenue - though down on last year - was higher than expected.

Note 12 – Public Spaces - \$172,000 (2%) unfavourable

Higher disposal costs for waste collected by depot staff due to increase in the State Government waste levy charged (\$49,000), additional temporary agency staff (\$38,000) and higher than budgeted for repairs and maintenance costs for Depot vehicles and machinery (\$82,000).

Note 13 – Waste Management - \$51,000 (1%) favourable

Small savings on disposal costs (\$23,000) and the collection of green waste (\$16,000) and hard waste (\$14,000).

Note 14 – Amounts Received for New/Upgraded Assets - \$5,322,000 (53%) unfavourable

Grant funding received, but not yet expended, for Brighton Oval Development stage 2 (\$1.1m) and Jetty Road, Glenelg Masterplan (\$1.7m) has been transferred to 2020/21. An additional \$2.5m of federal grant funding for stage 2 of the Brighton Oval Development will be received in 2020/21 – budgets to be carried forward.

Note 15 – Proceeds from Disposal of Assets - \$1,165,000 (83%) unfavourable

Sale of Council land budgeted for \$1m did not take place in 2019/20 as legislative requirements need to be fulfilled before sale of land can go ahead and trade-in of council vehicles has been delayed (\$107,000) – budgets to be carried forward.

Note 16 – Capital expenditure - \$13,065,000 (38%) favourable

There are positive variances on a number of capital projects. Some projects have been completed with a saving while other projects were not completed at the 30 June 2020. Details of these and the amount requested to be carried forward to 2020/21 are listed in Attachment 2.

City of Holdfast Bay
Capital Expenditure Summary by Budget Item to June 2020

2019-20 Original Budget \$'000	Year to Date			2019-20 Adopted Forecast \$'000
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000	
(832)	(832)	(832)	- Full Cost Attribution	(832)
(660)	(660)	(752)	92 Information Technology	(660)
-	(27)	(31)	5 Commercial and Economic Enterprises	(27)
(95)	(95)	(106)	11 Brighton Library	(95)
(120)	(123)	-	(123) Community Bus	(123)
-	(629)	(38)	(591) Sport and Recreation	(629)
(10)	(10)	(8)	(2) Depot and Stores	(10)
(780)	(1,008)	(621)	(387) Machinery Operating	(1,008)
(1,334)	(1,155)	(1,212)	57 Road Construction and Re-seal Program	(1,155)
-	(43)	(43)	- Car Park Construction	(43)
(393)	(424)	(389)	(36) Footpath Program	(424)
(2,667)	(1,390)	(712)	(678) Stormwater Drainage Program	(1,390)
(295)	(437)	(455)	18 Traffic Control Construction Program	(437)
-	(5)	(5)	(1) Signage Program	(5)
(1,152)	(1,259)	(1,271)	12 Kerb and Water Table Construction Program	(1,259)
(40)	(60)	(61)	- Other Transport - Bus Shelters etc.	(60)
(9,908)	(16,955)	(10,565)	(6,389) Reserve Improvements Program	(16,955)
(1,883)	(3,113)	(2,109)	(1,004) Land, Buildings and Infrastructure Program	(3,113)
(2,615)	(3,873)	(204)	(3,669) Streetscape Program	(3,873)
(102)	(2,507)	(2,230)	(277) Foreshore Improvements Program	(2,507)
-	(104)	-	(104) Caravan Park - General	(104)
(22,891)	(34,710)	(21,645)	(13,065) Total	(34,710)



Alwyndor Aged Care Funds Statement as at 30 June 2020

2019-20 Original Budget \$'000	Year to Date				2019-20 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual YTD \$'000	Variance \$'000			
3,970	3,791	3,877	(86)	User Charges	3,791	
10,339	10,596	10,793	(196)	Operating Grants and Subsidies	10,597	
491	330	320	10	Investment Income	330	
3,074	2,666	2,889	(222)	Reimbursements	2,666	
1,753	2,877	2,729	149	Other Income	2,877	
19,627	20,262	20,607	(345)	Operating Revenue	20,262	1
(13,915)	(13,760)	(14,250)	490	Employee Costs - Salaries & Wages	(13,760)	2
(4,591)	(6,155)	(6,239)	85	Materials, contracts and other expenses	(6,155)	3
(125)	(98)	(83)	(15)	Finance Charges	(98)	
(1,177)	(1,220)	(1,204)	(16)	Depreciation	(1,220)	
(19,808)	(21,233)	(21,777)	544	Less Operating Expenditure	(21,233)	
(181)	(971)	(1,170)	198	=Operating Surplus/(Deficit)	(971)	
1,177	1,220	1,204	16	Depreciation	1,220	
128	160	205	(45)	Provisions	160	
1,305	1,380	1,409	(29)	Plus Non Cash Items in Operating Surplus/(Deficit)	1,380	
1,124	409	240	169	=Funds Generated from Operating Activities	409	
(844)	(701)	(343)	(357)	Capital Expenditure on New and Upgraded Assets	(701)	4
(844)	(702)	(343)	(358)	Less Total Capital Expenditure	(701)	
280	(294)	(104)	(190)	= Funding SURPLUS/(REQUIREMENT)	(292)	
				Funded by		
280	(294)	(104)	(190)	Increase/(Decrease) in Cash & Cash Equivalents	(292)	
280	(294)	(104)	(190)	=Funding Application/(Source)	(292)	

**Alwyndor Aged Care – Notes
June 2020**

1 Operating Revenue

Revenue is showing a favourable variance of \$345K YTD to forecast. This is due to a COVID-19 Stimulus Package received by the Government in May and an increase in Home Support and Therapy services.

Although the forecast for revenue was reduced due to the estimated impact of COVID-19, we have not experienced the full impact and services have significantly recovered in the month of June.

A favourable variance of \$50K relates to Support at Home reimbursements which is offset against the expense under point 3 below.

2 Employee Costs - Salaries & Wages

Employee costs are \$490K higher than forecast.

This is partially offset with \$140K savings in Agency costs (refer point 3) however additional costs were incurred for employee working overtime to assist with reducing agency usage. An increase in overtime was allowed during COVID-19 to reduce contact with external agency staff.

Extra shifts to manage visitors during COVID-19, increased cleaning regimes, additional training and two employee termination were not included in the forecast. We have also seen an impact to leave usage as a result of COVID-19 with leave accruals increasing due to cancelled/minimal leave requests.

3 Materials, contracts and other expenses

The overspend of \$85K to forecast is due to:

- Agency costs (\$140K savings)
- ACFI Consultant & Physiotherapy Agency \$36K
- Medical Supplies \$50K
- Home Care client reimbursements \$87K (offset against client reimbursements)
- Corporate Costs \$50K

4 Capital Expenditure

Capital expenditure is \$357K favourable due to the timing of the solar project and the Riddle Suite upgrade which were both delayed due to COVID-19 and changes in staffing. Both projects are currently in progress.

Attachment 2



Operational Project	2019/20 Budget \$	2019/20 Net Result \$	2020/21 Carried Forward \$
SA HACC (Life Links) Program - Grant Funded <i>Surplus funds not spent in 2019/20.</i>	68,640	(112,264)	180,904
Jetty Road Mainstreet <i>Balance of unspent allocated funds for 2019/20</i>	55,191	(38,973)	94,164
Small Business Development Grants <i>A number of applications were received in June 2020 which will be processed in July and August.</i>	50,000	16,100	33,900
Contribution to Native Shellfish Reef <i>Council resolution (C120520/1899) for a contribution to the establishment of a shellfish reef off the coast of Glenelg.</i>	20,000	-	20,000
Total Operating Expenditure	193,831	-135,137	328,968
 Net operational carry forwards requested			328,968

Capital Project	2019/20 Budget \$	2019/20 Spent \$	2020/21 Carried Forward \$
Stormwater Drainage Program <i>Cost savings on the 2019/20 program are to be used for additional stormwater projects during 2020/21.</i>	1,390,198	697,718	179,318
Traffic control devices - construction Program <i>A number of traffic control devices have been identified for minor repairs.</i>	267,824	248,139	14,000
Street Light LED Conversion <i>Delivery of LED lights was delayed with works now expected to be completed in first part of 2020/21.</i>	40,000	-	40,000
Council Depot Building Improvements <i>Final works to be completed in 2020/21.</i>	268,228	241,622	26,605
Glenelg Jetty Repairs <i>Repair works to now be carried out during 2020/21.</i>	30,000	-	30,000
Tennis Court Improvements <i>A number of improvements to be completed in 2020/21 on the Kauri Parade and Mawson Oval tennis courts including fencing. Currently co-ordinating with school for a contribution to Mawson Oval fencing works.</i>	295,055	56,896	238,159
Brighton Oval Clubrooms and Changing Facilities - Stage 1 <i>Major construction works complete with final invoices yet to be received.</i>	8,029,274	7,942,486	86,788
Brighton Oval Masterplan - Stage 2 <i>Construction works have commenced with completion of stage 2 due to be completed during 2020/21.</i>	5,000,000	1,418,377	3,581,623
Glenelg Town Hall <i>Various restoration and improvement works on the Glenelg Town Hall including design works for the Bay Discovery Centre.</i>	2,235,835	1,309,274	926,561
Jetty Road Masterplan - Design and Construction <i>Design works underway with construction due to start in 2020/21.</i>	3,820,155	204,326	3,615,829
Reserve Improvements Program <i>Irrigation at Wigley Reserve and general public reserve lighting improvements. Waiting on the delivery of lighting equipment.</i>	260,696	69,163	191,533
Wigley Reserve Playspace <i>Design works have commenced with construction due in 2020/21</i>	500,000	165,979	334,021
Improvements to Gullies and Biodiversity Corridor <i>Ongoing program to continue in to 2020/21.</i>	213,089	135,353	77,736

Capital Project	2019/20 Budget \$	2019/20 Spent \$	2020/21 Carried Forward \$
Glenelg Oval Masterplan Design & Stage 1 Works <i>Stage 1 to commence with the Holdfast Tennis Club redevelopment.</i>	1,253,349	186,963	1,066,386
Brighton Cricket Club Training Nets <i>Purchase and installation of cricket nets to be completed in 2020/21 as part of stage 2 of the Brighton Oval development.</i>	124,000	-	124,000
Minda Coast Park <i>Project completed, but currently aquitting the grant so blance to be carried forward.</i>	2,429,661	2,188,164	241,497
Kingston Park Masterplan <i>Next stage of this project to commence early 2020/21 - grant funded project.</i>	729,470	49,291	680,179
Brighton Caravan Park upgrade <i>Investigation and design works for Stage 2 of the Brighton Caravan Park due to commence during 2020/21.</i>	100,949	-	100,949
Open Space Electricy Supply for Function/Events <i>Project has started with power supply to be added to Wigley Reserve on completion of the playspace.</i>	98,364	56,628	41,736
Old Buffalo Site - reserve improvements <i>Design works due to commence in 2020/21.</i>	300,000	22,675	277,325
Jetty Road, Brighton Lighting Plan <i>Council resolution (C140420/1767) to allocate \$10,000 from the cancelled banner project for the development of a lighting plan.</i>	13,200	-	10,000
Brighton Civic Centre Landscape Upgrade <i>Works have commenced and due to be completed in early 2020/21.</i>	250,000	30,963	40,000
Major Plant & Equipment <i>Delay in the delivery of replacement Depot vehicles due to COVID-19 and replacement Community bus now on order waiting delivery.</i>	1,160,509	620,714	472,998
Total Capital Expenditure	28,809,856	15,644,731	12,397,243
Sale Income - Major Plant & Vehicles <i>Trade-in of existing vehicles due to be replaced.</i>	(368,953)	(195,182)	(106,819)
Grant Income - Jetty Road Masterplan <i>Grant revenue received in advance and to be applied as expenditure incurred.</i>	(1,870,458)	(204,326)	(1,666,132)

Capital Project	2019/20 Budget \$	2019/20 Spent \$	2020/21 Carried Forward \$
Grant Income - Brighton Oval Masterplan <i>Grant revenue received in advance and to be applied as expenditure incurred and \$2.5m of federal funding to be received in 2020/21.</i>	(6,362,685)	(2,781,062)	(3,581,623)
Sale of Council Land <i>Various legalistive requirements to be fulfilled before sale of land can go ahead. To be completed in 2020/21.</i>	(1,000,000)	-	(1,000,000)
Total Capital Income	(9,602,096)	(3,180,570)	(6,354,574)
Net capital carry forwards requested			6,042,669

Attachment 3



BRIGHTON CARAVAN PARK	Actual \$	
	01/07/18 to 30/06/19	01/07/19 to 30/06/20
Revenue From Cabins and Sites		
Oceanview Spa Villas	123,054	101,550
Waterview Villas	301,691	258,847
Seaside Cabins	143,225	137,020
Budget Cabin - No Ensuite	57,693	6,798
Special Access Hillside Cabin	24,383	29,055
Hillside Cabins	35,231	42,096
Powered Grass Sites	296,165	275,840
Unpowered Sites	2,009	-
Premium Powered Sites	136,623	136,239
Powered Slab Sites	371,518	338,432
Beachfront Powered Grass Sites	134,051	158,537
Sea Breeze Cabins	539,132	451,142
Miscellaneous Income	28,733	51,126
	2,193,506	1,986,682
Operational Costs		
Management costs	(753,032)	(684,166)
Repairs and Maintenance	(115,684)	(57,979)
Marketing/Website	(25,130)	(35,213)
Site Operational Costs	(76,305)	(76,371)
Office Operational Costs	(36,904)	(40,159)
Water	(79,532)	(25,597)
Electricity	(82,776)	(83,387)
Gas	(23,737)	(14,785)
Insurance	(5,211)	(5,776)
	(1,198,311)	(1,023,433)
Earnings Before Interest, Tax and Depreciation (EBITD)	995,196	963,248
Depreciation	(160,920)	(160,920)
Earnings Before Interest and Tax (EBIT)	834,276	802,328
EBIT Margin	38.0%	40.4%

OCCUPANCY RATES	Actual %	
	01/07/18 to 30/06/19	01/07/19 to 30/06/20
Accommodation Type		
Cabins	59.27%	56.16%
Sites	53.98%	56.74%
Average Total	58.23%	56.36%

PARTRIDGE HOUSE	Actual \$	
	01/07/18 to 30/06/19	01/07/19 to 30/06/20
Revenue From Functions and Room Hire		
Wedding Ceremony	44,420	45,711
Catering	19,410	-
Funeral Service	39,891	75,090
Private Function	17,368	27,149
Corporate Meeting	1,382	-
Community Benefit Group	36,344	24,880
Equipment Hire	13,098	-
	171,912	172,830
Operational Costs		
Employment Costs	(114,034)	(101,182)
Repairs and Maintenance	(21,476)	(15,976)
Marketing/Website	(7,264)	(5,561)
Property Operational Costs	(20,567)	(21,570)
Office Operational Costs	(4,265)	(1,430)
Electricity	(9,001)	(8,345)
	(176,607)	(154,064)
Earnings Before Interest, Tax and Depreciation (EBITD)	(4,695)	18,766
Depreciation	(37,089)	(37,089)
Earnings Before Interest and Tax (EBIT)	(41,784)	(18,323)
EBIT Margin	(24.3%)	(10.6%)

NUMBER OF EVENTS BY TYPE	Actual No.	
	01/07/18 to 30/06/19	01/07/19 to 30/06/20
Event Type		
Wedding *	46	26
Funeral	87	100
Community Function	414	261
Other Events	67	65
Total Number of Events	614	452

* Wedding income received on a prepayment basis

PARTRIDGE STREET CAR PARK	Actual \$ 01/07/18 to 30/06/19	Actual \$ 01/07/19 to 30/06/20
Car Parking Revenue	133,240	107,227
Operating Costs	(104,590)	(106,280)
Operating Costs - Property	(36,018)	(41,421)
Earnings Before Interest, Tax and Depreciation (EBITD)	(7,368)	(40,475)
Depreciation	(118,815)	(118,815)
Earnings Before Interest and Tax (EBIT)	(126,183)	(159,290)
EBIT Margin	(94.7%)	(148.6%)

CAR PARK USAGE	Actual No. 01/07/18 to 31/03/19	Actual No. 01/07/19 to 31/03/20
Car Park		
Eastern Car Park - No. of Transactions	132,331	139,717
Western Car Park - No. of Transactions	127,263	99,264
Total No. of Transactions	259,594	238,981

Attachment 4



SUCCESSFUL APPLICATIONS									
Grant - Capital									
Bid Title	Grant Total	Received in Previous Financial Year(s)	2019-20 Total	Received 2019-20 Quarter 1	Received 2019-20 Quarter 2	Received 2019-20 Quarter 3	Received 2019-20 Quarter 4	Received for future financial years	Total Received during 2019-20
Brighton Oval Sporting Complex SA Government- received June 2018	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000		\$ -		\$ 1,500,000		\$ 1,500,000
Brighton Oval Sporting Complex - Outdoor Training Facilities	\$ 40,000	\$ 40,000	\$ 40,000						\$ -
Brighton Oval Sporting Complex Federal Funding	\$ 5,000,000		\$ 5,000,000		\$ 1,000,000				\$ 1,000,000
Brighton Oval Sporting Complex AFL Funding	\$ 75,000	\$ 75,000	\$ 75,000						\$ -
Coast Park Minda Dunes - received March 2018	\$ 4,241,684	\$ 4,241,684	\$ 4,241,684		\$ -				\$ -
Changing Places Accessible Toilet for Chapel St Plaza	\$ 100,000		\$ 100,000						\$ -
Pedestrian Safety Improvement Grant	\$ 185,095	\$ 185,095	\$ 185,095				\$ -	\$ 15,941	\$ -
Jetty Road Stage 1 Construction	\$ 1,770,458	\$ 1,770,458	\$ 1,770,458						\$ -
DPTI - Wigley Playspace and Fitness Hub	\$ 500,000		\$ 500,000					\$ 500,000	\$ 500,000
Office for Recreation, Sport and Racing - Unisex Change rooms, Glenelg	\$ 487,000		\$ 487,000					\$ 487,000	\$ 487,000
Total	\$ 14,399,237	\$ 8,312,237	\$ 14,399,237	\$ -	\$ 1,000,000	\$ -	\$ 1,497,059	\$ 987,000	\$ 3,471,059

Grant - Non-Cash Receipt Council Owned Assets										
Bid Title	Grant Total	Received in Previous Financial Year(s)	2019-20 Total	Received 2019-20 Quarter 1						Total Received during 2019-20
Libraries Capital Materials Funding	118892	Recurring	118892	In kind contribution						\$ -
Total	\$ 118,892	\$ -	\$ 118,892	\$ -						\$ -

Grant - Operating Project and other									
Bid Title	Grant Total	Received in Previous Financial Year(s)	2019-20 Total	Received 2019-20 Quarter 1	Received 2019-20 Quarter 2	Received 2019-20 Quarter 3	Received 2019-20 Quarter 4	Received for future financial years	Total Received during 2019-20
Kaurna Exhibition Bay Discovery Centre	\$ 12,000		\$ 12,000	\$ 12,000	\$ 1,000				\$ 13,000
HACC operating grant	\$ 30,000		\$ 30,000	\$ 30,000			\$ 62,500		\$ 92,500
2019 New Years Eve Celebrations	\$ 20,000		\$ 20,000		\$ 20,000				\$ 20,000
Green Industries - Compostable Bags	\$ 25,531							\$ 25,531	\$ 25,531
Coastal Management Strategy	\$ 13,000		\$ 13,000				\$ 13,000		\$ 13,000
Green Industries - Food Organics/green Organics trial	\$ 97,000							\$ 97,000	\$ 97,000
Total	\$ 197,531	\$ -	\$ 75,000	\$ 42,000	\$ 21,000	\$ -	\$ 75,500	\$ 122,531	\$ 261,031

Grant - Recurring									
Bid Title	Grant Total	2019-20 Total		Received 2019-20 Quarter 1	Received 2019-20 Quarter 2	Received 2019-20 Quarter 3	Received 2019-20 Quarter 4	Received for future financial years	Total Received during 2019-20
Commonwealth Home Support Program (CHSP)	\$ 979,656	Recurring	\$ 241,295	\$ 248,533	\$ 244,914	\$ 244,914			\$ 979,656
Financial Assistance Grant - General Purpose	\$ 398,942	Recurring	\$ 99,735	\$ 99,735	\$ 99,735	\$ 99,737	\$ 470,585		\$ 869,527
Financial Assistance Grant - Roads	\$ 414,222	Recurring		\$ 372,852		\$ 41,370	\$ 199,615		\$ 613,837
Libraries Board Grant - Brighton Library	\$ 70,232	Recurring		\$ 70,232					\$ 70,232
Libraries Board Grant - Glenelg Library	\$ 70,232	Recurring		\$ 70,232					\$ 70,232
NRM Biodiversity and Coastal Project Officer	\$ 56,000	Recurring	\$ 56,000						\$ 56,000
Supplementary Roads Grant	\$ 124,110	Recurring	\$ 41,370	\$ 41,370	\$ 41,370				\$ 124,110
SA HACC	\$ 250,000	Recurring	\$ 64,063	\$ 123,437		\$ 62,500			\$ 250,000
Total	\$ 2,363,394		\$ 2,363,394	\$ 502,463	\$ 1,026,391	\$ 386,019	\$ 448,521	\$ 670,200	\$ 3,033,594

Total of Grant Funding for 2019-20 Confirmed	\$ 16,956,523
Total received in 2018-19 applicable to 2019-20	\$ 8,312,237
Total Received 2019-20 - Quarter 1	\$ 544,463
Total Received 2019-20 - Quarter 2	\$ 2,047,391
Total Received 2019-20 - Quarter 3	\$ 386,019
Total Received 2019-20 - Quarter 4	\$ 1,945,580
Total Received in 2019-20 for future financial years	\$ 1,779,731
Total Grant Funding received in 2019-20	\$ 6,703,184

Attachment 5



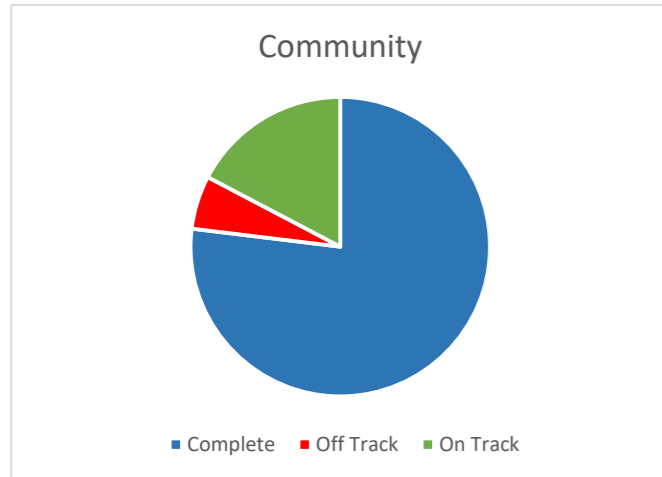
City of Holdfast Bay - Status Report - Community

As at: June 2020

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COMMUNITY
A healthy, creative,
connected community



















Community Summary

Status	Projects	
Complete	40	77%
Off Track	3	6%
On Track	9	17%
Total	52	100%

Community - Capital Works

Action	Title	Description	Project Status	Responsible Officer	Rating	Notes
ACT00802	SEATING-Concrete based timber slat park bench - Anzac Highway/ Augusta Street, Alf Smedley Reserve & Mel Baker Reserve Glenelg North	SEATING-Concrete based timber slat park bench - Anzac Highway/ Augusta Street, Alf Smedley Reserve & Mel Baker Reserve Glenelg North.	Complete	Ross Whitfield	●	
ACT00803	SEATING-Concrete based timber slat park bench - Corner Brighton and Hartley Roads, Hartley Reserve Brighton	SEATING-Concrete based timber slat park bench - Corner Brighton and Hartley Roads, Hartley Reserve Brighton.	Complete	Ross Whitfield	●	
ACT00804	SEATING-Concrete based timber slat park bench - Marine Parade, 41a Marine Parade, Walkway access to Wheatland Street Seacliff	SEATING-Concrete based timber slat park bench - Marine Parade, 41a Marine Parade, Walkway access to Wheatland Street Seacliff.	Complete	Ross Whitfield	●	
ACT00805	SEATING-Metal based park bench with timber slats - Dunluce Avenue, Foreshore Brighton	SEATING-Metal based park bench with timber slats - Dunluce Avenue, Foreshore Brighton.	Complete	Ross Whitfield	●	
ACT00806	SEATING-Standard metal framed timber slat picnic setting with table and 2 benches - Burnham Road, Kingston Park Coastal Reserve - Subject to progression of masterplan Kingston Park	SEATING-Standard metal framed timber slat picnic setting with table and 2 benches - Burnham Road, Kingston Park Coastal Reserve - Subject to progression of masterplan Kingston Park.	Off Track	Ross Whitfield	●	Included in Kingston Park
ACT00807	SEATING-Standard metal framed timber slat picnic setting with table and 2 benches - Wheatland Street, Foreshore Seacliff	SEATING-Standard metal framed timber slat picnic setting with table and 2 benches - Wheatland Street, Foreshore Seacliff.	Complete	Ross Whitfield	●	
ACT00808	SEATING-Standard metal framed timber slat picnic setting with table and two benches - Cygnet Court, Tarniwarra Park Glenelg North	SEATING-Standard metal framed timber slat picnic setting with table and two benches - Cygnet Court, Tarniwarra Park Glenelg North.	Complete	Ross Whitfield	●	
ACT00809	SEATING-Timber framed (three remaining) - Brighton Road, Brighton Oval Brighton	SEATING-Timber framed (three remaining) - Brighton Road, Brighton Oval Brighton.	Complete	Ross Whitfield	●	
ACT00810	Bollard - Removable metal bollards	Bollard - Removable metal bollards.	Complete	Ross Whitfield	●	Allocation








ACT00811	Bollard lights	Bollard lights.	Complete	Mathew Walsh		Allocation
ACT00812	Irrigation - Wigley Reserve Glenelg	Irrigation - Wigley Reserve Glenelg.	On Track	Ross Whitfield		Awaiting invoice
ACT00814	Public Reserve Lighting	Public Reserve Lighting	On Track	Mathew Walsh		Products on order
ACT00815	OPEN SPACE FENCING	OPEN SPACE FENCING.	Off Track	Mathew Walsh		A part of the Mawson Oval Tennis Court
ACT00817	PLAY-Glenelg Foreshore Playspace - Trampoline Glenelg	PLAY-Glenelg Foreshore Playspace - Trampoline Glenelg.	Complete	Ross Whitfield		
ACT00818	OPEN SPACE SIGNS	OPEN SPACE SIGNS.	Complete	Rajiv Mouveri		
ACT00819	Sporting Surfaces - Tennis court Mawson Oval Reserve Brighton	Sporting Surfaces - Tennis court Mawson Oval Reserve Brighton.	Off Track	Mathew Walsh		Delayed due to some technical and design constraints with the site (trees and compliance with new sports surface codes, run off areas and potentially reducing the number of courts) that coupled with negotiations with our stakeholders (the school)
ACT00820	PLAY-Wattle Avenue, Wattle Reserve (Basketball ring and concrete court, volleyball nets and post) - Renewal component of new initiative Brighton	PLAY-Wattle Avenue, Wattle Reserve (Basketball ring and concrete court, volleyball nets and post) - Renewal component of new initiative Brighton.	Complete	Rajiv Mouveri		Renewal component of new initiative
ACT00821	Sporting Surfaces - Tennis court - Court Surface - Kauri Seacliff	Sporting Surfaces - Tennis court - Court Surface - Kauri Seacliff.	On Track	Mathew Walsh		New epoxy resin sand mix expansion joint placed. Council to monitor joint going forward. Carry forward funds for Contingency in 20-21
ACT00822	Sporting Surfaces - Tennis court - Sutherland Seacliff	Sporting Surfaces - Tennis court - Sutherland Seacliff.	Complete	Rajiv Mouveri		
ACT00830	BUILDINGS-Glenelg Oval - Edward Rix Stand - Subject to progression of masterplan Glenelg East	BUILDINGS-Glenelg Oval - Edward Rix Stand - Subject to progression of mas.terplan Glenelg East	Complete	Mathew Walsh		
ACT00831	BUILDINGS-20004 - Glenelg Library - Foreshore, Glenelg - Subject to progression of masterplan Glenelg	BUILDINGS-20004 - Glenelg Library - Foreshore, Glenelg - Subject to progression of masterplan Glenelg.	Complete	Mathew Walsh		Gutters and roof sheeting replaced
ACT00832	BUILDINGS-20006 - Bay Discovery Centre & Gallery, Glenelg Town Hall - Subject to progression of masterplan Glenelg	BUILDINGS-20006 - Bay Discovery Centre & Gallery, Glenelg Town Hall - Subject to progression of masterplan Glenelg.	On Track	Mathew Walsh		Now incorporated into the Glenelg Town Hall Project
ACT00833	BUILDINGS-20005 - Brighton Library - 20 Jetty Road, Brighton Brighton	BUILDINGS-20005 - Brighton Library - 20 Jetty Road, Brighton Brighton	Complete	Mathew Walsh		
ACT00835	BUILDINGS-Holdfast Bay Community Centre - Child Care/Kinder gym - Craft Area Hove	BUILDINGS-Holdfast Bay Community Centre - Child Care/Kinder gym - Craft Area Hove.	Complete	Mathew Walsh		
ACT00836	Partridge House - Lighting / Waterproofing Pond	BUILDINGS-Partridge House - Lighting / Waterproofing..	Complete	Mathew Walsh		





ACT00837	BUILDINGS-20050 - Ringwood Community Centre - 14 Jetty Road, Brighton Brighton	BUILDINGS-20050 - Ringwood Community Centre - 14 Jetty Road, Brighton Brighton.	Complete	Mathew Walsh	●	
ACT00838	BUILDINGS-20054 - Seacliff Youth Centre - 32-34 Yacca Road, Seacliff Seacliff	BUILDINGS-20054 - Seacliff Youth Centre - 32-34 Yacca Road, Seacliff Seacliff.	Complete	Mathew Walsh	●	
ACT00839	BUILDINGS-20069 - Brighton Table Tennis Clubrooms - 3-3A Grantham Road, Somert Somerton Park	Stormwater upgrades at Brighton Table Tennis Clubrooms - 3-3A Grantham Road, Somert Somerton Park.	Complete	Mathew Walsh	●	
ACT00840	BUILDINGS-20074 - Croquet Clubrooms - Brighton Oval, 410-422 Brighton Road, Br Brighton	BUILDINGS-20074 - Croquet Clubrooms - Brighton Oval, 410-422 Brighton Road, Br Brighton.	Complete	Mathew Walsh	●	
ACT00841	BUILDINGS-Brighton Bowling Club Brighton	BUILDINGS-Brighton Bowling Club Brighton.	Complete	Mathew Walsh	●	
ACT00842	BUILDINGS-Brighton Seacliff Yacht Club Seacliff	Balcony remedial works - concrete cancers and waterproofing..	Complete	Mathew Walsh	●	
ACT00843	BUILDINGS-Brighton Tennis Club Brighton	BUILDINGS-Brighton Tennis Club Brighton.	Complete	Mathew Walsh	●	
ACT00849	BUILDINGS-20044 - Glenelg North Community Centre (Glenelg City Band) - Alison Glenelg North	BUILDINGS-20044 - Glenelg North Community Centre (Glenelg City Band) - Alison Glenelg North.	Complete	Mathew Walsh	●	
ACT00850	Partridge House - Air-conditioning Units 1&2	BUILDINGS-20052 - Partridge House - 38 Partridge Street, Glenelg Partridge House - Air-conditioning Units 1&2 - Replacement.	Complete	Mathew Walsh	●	BMS installation complete
ACT00851	BUILDINGS-Glenelg Oval - Greenkeeper's Shed/Equipment Shed - Security Upgrade Glenelg	BUILDINGS-Glenelg Oval - Greenkeeper's Shed/Equipment Shed - Security Upgrade Glenelg.	Complete	Mathew Walsh	●	
ACT00864	Annual Book Replacement	Annual Book Replacement.	Complete	Alice Mariano	●	Budget expended.

Community - Carry Forward Capital Works




Action	Title	Description	Project Status	Responsible Officer	Rating	Notes
ACT00869	CARRY FORWARD - Partridge House Improvements	Bin House - Partridge House Improvements.	Complete	Fabienne Reilly	●	Funds carried from Financial year 2018/19. Grounds improvements: Installation of enclosure and surrounding planting at the back of Partridge House to hide bins.

Community - New Initiative


Action	Title	Description	Project Status	Responsible Officer	Rating	Notes
ACT00650	Wigley Reserve Playspace and Fitness Hub Construction	The existing Wigley Reserve Playspace was installed in 2003 and has a focus on ages up to 12 yrs, and universal access – resulting in play opportunities for all abilities. Administration seek to enhance this focus and provide a space that caters for all ages, developmental stages and abilities. The outdoor fitness equipment was added in 2008.. Due to the location in close proximity to the foreshore, both the play and fitness equipment have quickly reached its end of asset life. The redevelopment of this playspace will attract users away from Glenelg Foreshore Playspace and reactivate Wigley Reserve.	On Track	Matthew Rechner		A multiyear project. Council were successful in receiving a \$500,000 grant to support this project through the DPTI 2020/2021 Open Space and Places for People Grant Programs. Construction has commenced and is scheduled to occur across the 2019/2020 and 2020/2021 Financial Years with the final site handover is scheduled to occur by 30 September 2020.
ACT00651	Wattle Reserve Multi-use court upgrade	Upgrade current 3:3 basketball court into a multi-use netball ring and 3:3 basketball court with separate rings and regulation goal ring/three point shooting lines.	Complete	Matthew Rechner		
ACT00652	Glenelg Oval Masterplan Stage 1 Holdfast Tennis Club	Glenelg Oval Masterplan Stage 1 Holdfast Tennis Club - redevelopment of clubrooms, realignment and resurfacing of tennis courts, club lighting. The precinct is considered a regional sporting facility in the City of Holdfast Bay's Open Space and Public Realm Strategy and the development of a .master plan for the site is consistent with this strategic direction and will focus on maximising 'mix use' of the site by providing accessible and useable facilities.	On Track	Matthew Rechner		Multi year project commenced in June. Due for completion October 2020.
ACT00653	Mobile Digital Hub	A Mobile Digital Hub to showcase digital technologies to the community, including schools, community centres and service clubs. Various technologies will be covered, such as: 3 D printing, basic coding and robotics, drones, augmented and virtual reality	Complete	Alice Mariano		Mobile Hub created. Programs and sessions to provide hands-on access to be further developed during 2020-2021.
ACT00657	Aboriginal Traineeship Grant	Aboriginal Traineeship Grant to assist the Visitor Information Centre to recruit 1 x Aboriginal Adult Trainee..	Complete	Sharon Somerville		
ACT00658	Social needs and Community Infrastructure Planning and analysis report update	Community Services Audit.	On Track	Alice Mariano		Analysis completed. Presentations provided to Senior Leadership team and Leadership team. Workshop for Elected Members on 4 August before Report submitted to Council on 11 August.
ACT00660	Dulcie Perry Reserve Playspace Redevelopment	Extend the play zone around the existing modular play equipment and slide to include a 4 way rocker/seesaw and the existing (or a new) swing set. The existing 3 play zones don't meet current play standards regarding fall zones which means that there are very few options of equipment that can be re-positioned within these spaces (see measurements in attached documents).	Complete	Matthew Rechner		Construction was completed on 14 February.

ACT00662	Brighton Cricket Club training nets upgrade, part of Brighton Oval Stage 2 works	The upgrade of the practice facility to a combination of turf and synthetic wickets, and to increase the quantity was made as it will ensure the club facilities will meet with the Cricket Australia guidelines for the level of the club. By improving the quality and quantity of practice wickets available the club will be able to cater for its existing membership base but also cater for future growth. Importantly, the facility will be available for general public use outside of club training.	On Track	Matthew Rechner		Fully grant funded. Contract awarded. Works commencing August 2020
ACT00688	Access and Inclusion Strategy Stage One Implementation	Access and Inclusion Strategy is currently being developed. The strategy will inform action priority. This budget is based on undertaking a DDA (Disability Discrimination Act) compliance audit on Council buildings and facilities with	Complete	Mathew Walsh		DDA Audit
ACT00689	Bike Jump Line	Advanced Jump Line (Cedar Avenue, Brighton) adjacent to existing pump track, along the rail corridor. Request from local residents to establish another track, suited to senior and experienced riders..	Complete	Matthew Rechner		Council resolved not to pursue this further
ACT00694	Brighton Oval Stage 1 Completion	Brighton Oval Stage 1 Completion.	Complete	Rajiv Mouveri		Stage 1 Complete

Community - Carry Forward New Initiative

Action	Title	Description	Project Status	Responsible Officer	Rating	Notes
ACT00871	CARRY FORWARD - Cemetery Improvements	Following the development of maps in FY2019, the next step is having cemetery records and cemetery maps publically available online..	Complete	Fabienne Reilly		Carried forward from 18/19. Funds used for grounds improvements by the field team (paths repaired)
ACT00876	CARRY FORWARD - Holdfast Bay Community Centre Masterplan	To undertake the masterplan process leading to the redevelopment of the site to provide an appropriate and modern Holdfast Bay Community Centre A purpose-built facility will provide a safe and welcome hub that will support a wide range of community development programs and services, respond to the diverse community need in the future and increase community .satisfaction A purpose-built Centre will reduce ongoing issues with maintenance and provide more efficient use of Council resources	Complete	Matthew Rechner		Carried forward frm 18/19 Study completed. Council resolved to discontinue.
ACT00877	CARRY FORWARD - Access & Inclusion Strategy and Five Year Action Plan	The Disability Bill 2017 stipulates that a disability access and inclusion plan must be prepared by all state authorities (including Local Government Authorities constituted under the Local .Government Act 1999). The	On Track	Monica Du Plessis		Carried forward from 18/19. A multiyear project.

Community - No Longer Being Pursued

Action	Title	Description	Project Status	Responsible Officer	Rating	Notes
ACT00813	Services - Water - Irrigation - Kiwanis Park North Brighton	Services - Water - Irrigation - Kiwanis Park North Brighton.	Complete	Ross Whitfield		Not required

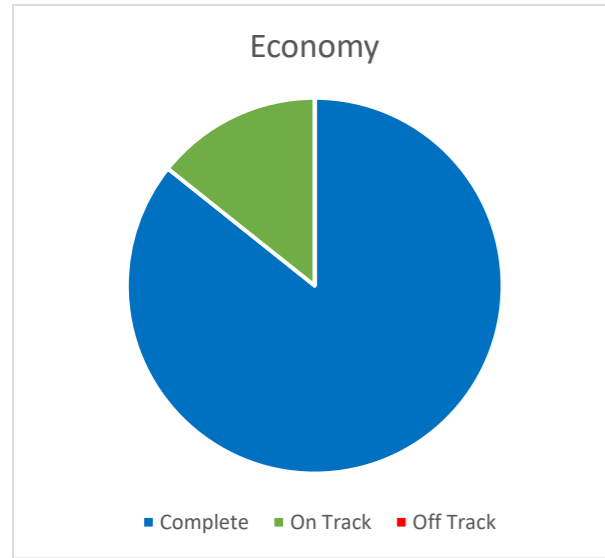
City of Holdfast Bay - Status Report Economy

As at: June 2020

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ECONOMY
A diverse and resilient
local economy








Economy Summary

Complete	12	81%
On Track	2	14%
Off Track	0	19%
Total	14	100%




Economy - Capital Works							
Action	Title	Description	Project Status	Project Stage	Responsible Officer	Rating	Notes
ACT00847	BUILDINGS-20142 - Partridge St East Car Park Glenelg	BUILDINGS-20142 - Partridge St East Car Park Glenelg.	Complete	Complete	Mathew Walsh	●	
ACT00852	BUILDINGS-20142 - Partridge St East Car Park Glenelg - Lighting Upgrade	Partridge St East Car Park Glenelg - Lighting Upgrade - entry lights and first level budget permitting..	Complete	Complete	Mathew Walsh	●	
ACT00860	Ticket Machines - Pay and Display	Ticket Machines - Pay and Display.	Complete	Complete	Adrian Hill	●	

Economy - New Initiative							
Action	Title	Description	Project Status	Project Stage	Responsible Officer	Rating	Notes
ACT00655	Event Attraction and Investment Fund	Fund that will allow us to develop, attract and support targeted events and programs that will align with a new events strategy and new business plan including business events into the city..	Complete	Complete	Sally Heading	●	
ACT00656	Event Coordinator - Position Continuation	Event Coordinator - Position Continuation due to amount of new work and quantity of events that are held in region annually..	Complete	Complete	Sally Heading	●	
ACT00664	Digital Training	The Digital Training and Support program for small businesses is designed to assist and align businesses online activities with their business goals and increase their knowledge and .capabilities to improve bottom line results in a constantly changing environment.	Complete	Complete	Ania Karzek	●	Digital training for businesses occurred in Feb at Karui Parade Sports Complex, however face to face workshops scheduled for Apr and May were cancelled due to Covid restrictions and moved online. All digital training occurred virtually through the Southern Business Mentoring Program and the Adelaide Business Hub.

ACT00665	Small Business Development Grants	<p>The Business Grant program assists new and existing businesses in Holdfast Bay to innovate and to further develop and grow their business.</p> <p>Following a Council decision in 2016/17 financial year to allocation \$50,000 for the purpose of providing small business grants the program was .implement in 2017/18 and seeks a continuation of the program in 2019/20.</p> <p>The grant aims to provide a level of ongoing benefit to the city through increased employment, potential export opportunities and increased participation by the local community ensuring a vibrant and sustainable community.</p> <p>The initiative seeks to support new and existing businesses.</p>	Complete	Complete	Ania Karzek		The Small Business Grant Fund has assisted a number of small businesses to expand their operations and recognise their potential. Grant funds have assisted the enhancement of a creative co-working space, implement ISO international standards for export and support the purchase of an event cart to trade mobile as an extension to an existing hospitality business. Funds have been carried forward awaiting the completion of awarded projects.
ACT00666	Circular Economy Audit	Somerton Park Industry Precinct is a highly desirable and sort after area of Adelaide, unique in nature as the only light industrial area within Holdfast Bay bordering residential properties. The precinct has close access to major transport corridors, public transport services, is within 15 minutes of Adelaide International Airport and ideal to foster future industry growth sectors.	0		Ania Karzek		It is anticipated that engagement with the elected members and businesses will occur in 20/21 to communicate the findings of the report and work with businesses on recognising the opportunities outlined in the report, particularly in relation to forming an Advanced Manufacturing Reference Group with representation from the cities of Holdfast Bay, Marion and Charles Sturt to build on supply chains, cluster development and Industry 4.0.
ACT00667	Western Adelaide Alliance Initiatives	<p>The four Western Adelaide councils are currently positioned well and are demonstrating growth that is leading the State. The Western Adelaide Alliance has the opportunity to continue this growth and partner with business in order to further capitalise on the economic prosperity for the region, with the end result being increased economic output for each member Council.</p> <p>Project .Initiatives:</p> <ul style="list-style-type: none"> - Development of a western regional economic development strategy (activation plan) - continuation of current initiatives in tourism, transport, business development, health, defence - extend scope of projects to include waste management, business capacity building, smart cities, infrastructure 	Complete	Complete	Ania Karzek		Development of a western Adelaide economic activation plan was completed, however projects were realigned to implement support programs as part of a response to Covid. These included implementation of a Covid Business Task Group through the Western Business Leader Executive, Business helpline and support webinars through the Adelaide Business Hub, Video of state, federal, local actions to support business during Covid.
ACT00685	Glenelg Foreshore - Additional Electricity Supply	Upgrades to existing and installation of new electrical distribution services to support public functions and events within the cities open space areas..	On Track	On Track	Mathew Walsh		Additional supply to be installed on Wigley reserve in 2020-21

ACT00693	Southern Adelaide Business Advisory Services	Southern Adelaide Business Advisory Services.	Complete	Complete	Ania Karzek		The Southern Business Mentoring Program continues to support local businesses with qualified business advisors/mentors. 335 Sessions from 1 November 2019 – 30 June 2020 with Holdfast Bay accounting for 19%. This has exceeded our quota of dollar contributions. A spike in booking occurred in Feb and Mar due to Covid and free access to services was provided to support business during the crisis.
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Economy - Carry Forward New Initiative

<i>Action</i>	<i>Title</i>	<i>Description</i>	<i>Project Status</i>	<i>Project Stage</i>	<i>Responsible Officer</i>	<i>Rating</i>	<i>Notes</i>
ACT00872	Brighton Caravan Park Renewals	Replacement of decking for 8 Waterview villas with composite materials for improved sustainability	Complete	Complete	Fabienne Reilly		Carried forward from 18-19
ACT00874	CARRY FORWARD - Brighton Caravan Park - Stage 2 investigation and design	CARRY FORWARD - Brighton Caravan Park - Stage 2 investigation and design.	Complete	Complete	Fabienne Reilly		Design has commenced, delays awaiting the location of the Kingston Park kiosk.
ACT00878	CARRY FORWARD - Shopfront Grant 18-19	Coordinate and administer the shopfront grant program for Jetty Rd Brighton and Glenelg with two rounds in Sept-Oct and Apr-May.	On Track	On Track	Ania Karzek		COVID caused some businesses to request deferrals for their proposed upgrades. Project reconciliations are currently in progress.

Economy - No Longer Being Pursued

<i>Action</i>	<i>Title</i>	<i>Description</i>	<i>Project Status</i>	<i>Project Stage</i>	<i>Responsible Officer</i>	<i>Rating</i>	<i>Notes</i>
ACT00816	Brighton Caravan Park - Gazebo of permapine post construction comprising timber framed high pitch corrugated iron roof, paved base and lattice handrails - Kingston Crescent Seacliff	Brighton Caravan Park - Gazebo of permapine post construction comprising timber framed high pitch corrugated iron roof, paved base and lattice handrails - Kingston Crescent Seacliff.	Complete	Complete	Mathew Walsh	●	Not required

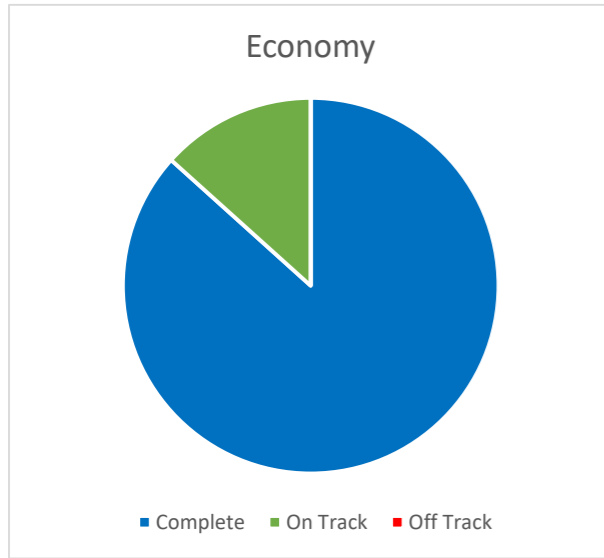
City of Holdfast Bay - Status Report Economy

As at: June 2020

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ECONOMY
A diverse and resilient local economy




Economy Summary

Complete	13	87%
On Track	2	13%
Off Track	0	0%
Total	15	100%




Economy - Capital Works							
Action	Title	Description	Project Status	Project Stage	Responsible Officer	Rating	Notes
ACT00847	BUILDINGS-20142 - Partridge St East Car Park Glenelg	BUILDINGS-20142 - Partridge St East Car Park Glenelg.	Complete	Complete	Mathew Walsh	●	
ACT00852	BUILDINGS-20142 - Partridge St East Car Park Glenelg - Lighting Upgrade	Partridge St East Car Park Glenelg - Lighting Upgrade - entry lights and first level budget permitting..	Complete	Complete	Mathew Walsh	●	
ACT00860	Ticket Machines - Pay and Display	Ticket Machines - Pay and Display.	Complete	Complete	Adrian Hill	●	

Economy - New Initiative							
Action	Title	Description	Project Status	Project Stage	Responsible Officer	Rating	Notes
ACT00655	Event Attraction and Investment Fund	Fund that will allow us to develop, attract and support targeted events and programs that will align with a new events strategy and new business plan including business events into the city..	Complete	Complete	Sally Heading	●	
ACT00656	Event Coordinator - Position Continuation	Event Coordinator - Position Continuation due to amount of new work and quantity of events that are held in region annually..	Complete	Complete	Sally Heading	●	
ACT00664	Digital Training	The Digital Training and Support program for small businesses is designed to assist and align businesses online activities with their business goals and increase their knowledge and .capabilities to improve bottom line results in a constantly changing environment.	Complete	Complete	Ania Karzek	●	Digital training for businesses occurred in Feb at Karui Parade Sports Complex, however face to face workshops scheduled for Apr and May were cancelled due to Covid restrictions and moved online. All digital training occurred virtually through the Southern Business Mentoring Program and the Adelaide Business Hub.

ACT00665	Small Business Development Grants	<p>The Business Grant program assists new and existing businesses in Holdfast Bay to innovate and to further develop and grow their business.</p> <p>Following a Council decision in 2016/17 financial year to allocation \$50,000 for the purpose of providing small business grants the program was .implement in 2017/18 and seeks a continuation of the program in 2019/20.</p> <p>The grant aims to provide a level of ongoing benefit to the city through increased employment, potential export opportunities and increased participation by the local community ensuring a vibrant and sustainable community.</p> <p>The initiative seeks to support new and existing businesses.</p>	Complete	Complete	Ania Karzek	●	The Small Business Grant Fund has assisted a number of small businesses to expand their operations and recognise their potential. Grant funds have assisted the enhancement of a creative co-working space, implement ISO international standards for export and support the purchase of an event cart to trade mobile as an extension to an existing hospitality business. Funds have been carried forward awaiting the completion of awarded projects.
ACT00666	Circular Economy Audit	<p>Somerton Park Industry Precinct is a highly desirable and sought after area of Adelaide, unique in nature as the only light industrial area within Holdfast Bay bordering residential properties. The precinct has close access to major transport corridors, public transport services, is within 15 minutes of Adelaide International Airport and ideal to foster future industry growth sectors.</p>	Complete	Complete	Ania Karzek	●	It is anticipated that engagement with the elected members and businesses will occur in 20/21 to communicate the findings of the audit report and work with businesses on recognising the opportunities outlined in the report, particularly in relation to forming an Advanced Manufacturing Reference Group with representation from the cities of Holdfast Bay, Marion and Charles Sturt to build on supply chains, cluster development and Industry 4.0.
ACT00667	Western Adelaide Alliance Initiatives	<p>The four Western Adelaide councils are currently positioned well and are demonstrating growth that is leading the State. The Western Adelaide Alliance has the opportunity to continue this growth and partner with business in order to further capitalise on the economic prosperity for the region, with the end result being increased economic output for each member Council.</p> <p>Project .Initiatives:</p> <ul style="list-style-type: none"> - Development of a western regional economic development strategy (activation plan) - continuation of current initiatives in tourism, transport, business development, health, defence - extend scope of projects to include waste management, business capacity building, smart cities, infrastructure 	Complete	Complete	Ania Karzek	●	Development of a western Adelaide economic activation plan was completed, however projects were realigned to implement support programs as part of a response to Covid. These included implementation of a Covid Business Task Group through the Western Business Leader Executive, Business helpline and support webinars through the Adelaide Business Hub, Video of state, federal, local actions to support business during Covid.
ACT00685	Glenelg Foreshore - Additional Electricity Supply	<p>Upgrades to existing and installation of new electrical distribution services to support public functions and events within the cities open space areas..</p>	On Track	On Track	Mathew Walsh	●	Additional supply to be installed on Wigley reserve in 2020-21

ACT00693	Southern Adelaide Business Advisory Services	Southern Adelaide Business Advisory Services.	Complete	Complete	Ania Karzek		The Southern Business Mentoring Program continues to support local businesses with qualified business advisors/mentors. 335 Sessions from 1 November 2019 – 30 June 2020 with Holdfast Bay accounting for 19%. This has exceeded our quota of dollar contributions. A spike in booking occurred in Feb and Mar due to Covid and free access to services was provided to support business during the crisis.
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Economy - Carry Forward New Initiative

<i>Action</i>	<i>Title</i>	<i>Description</i>	<i>Project Status</i>	<i>Project Stage</i>	<i>Responsible Officer</i>	<i>Rating</i>	<i>Notes</i>
ACT00872	Brighton Caravan Park Renewals	Replacement of decking for 8 Waterview villas with composite materials for improved sustainability	Complete	Complete	Fabienne Reilly		Carried forward from 18-19
ACT00874	CARRY FORWARD - Brighton Caravan Park - Stage 2 investigation and design	CARRY FORWARD - Brighton Caravan Park - Stage 2 investigation and design.	Complete	Complete	Fabienne Reilly		Design has commenced, delays awaiting the location of the Kingston Park kiosk.
ACT00878	CARRY FORWARD - Shopfront Grant 18-19	Coordinate and administer the shopfront grant program for Jetty Rd Brighton and Glenelg with two rounds in Sept-Oct and Apr-May.	On Track	On Track	Ania Karzek		COVID caused some businesses to request deferrals for their proposed upgrades. Project reconciliations are currently in progress.

Economy - No Longer Being Pursued

<i>Action</i>	<i>Title</i>	<i>Description</i>	<i>Project Status</i>	<i>Project Stage</i>	<i>Responsible Officer</i>	<i>Rating</i>	<i>Notes</i>
ACT00816	Brighton Caravan Park - Gazebo of permapine post construction comprising timber framed high pitch corrugated iron roof, paved base and lattice handrails - Kingston Crescent Seacliff	Brighton Caravan Park - Gazebo of permapine post construction comprising timber framed high pitch corrugated iron roof, paved base and lattice handrails - Kingston Crescent Seacliff.	Complete	Complete	Mathew Walsh	●	Not required

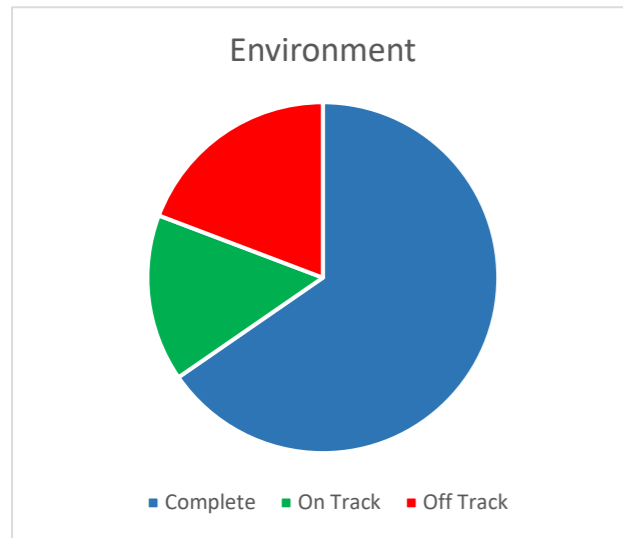
City of Holdfast Bay - Status Report - Environment

As at: June 2020

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ENVIRONMENT
A community connected
to our natural environment







Environment Summary

Status	Projects	
Complete	17	65%
On Track	4	15%
Off Track	5	19%
Total	26	100%

Environment - Capital Works							
Action	Title	Description	Project Status	Project Stage	Responsible Officer	Rating	Notes
	BINS	BINS.	Complete	Complete	Ross Whitfield	●	
ACT00823	COASTAL - Signage	COASTAL - Signage.	Complete	Complete	Rajiv Mouveri	●	
ACT00824	COASTAL - Drinking fountain - unique. Whyte Street	COASTAL - Drinking fountain - unique. Whyte Street.	Complete	Complete	Ross Whitfield	●	
ACT00825	COASTAL - Fencing	COASTAL - Fencing.	Complete	Complete	Mathew Walsh	●	
ACT00826	COASTAL - Steel Piling System - Steel rung access ladders into Lock	COASTAL - Steel Piling System - Steel rung access ladders into Lock.	Off Track	Delayed	Mathew Walsh	●	Has been rescheduled to the next emptying of the lock
ACT00827	COASTAL - Glenelg Jetty Repairs	COASTAL - Glenelg Jetty Repairs.	Off Track	Off Track	Mathew Walsh	●	Deferred to 20-21
ACT00861	STORMWATER - Pump Station Farrell St - Confined Space GLENELG SOUTH	STORMWATER - Pump Station Farrell St - Confined Space GLENELG SOUTH.	Complete	Complete	Michael de Heus	●	
ACT00862	STORMWATER - Pipes and pits - Various Locations VARIOUS	STORMWATER - Pipes and pits - Various Locations VARIOUS.	Complete	Complete	Michael de Heus	●	Minor stormwater upgrades have been completed including Seaview Avenue flooding and Barton Road laneway upgrade
ACT00863	STORMWATER - Headwall Repairs/ Replacement - Extensive damage to two coastal headwalls VARIOUS	Marine Parade Outlet/Sheet pile to be backfilled with continuation of rock revetment. Harrow Road in similar position although works for Harrow not programmed until	Complete	Complete	Michael de Heus	●	Budget only allowed one headwall to be repaired. Second headwall in future year.

Environment - New Initiative							
Action	Title	Description	Project Status	Project Stage	Responsible Officer	Rating	Notes
ACT00654	Brighton Civic Center- Landscape Upgrade	Brighton Civic Center- Placemaking and landscape upgrade. Civic Centres have long been an important meeting and gathering place for communities. This project will transform the space into a lovely place for casual meetings, create opportunities for small markets, and improve the biodiversity of the area, as well as greening a dry urban space..	Off Track	Delayed	Ross Whitfield		Delayed awaiting investigation of Civic Centre redevelopment which is included in the 2020/21 budget. However, minor works and new planting are planned for the existing gardens.
ACT00669	Gully Master Plan implementation	Master Plans have been developed to improve the three gullies (Pine Gully, Gilbertson Gully and Barton Gully) that are under the care and control of the Council. Under these plans, a number of work packages need to be implemented to improve the infrastructure (storm water and access) and the vegetation in these areas.. Initial works have been undertaken in 2018/19, including remediating stormwater flow path, installing pathways, and removal of significant woody weeds.	On Track	Design	Michael de Heus		Gully works is a multi year project. Planting works in the gullies well progressed. Gully master plans being re - written to suit community expectations and budgets. Draft master plans to be completed August 2020 for Council review and consultation in October / November. Preliminary design underway in readiness for implementation in 2020/2021 to 2022/2023 FYs
ACT00670	Improve Coastal Dunes Biodiversity	Biodiversity baseline data undertaken in 2018 provides for improvement actions such as removal of weeds and pests, and planting of new native plants to improve the habitat for biodiversity outcomes, including consideration of rare and threatened species. This project will also include a small sand drift fencing component..	Complete	Complete	Michael de Heus		
ACT00671	Increasing tree canopy	This project will undertake activities such as planting new trees and protecting existing trees to increase the urban forest..	Complete	Complete	Michael de Heus		This is a multi year project. A planting program comprising 133 trees has taken place over winter.
ACT00672	Develop plan to increase beach width.	Develop a plan to measure, monitor and increase beach width. This includes a recommendation for the best method to measure beach width. Establish a baseline measurement and develop monitoring plan as part of this work..	Complete	Complete	Michael de Heus		This initiative was implemented with a grant from the Coast Protection Board. Council hired a specialist consultancy, who have developed a Coastal Infrastructure Assessment and Management Strategy. It has a number of prioritised recommendations that will be used to apply for and allocate funding on a priority basis, for repairs and upgrades to our coastal infrastructure. This work also included the development of an online GIS asset condition register that we can integrate with our mapping system.

ACT00673	Sand groyne installation (Groynes 5 + 6)	every year, we install new sand groynes at the Brighton Beach with assistance from CPB. This project proposes to install additional 2 sand groynes (groynes 5+6) with funding for installation of groynes 7+8 in 2020/21 and groyne 9 in 21/22..	Complete	Complete	Michael de Heus		
ACT00674	Stormwater Management Plan Implementation	Stormwater Management Plan Implementation. We are working with SMA to implement major components of the SM Plan..	Off Track	Design	Michael de Heus		Design reviews taking longer than anticipated. Construction deferred to 2020/21
ACT00675	Energy Audit and Program	Draft report with audit results and recommendations due December 4	On Track	Implementation	Michael de Heus		2 year program
ACT00676	Implement the Water Sensitive Urban Development Master Plan	WSUD project - a number rain gardens and green infrastructure will be established at identified locations (Brooklyn Ave/Augusta St/North Esplanade).	On Track	On Track	Michael de Heus		Implementation of the WSUD plan is a long term project . A large number of tree inlets have been installed together with works in Augusta Street Glenelg.
ACT00677	Convert additional street & park lighting to LED	Majority of street lights have been converted to LED. However there is an opportunity to convert more public and council owned street/park lighting to LED to save energy and reduce emissions..	Off Track	Delayed	Mathew Walsh		Longer than expected delays in parts delivery.
ACT00678	Continuing to support Food 2 Green Program	Continue to support community uptake of the Food 2 Greens program through the purchase of additional, compostable bags,increased promotion, bin inspections and a door knocking campaign..	Complete	Complete	Michael de Heus		
ACT00679	Develop environmental strategy	This project will develop an environmental strategy which will assist to pull together the environmental pillar plans, climate change and emerging activities such as reducing single use plastic..	On Track	Implementation	Michael de Heus		Multi year project. Consultation to occur next financial year following lifting of restrictions.
ACT00680	Additional Traffic Control Devices	This project will improve a number of locations by installing traffic control devices. This project will complement the traffic studies undertaken.	Complete	Complete	Michael de Heus		Traffic light upgrade.
ACT00681	GPT cleaning	Over and above the programmed cleaning of GPTs, this project will undertake additional cleaning of GPTs.	Complete	Complete	Ross Whitfield		Multi year Program. Undertaken cleaning for this financial year.
ACT00684	Accelerated footpath renewal program	Based on an improved condition rating, assess footpath defects and identify accelerated renewal or maintenance based on priority and risk..	Complete	Complete	Rajiv Mouveri		All footpath repairs completed as per prioritized program
ACT00690	Additional Dog Bag Dispensers	Install additional Dog Bag Dispensers and convert to compostable bags.	Complete	Complete	Ross Whitfield		

ACT00697	Additional Inspector patrols along the foreshore area	Additional patrols for 6 months (24 weeks) from September to February inclusive period to cover the plover breeding and peak season to regulate, enforce and educate in terms of parking, protecting native flora and fauna and responsible dog ownership. A three year trial.	Complete	Complete	Adrian Hill		
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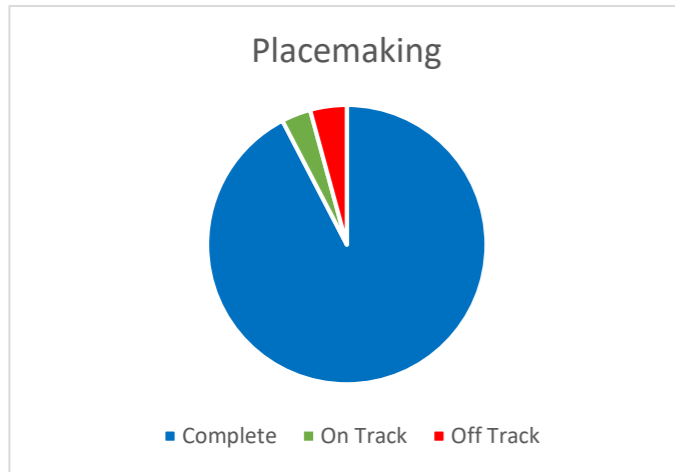
City of Holdfast Bay - Status Report - Placemaking

As at: June 2020

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PLACEMAKING
An accessible, vibrant and safe coastal city that celebrates our past to build for our future



Placemaking Summary

Status	Projects	Percentage
Complete	109	92%
On Track	4	3%
Off Track	5	4%
Total	118	100%

Placemaking - Capital Works						
Action	Title	Description	Project Stage	Responsible Officer	Rating	Notes
ACT00702	TRANSPORT - ROAD RESEALS - Adelphi Terrace from Anzac to Car Park	TRANSPORT - ROAD RESEALS -Adelphi Terrace from Anzac to Car Park.	Complete	Rajiv Mouveri	●	
ACT00703	TRANSPORT - ROAD RESEALS -Allen Terrace from Wyatt to Girdlestone	TRANSPORT - ROAD RESEALS -Allen Terrace from Wyatt to Girdlestone.	Complete	Rajiv Mouveri	●	
ACT00704	TRANSPORT - ROAD RESEALS - Augusta from Miller to Merriton	TRANSPORT - ROAD RESEALS -Augusta from Miller to Merriton.	Complete	Rajiv Mouveri	●	
ACT00705	TRANSPORT - ROAD RESEALS -Byre from Brighton to Vincent	TRANSPORT - ROAD RESEALS -Byre from Brighton to Vincent.	Complete	Rajiv Mouveri	●	
ACT00706	TRANSPORT - ROAD RESEALS -Cedar Avenue from Edwards Street to Oleander Street	TRANSPORT - ROAD RESEALS -Cedar Avenue from Edwards Street to Oleander Street.	Complete	Rajiv Mouveri	●	
ACT00707	TRANSPORT - ROAD RESEALS - Dunrobin Road from Caroon to Verginia	TRANSPORT - ROAD RESEALS -Dunrobin Road from Caroon to Verginia.	Complete	Rajiv Mouveri	●	
ACT00708	TRANSPORT - ROAD RESEALS - Dunrobin Road from Patricia to Dorsh	TRANSPORT - ROAD RESEALS -Dunrobin Road from Patricia to Dorsh.	Complete	Rajiv Mouveri	●	
ACT00709	TRANSPORT - ROAD RESEALS - Dunrobin Road from Verginia to Patricia	TRANSPORT - ROAD RESEALS -Dunrobin Road from Verginia to Patricia.	Complete	Rajiv Mouveri	●	
ACT00710	TRANSPORT - ROAD RESEALS - Dunrobin Road from Dorsh to MacArthur	TRANSPORT - ROAD RESEALS -Dunrobin Road from Dorsh to MacArthur.	Complete	Rajiv Mouveri	●	

ACT00711	TRANSPORT - ROAD RESEALS - Downing Street from Brighton Road to King George Avenue	TRANSPORT - ROAD RESEALS -Downing Street from Brighton Road to King George Avenue.	Complete	Rajiv Mouveri	●	
ACT00712	TRANSPORT - ROAD RESEALS -Dunbar Terrace from Fourth to Fifth	TRANSPORT - ROAD RESEALS -Dunbar Terrace from Fourth to Fifth.	Complete	Rajiv Mouveri	●	
ACT00713	TRANSPORT - ROAD RESEALS -Elm Street from Curnow to Beach	TRANSPORT - ROAD RESEALS -Elm Street from Curnow to Beach.	Complete	Rajiv Mouveri	●	
ACT00714	TRANSPORT - ROAD RESEALS - Goldsworthy Crescent from Blackburn to Kibby	TRANSPORT - ROAD RESEALS -Goldsworthy Crescent from Blackburn to Kibby.	Complete	Rajiv Mouveri	●	
ACT00715	TRANSPORT - ROAD RESEALS -Kauri Parade from Wheatland to Maitland	TRANSPORT - ROAD RESEALS -Kauri Parade from Wheatland to Maitland.	Complete	Rajiv Mouveri	●	
ACT00716	TRANSPORT - ROAD RESEALS - Maitland Terrace from Yacca Road to Kauri Parade	TRANSPORT - ROAD RESEALS -Maitland Terrace from Yacca Road to Kauri Parade.	Complete	Rajiv Mouveri	●	
ACT00717	TRANSPORT - ROAD RESEALS - Margaret Avenue from Oaklands to Byre	TRANSPORT - ROAD RESEALS -Margaret Avenue from Oaklands to Byre.	Complete	Rajiv Mouveri	●	
ACT00718	TRANSPORT - ROAD RESEALS - Margaret Avenue from Quandong to Somers	TRANSPORT - ROAD RESEALS -Margaret Avenue from Quandong to Somers.	Complete	Rajiv Mouveri	●	
ACT00719	TRANSPORT - ROAD RESEALS - Margaret Avenue from Balmoral to Quandong	TRANSPORT - ROAD RESEALS -Margaret Avenue from Balmoral to Quandong.	Complete	Rajiv Mouveri	●	
ACT00720	TRANSPORT - ROAD RESEALS -Marine Parade (Seacliff) from Wheatland Street to Maitland Terrace	TRANSPORT - ROAD RESEALS -Marine Parade (Seacliff) from Wheatland Street to Maitland Terrace.	Complete	Rajiv Mouveri	●	
ACT00721	TRANSPORT - ROAD RESEALS -Marine Parade (Seacliff) from Young to Portland	TRANSPORT - ROAD RESEALS -Marine Parade (Seacliff) from Young to Portland.	Complete	Rajiv Mouveri	●	
ACT00722	TRANSPORT - ROAD RESEALS - McGlasson Avenue from Sandison to Bend South	TRANSPORT - ROAD RESEALS -McGlasson Avenue from Sandison to Bend South.	Complete	Rajiv Mouveri	●	
ACT00723	TRANSPORT - ROAD RESEALS - Patawalonga Frontage from Hamilton to Anderson	TRANSPORT - ROAD RESEALS -Patawalonga Frontage from Hamilton to Anderson.	Complete	Rajiv Mouveri	●	
ACT00724	TRANSPORT - ROAD RESEALS - Sandhurst Court from Alfreda to End	TRANSPORT - ROAD RESEALS -Sandhurst Court from Alfreda to End.	Complete	Rajiv Mouveri	●	
ACT00725	TRANSPORT - ROAD RESEALS -Swan Street from Coventry Street to McCoy Street	TRANSPORT - ROAD RESEALS -Swan Street from Coventry Street to McCoy Street.	Complete	Rajiv Mouveri	●	
ACT00726	TRANSPORT - ROAD RESEALS -The Crescent from Brighton Road to Townsend	TRANSPORT - ROAD RESEALS -The Crescent from Brighton Road to Townsend.	Complete	Rajiv Mouveri	●	

ACT00727	TRANSPORT - ROAD RESEALS -The Crescent from Townsend to King	TRANSPORT - ROAD RESEALS -The Crescent from Townsend to King.	Complete	Rajiv Mouveri	●	
ACT00728	TRANSPORT - ROAD RESEALS - Vincent Avenue from Oaklands to Byre	TRANSPORT - ROAD RESEALS -Vincent Avenue from Oaklands to Byre.	Complete	Rajiv Mouveri	●	
ACT00729	TRANSPORT - ROAD RESEALS - Wheatland from Brighton to Acacia	TRANSPORT - ROAD RESEALS -Wheatland from Brighton to Acacia.	Complete	Rajiv Mouveri	●	
ACT00730	TRANSPORT - ROAD REJUVENATION- Anthony Court from Hulbert to End	TRANSPORT - ROAD REJUVENATION- Anthony Court from Hulbert to End.	Complete	Rajiv Mouveri	●	
ACT00731	TRANSPORT - ROAD REJUVENATION- Banksia Court from Wattle to End	TRANSPORT - ROAD REJUVENATION- Banksia Court from Wattle to End.	Complete	Rajiv Mouveri	●	
ACT00732	TRANSPORT - ROAD REJUVENATION- Gower Street from Malcolm Street to Glenloth Street	TRANSPORT - ROAD REJUVENATION- Gower Street from Malcolm Street to Glenloth Street.	Complete	Rajiv Mouveri	●	
ACT00733	TRANSPORT - ROAD REJUVENATION- Harding Street from Stevens Street to Diagonal Road	TRANSPORT - ROAD REJUVENATION- Harding Street from Stevens Street to Diagonal Road.	Complete	Rajiv Mouveri	●	
ACT00734	TRANSPORT - ROAD REJUVENATION- Kent Street from West End to St Johns Row	TRANSPORT - ROAD REJUVENATION- Kent Street from West End to St Johns Row.	Complete	Rajiv Mouveri	●	
ACT00735	TRANSPORT - ROAD REJUVENATION- Leicester Street from MacFarlane Street to Russell Street	TRANSPORT - ROAD REJUVENATION- Leicester Street from MacFarlane Street to Russell Street.	Complete	Rajiv Mouveri	●	
ACT00736	TRANSPORT - ROAD REJUVENATION- Mattner Avenue from Moten Avenue to McCann Avenue	TRANSPORT - ROAD REJUVENATION- Mattner Avenue from Moten Avenue to McCann Avenue.	Complete	Rajiv Mouveri	●	
ACT00737	TRANSPORT - ROAD REJUVENATION- Mawson Close from King to House no. 5	TRANSPORT - ROAD REJUVENATION- Mawson Close from King to House no. 5.	Complete	Rajiv Mouveri	●	
ACT00738	TRANSPORT - ROAD REJUVENATION- McLaughlan Avenue from Margaret Avenue to Bowker Street Oval	TRANSPORT - ROAD REJUVENATION- McLaughlan Avenue from Margaret Avenue to Bowker Street Oval.	Complete	Rajiv Mouveri	●	
ACT00739	TRANSPORT - ROAD REJUVENATION- Melbourne Street from Mary to Sturt	TRANSPORT - ROAD REJUVENATION- Melbourne Street from Mary to Sturt.	Complete	Rajiv Mouveri	●	
ACT00740	TRANSPORT - ROAD REJUVENATION- Mortimer Terrace from Ross Street to Wahroonga Avenue	TRANSPORT - ROAD REJUVENATION- Mortimer Terrace from Ross Street to Wahroonga Avenue.	Complete	Rajiv Mouveri	●	

ACT00741	TRANSPORT - ROAD REJUVENATION- Newhaven Avenue from Tod Street to Tapleys Hill Road	TRANSPORT - ROAD REJUVENATION- Newhaven Avenue from Tod Street to Tapleys Hill Road.	Complete	Rajiv Mouveri	●	
ACT00742	TRANSPORT - ROAD REJUVENATION- Renown Avenue from Gilbertson Road to Orvieto Road	TRANSPORT - ROAD REJUVENATION- Renown Avenue from Gilbertson .Road to Orvieto Road	Complete	Rajiv Mouveri	●	
ACT00743	TRANSPORT - ROAD REJUVENATION- Somers Court from Somers to End	TRANSPORT - ROAD REJUVENATION- Somers Court from Somers to End.	Complete	Rajiv Mouveri	●	
ACT00744	TRANSPORT - ROAD REJUVENATION- St Leonards Court from Bagshaw Street to East End	TRANSPORT - ROAD REJUVENATION- St Leonards Court from Bagshaw Street to East End.	Complete	Rajiv Mouveri	●	
ACT00745	TRANSPORT - ROAD REJUVENATION- Winston Street from Boundary Road to Bond Street	TRANSPORT - ROAD REJUVENATION- Winston Street from Boundary Road to Bond Street.	Complete	Rajiv Mouveri	●	
ACT00746	TRANSPORT - ROAD REJUVENATION- Lamington Avenue from Aboyne to Bothwell	TRANSPORT - ROAD REJUVENATION- Lamington Avenue from Aboyne to Bothwell.	Complete	Rajiv Mouveri	●	
ACT00747	TRANSPORT - ROAD REJUVENATION- Cornish Street from Mason Lane to Morris Street	TRANSPORT - ROAD REJUVENATION- Cornish Street from Mason Lane to Morris Street.	Complete	Rajiv Mouveri	●	
ACT00748	TRANSPORT - ROAD REJUVENATION- York Street from Diagonal Road to Council Boundary	TRANSPORT - ROAD REJUVENATION- York Street from Diagonal Road to Council Boundary.	Complete	Rajiv Mouveri	●	
ACT00749	TRANSPORT - ROAD PATCHING- Downing Street from Cross to Esplanade	TRANSPORT - ROAD PATCHING- Downing Street from Cross to Esplanade.	Complete	Rajiv Mouveri	●	
ACT00750	TRANSPORT - ROAD PATCHING- The Crescent from Alfreda to King George	TRANSPORT - ROAD PATCHING- The Crescent from Alfreda to King George.	Complete	Rajiv Mouveri	●	
ACT00751	TRANSPORT - ROAD PATCHING- Wheatland from Myrtle to Esplanade	TRANSPORT - ROAD PATCHING- Wheatland from Myrtle to Esplanade.	Complete	Rajiv Mouveri	●	
ACT00752	TRANSPORT - ROAD PATCHING- Lamington Avenue from Aboyne to Bothwell	TRANSPORT - ROAD PATCHING- Lamington Avenue from Aboyne to Bothwell.	Complete	Rajiv Mouveri	●	
ACT00753	TRANSPORT - ROAD PATCHING- Mosely Street from High to Jetty	TRANSPORT - ROAD PATCHING- Mosely Street from High to Jetty.	Yet to Start	Rajiv Mouveri	●	Change in scope, insufficient budget
ACT00754	TRANSPORT - ROAD PATCHING- Pier St/ Partridge Roundabout from to	TRANSPORT - ROAD PATCHING- Pier St/ Partridge Roundabout from to.	Complete	Rajiv Mouveri	●	

ACT00755	TRANSPORT - Road Crack Sealing	TRANSPORT - Road Crack Sealing.	Complete	Rajiv Mouveri	●	
ACT00756	KERBING - Adelphi Terrace from Anzac to Car Park	KERBING - Adelphi Terrace from Anzac to Car Park.	Complete	Rajiv Mouveri	●	
ACT00757	KERBING - Allen Terrace from Wyatt to Girdlestone	KERBING - Allen Terrace from Wyatt to Girdlestone.	Complete	Rajiv Mouveri	●	
ACT00758	KERBING - Augusta Street from Miller to Merriton	KERBING - Augusta Street from Miller to Merriton.	Complete	Rajiv Mouveri	●	
ACT00759	KERBING - Byre Avenue from Brighton to Vincent	KERBING - Byre Avenue from Brighton to Vincent.	Complete	Rajiv Mouveri	●	
ACT00760	KERBING - Cedar Avenue from Edwards Street to Oleander Street	KERBING - Cedar Avenue from Edwards Street to Oleander Street.	Complete	Rajiv Mouveri	●	
ACT00761	KERBING - Dunrobin Road from Caroon to Verginia	KERBING - Dunrobin Road from Caroon to Verginia.	Complete	Rajiv Mouveri	●	
ACT00762	KERBING - Dunrobin Road from Patricia to Dorsh	KERBING - Dunrobin Road from Patricia to Dorsch	Complete	Rajiv Mouveri	●	
ACT00763	KERBING - Dunrobin Road from Verginia to Patricia	KERBING - Dunrobin Road from Verginia to Patricia.	Complete	Rajiv Mouveri	●	
ACT00764	KERBING - Dunrobin Road from Dorsh to MacArthur	KERBING - Dunrobin Road from Dorsh to MacArthur.	Complete	Rajiv Mouveri	●	
ACT00765	KERBING - Downing Street from Brighton Road to King George Avenue	KERBING - Downing Street from Brighton Road to King George Avenue.	Complete	Rajiv Mouveri	●	
ACT00766	KERBING - Dunbar Terrace from Fourth to Fifth	KERBING - Dunbar Terrace from Fourth to Fifth.	Complete	Rajiv Mouveri	●	
ACT00767	KERBING - Elm Street from Curnow to Beach	KERBING - Elm Street from Curnow to Beach.	Complete	Rajiv Mouveri	●	
ACT00768	KERBING - Goldsworthy Crescent from Blackburn to Kibby	KERBING - Goldsworthy Crescent from Blackburn to Kibby.	Complete	Rajiv Mouveri	●	
ACT00769	KERBING - Maitland Terrace from Yacca Road to Kauri Parade	KERBING - Maitland Terrace from Yacca Road to Kauri Parade..	Complete	Rajiv Mouveri	●	
ACT00770	KERBING - Margaret Avenue from Oaklands to Byre	KERBING - Margaret Avenue from Oaklands to Byre.	Complete	Rajiv Mouveri	●	

ACT00771	KERBING - Margaret Avenue from Quandong to Somers	KERBING - Margaret Avenue from Quandong to Somers.	Complete	Rajiv Mouveri	●	
ACT00772	KERBING - Margaret Avenue from Balmoral to Quandong	KERBING - Margaret Avenue from Balmoral to Quandong.	Complete	Rajiv Mouveri	●	
ACT00773	KERBING - Marine Parade (Seacliff) from Wheatland Street to Maitland Terrace	KERBING - Marine Parade (Seacliff) from Wheatland Street to Maitland Terrace.	Complete	Rajiv Mouveri	●	
ACT00774	KERBING - Marine Parade (Seacliff) from Young to Portland	KERBING - Marine Parade (Seacliff) from Young to Portland.	Complete	Rajiv Mouveri	●	
ACT00775	KERBING - McGlasson Avenue from Douglas to Sandison	KERBING - McGlasson Avenue from Douglas to Sandison.	Complete	Rajiv Mouveri	●	
ACT00776	KERBING - Patawalong Frontage from Hamilton to Anderson	KERBING - Patawalong Frontage from Hamilton to Anderson.	Complete	Rajiv Mouveri	●	
ACT00777	KERBING - Sandhurst Court from Alfreda to End	KERBING - Sandhurst Court from Alfreda to End.	Complete	Rajiv Mouveri	●	
ACT00778	KERBING - Swan Street from Coventry Street to McCoy Street	KERBING - Swan Street from Coventry Street to McCoy Street.	Complete	Rajiv Mouveri	●	
ACT00779	KERBING - The Crescent from Brighton Road to Townsend	KERBING - The Crescent from Brighton Road to Townsend.	Complete	Rajiv Mouveri	●	
ACT00780	KERBING - The Crescent from Townsend to King	KERBING - The Crescent from Townsend to King.	Complete	Rajiv Mouveri	●	
ACT00781	KERBING - Vincent Avenue from Oaklands to Byre	KERBING - Vincent Avenue from Oaklands to Byre.	Complete	Rajiv Mouveri	●	
ACT00782	KERBING - Wheatland Street from Brighton to Acacia	KERBING - Wheatland Street from Brighton to Acacia.	Complete	Rajiv Mouveri	●	
ACT00783	KERBING - Buttrose Street from Wallace to Gower	KERBING - Buttrose Street from Wallace to Gower.	Complete	Rajiv Mouveri	●	
ACT00784	KERBING - Harris Street from Healesville to Diagonal	KERBING - Harris Street from Healesville to Diagonal.	Complete	Rajiv Mouveri	●	
ACT00785	KERBING - General Kerb Repairs	KERBING - General Kerb Repairs.	Complete	Rajiv Mouveri	●	Allocation
ACT00786	KERBING - DDA Pram Ramps and Tree Inlets	KERBING - DDA Pram Ramps and Tree Inlets.	Complete	Rajiv Mouveri	●	Allocation

ACT00787	FOOTPATH -Augusta Street Left Side Third Avenue (North) to Fourth Avenue (North)	FOOTPATH -Augusta Street Left Side Third Avenue (North) to Fourth Avenue (North).	Complete	Rajiv Mouveri	●	
ACT00788	FOOTPATH -Barton Avenue Right Side Strickland Road to Seaview Terrace	FOOTPATH -Barton Avenue Right Side Strickland Road to Seaview Terrace.	Complete	Rajiv Mouveri	●	
ACT00789	FOOTPATH -Gower Street Right Side Glenloth Street to Wyatt Street	FOOTPATH -Gower Street Right Side Glenloth Street to Wyatt Street.	Complete	Rajiv Mouveri	●	
ACT00790	FOOTPATH -Swan Street Left Side Coventy Street to McCoy Street	FOOTPATH -Swan Street Left Side Coventy Street to McCoy Street.	Complete	Rajiv Mouveri	●	
ACT00791	FOOTPATH -Swan Street Right Side Coventy Street to McCoy Street	FOOTPATH -Swan Street Right Side Coventy Street to McCoy Street.	Complete	Rajiv Mouveri	●	
ACT00792	FOOTPATH -Marine Parade Right Side Young Street to Portland Street	FOOTPATH -Marine Parade Right Side Young Street to Portland Street.	Complete	Rajiv Mouveri	●	
ACT00793	FOOTPATH -Wheatland Street Right Side Myrtle Road to Esplanade	FOOTPATH -Wheatland Street Right Side Myrtle Road to Esplanade.	Complete	Rajiv Mouveri	●	
ACT00795	Bus Shelters	Bus Shelters.	Complete	Rajiv Mouveri	●	
ACT00796	TCD Signs-Adelphi Terrace Detector Loop Adelphi Terrace	TCD Signs-Adelphi Terrace Detector Loop Adelphi Terrace.	Complete	Michael de Heus	●	
ACT00797	TCD Signs-Streetscape Pavement Bars Various	TCD Signs-Streetscape Pavement Bars Various.	Complete	Michael de Heus	●	
ACT00798	TCD Signs-Streetscape Plateau Various	TCD Signs-Streetscape Plateau Various.	On Track	Michael de Heus	●	Minor repairs required
ACT00799	TCD Signs-Streetscape Road Hump Various	TCD Signs-Streetscape Road Hump Various.	Complete	Michael de Heus	●	
ACT00801	CCTV - Glenelg Server Hard drives end of life replacement Glenelg	CCTV - Glenelg Server Hard drives end of life replacement Glenelg.	Complete	Mathew Walsh	●	
ACT00828	BUILDINGS-Toilet Block, Kingston Park - Fitout Kingston Park	BUILDINGS-Toilet Block, Kingston Park - Fitout Kingston Park.	Complete	Mathew Walsh	●	
ACT00844	BUILDINGS-20105 - Exeloo - Bindarra Reserve (1) Brighton	BUILDINGS-20105 - Exeloo - Bindarra Reserve (1) Brighton.	Complete	Mathew Walsh	●	
ACT00845	BUILDINGS-20119 - Exeloo - John Miller Park Somerton Park	BUILDINGS-20119 - Exeloo - John Miller Park Somerton Park.	Complete	Mathew Walsh	●	








ACT00846	BUILDINGS-20136 - Toilet Block – Glenelg - GTH Northern Walkway Glenelg	BUILDINGS-20136 - Toilet Block – Glenelg - GTH Northern Walkway Glenelg.	Complete	Mathew Walsh	●	
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Placemaking - Carry Forward Capital Works

Action	Title	Description	Project Stage	Responsible Officer	Rating	Notes
ACT00865	CARRY FORWARD - KERB & WATERTABLES - DDA Pram Ramps, Various	CARRY FORWARD - KERB & WATERTABLES - DDA Pram Ramps, Various.	Complete	Rajiv Mouveri	●	Allocation
ACT00866	CARRY FORWARD - Fitouts & Fittings/Signs- Open Space Signs - Colley Reserve	CARRY FORWARD - Fitouts & Fittings/Signs- Open Space Signs - Colley Reserve.	Complete	Rajiv Mouveri	●	

Placemaking - New Initiative

Action	Title	Description	Project Stage	Responsible Officer	Rating	Notes
ACT00661	KNCHA meetings and associated costs	Our current agreement with Kurna Nation Cultural Heritage Association (KNCHA) around meetings, working parties and payment specification has been captured in the Kurna and City of Holdfast Bay Terms of Reference established in 2017.	Complete	Jennifer Reynolds	●	An allocation to support the meetings and activities of the group.
ACT00663	Kingston Park Masterplan Review	Kingston Park Masterplan Review.	Design	Pam Jackson	●	This is a multiyear project. A consultant has been engaged to undertake a feasibility study for a kiosk. Discussions with Kurna have been held regarding future initiatives, acknowledging the cultural significance of the area.
ACT00682	Glenelg Town Hall External Conservation Works - Stage 2	Continuation of the restoration and remediation works to the Glenelg Town Hall in line with the findings from the condition assessment report undertaken in 2018. Stage 2 will focus on addressing defects and deterioration in the balcony structural components and their finishes. The specification calls for the replacement of the main structural steel elements for the balcony, replacement and repairs to rotting timber columns, balustrades, fascias and barges.	Implementation	Mathew Walsh	●	This is a multiyear project
ACT00683	Traffic control studies	This project will aim to undertake traffic control studies of at various locations. This work will complement the works that is currently done by the Technical Officer (Traffic and Transport). Due to a Council Resolution this initiative has been devoted to a local area traffic management study for the Brighton area. The study will be conducted by Aecom which are simultaneously conducting the Integrated Transport Study.	Complete	Michael de Heus	●	

ACT00686	Jetty Road Glenelg Masterplan - Stage 1 Construction (Chapel St Plaza and Hindmarsh Lane)	Jetty Road Glenelg Masterplan - Stage 1 Construction (Chapel St Plaza and Hindmarsh Lane).	Tendering	Ania Karzek		Tenders were received and preferred tenderers were identified, however, based on advice received from traders via Jetty Road Mainstreet Committee, a request has been made to the relevant Minister to extend the grant, to enable construction to be done May-September 2021.
ACT00691	Buffalo site - Amenity Improvements	Buffalo site - Amenity Improvements. Build extended sea wall; backfill and pave Buffalo site. Include handrails where appropriate. Remove existing moat barrier. relay service provisions.	On Track	Rajiv Mouveri		Fencing installed
ACT00695	Pedestrian Crossing – Angus Neil Reserve Esplanade Seacliff	Construct a pedestrian crossing at the southern end of Angus Neil Reserve on the Esplanade Seacliff. The project will enable pedestrians to cross the Esplanade with access to/from Angus Neil Reserve. The crossing will include a raised platform, lighting, kerb protuberances, signage and flashing lights..	Complete	Rajiv Mouveri		
ACT00696	Parkinson Reserve Community Space Safety Upgrade	Parkinson Reserve Community Space Safety Upgrade. Provide a safe corridor for pedestrians through Parkinson Reserve day and night with additional public lighting and CCTV coverage. Proposed by Cr Chabrel.	Complete	Mathew Walsh		
ACT00698	Gladstone Road Footpath	Establish a new footpath on the southern side of Gladstone Road between Walsh Street and the Esplanade.	Complete	Rajiv Mouveri		
ACT00700	Signage for Jetty Rd Brighton	Signage for Jetty Rd Brighton.	Complete	Ania Karzek		Council resolved to redistribute the funds
ACT00701	Support for Jetty Road Brighton Winter Solstice Activation	Support for Jetty Road Brighton Winter Solstice Activation.	Delayed	Sally Heading		Events will be reconfigured and reinstated as soon as COVID-related restrictions allow

Placemaking - Carry Forward New Initiative						
Action	Title	Description	Project Stage	Responsible Officer	Rating	Notes
ACT00873	CARRY FORWARD - Minda Coast Park	Construction of the Minda section of Coast Park.	Complete	Ania Karzek		Signs have been installed throughout the Coast Park. Electronic sensors have been installed to collect data on numbers of users. Easement plans have been lodged and registered. Remaining funds will be returned in accordance with the grant requirements.
ACT00875	CARRY FORWARD - Integrated Transport Strategy	Integrated Transport Strategy The integrated transport strategy will create a framework for the .future planning and development of our transport network to 2030. The ITS will draw on research, data analysis, stakeholder and community input to recommend transport and land use actions to achieve better connected and more walkable neighbourhoods within Holdfast.	Implementation	Ania Karzek		A multi-year project. The investigative work is complete and drafting of a strategy is in progress. Further workshops will be held with Elected Members, prior to further community engagement being held.

ACT00880	CARRY FORWARD - Detailed Design for Chapel Street Plaza and Coast Part 1&2	.	In progress	Ania Karzek		Final detailed designs for the Jetty Road Coast stage are awaiting commencement of Chapel St Plaza in 2020-21.
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Item No: **15.3**

Subject: **ARTS & CULTURE STRATEGY ANNUAL REPORT**

Date: 11 August 2020

Written By: Community, Arts & Cultural Coordinator

General Manager: Community Services, M Lock

SUMMARY

This report updates Council on the implementation of the actions set out in the Holdfast: Arts & Culture Strategy 2019 – 2024.

Multiple actions have occurred since the Strategy and Action Plan was endorsed by Council and this report provides an update to Council on the completion of the actions set out for the first 12 months.

RECOMMENDATION

That Council notes the report and the Arts & Culture action plan updates.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Placemaking: Developing walkable connected neighbourhoods
Placemaking: Building character and celebrating history
Community: Celebrating culture and diversity
Community: Providing welcoming and accessible facilities
Economy: Boosting our visitor economy

COUNCIL POLICY

Draft Public Art Policy (yet to be endorsed)

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

The Creative Holdfast Arts & Culture Strategy and Action Plan was adopted by Council in June 2019 and provides a five year plan that guides the philosophy, coordination, promotion, management and investment in arts and culture across the city.

The Strategy was developed by Urban Mind in collaboration with Council following extensive consultation with artists, staff and the broader community to ensure that the Strategy and Action Plan reflects the needs and aspirations for arts and culture in the city.

The Strategy is underpinned by five themes, related objectives and actions that guide the approach to enhance and integrate arts and culture. The roll out of the Strategy and Action Plan has allowed Administration across multiple Departments to proactively plan, budget and deliver on the programs, initiatives and events that build upon our strengths and cement our commitment to arts and culture and support creativity.

The Strategy goals are briefly to encourage and support local and cultural activity, increase participation, develop the potential of artists, nurture local creative industry and support and promote cultural development. A significant number of actions have occurred over the last twelve months since the Strategy and Action Plan were finalised, Administration would now like to provide Council with an update on the progress to date.

REPORT

By directing joint resources across Council to arts and culture and supporting enhanced cooperation and collaboration between staff and stakeholders, the Strategy has achieved significant progress in capacity building for artistic, creative and cultural development. Attachments 1 and 2 provide a detailed description of each activity undertaken to help deliver the strategic objectives over the first 12 months.

Refer to Attachments 1 & 2

Below is a condensed list of the objectives that have been established, completed or continuing as part of the delivery of the 2019 / 2020 actions, including;

- Increased recognition of the unique history and culture of the city, including a greater understanding and connection to the Aboriginal culture, heritage and beliefs;
- An increasing level of arts activity, resulting in enhanced opportunities for artists, cultural advisors and audiences;
- Public Art in the development and redevelopment of public space;
- An increase in the promotion, communication and sharing of local arts and cultural activities and events to enhance participation and grow audiences;
- Professional development and sharing opportunities for local creatives, organisations and industries;
- Development of forms, documents, policies and guidelines that support the strategic approach for the implementation and delivery of arts and culture, including public art;

- Increased investment in arts and cultural activity and support for local creative initiatives;
- Broader partnerships between Council and state festivals and lead arts organisations;
- Increased promotion of Council run arts, history and cultural events, venues, collection and programs;
- Identified and connected with more of our creative industry and innovation sector and supported them through grants funding opportunities and business incentives;
- Established new connections and partnerships to support and promote the cultural and creative life of the city;

BUDGET

The investment of creative holdfast initiatives, programs and commissions will be within the existing approved Council budgets and as part of the capital works budget. Council may also allocate funding as part of major infrastructure projects and grant funding opportunities will be investigated where appropriate.

LIFE CYCLE COSTS

Life cycle costs will be developed through the planning process for each individual project and initiatives.

Attachment 1



STRATEGIC THEME 1: CREATE

1.1 OBJECTIVE: Increased opportunities for residents & visitors to participate in quality, contemporary arts & culture.

ACTION	July	August	September	October	November	December
1.1.1 Identify opportunities for local artists and musicians to contribute to events. 19/20	NAIDOC week activities and workshops at the BDC	<ul style="list-style-type: none"> SALA Exhibitions and Events Glenelg North CC Brass Band Performance Artisan on Partridge Musicians 	<ul style="list-style-type: none"> Artisan on Partridge Event Brighton SS Performance at Glenelg Com Cen 	<ul style="list-style-type: none"> Glenelg Street Party Women’s Suffrage Event Old Gum Tree Halloween Event HBCC Glenelg Sunset Market 	<ul style="list-style-type: none"> Sustainable Saturday Event GCC Lunchtime performance Their Triumph, Our Motivation Event Civic Centre Garden 	<ul style="list-style-type: none"> Local Choirs, Community Bands and Individuals performing Christmas Carols and music at local venues (indoor and outdoor) Minda Christmas Event
1.1.2 Host regular school holiday art workshops across a range of art forms. 19/20				Term 3 holidays <ul style="list-style-type: none"> Animation workshops Slam Poetry workshop Mandala beach workshop 		<ul style="list-style-type: none"> Summer Reading Club Brighton and Glenelg Libraries Life Long Ago Workshop Brighton Jetty Sculptures tour
1.1.3 Plan and deliver a program of quality workshops at the Bay Discovery Centre and Community Centres. 19/20	<ul style="list-style-type: none"> Kaurna Weaving Workshops at the BDC 	<ul style="list-style-type: none"> Lino Print workshop Colour and Collage workshop 			<ul style="list-style-type: none"> Cultural Inductions BDC Volunteers 	<ul style="list-style-type: none"> School tours of new Tiati exhibition
1.1.4 Increase promotion of the current arts and culture activities and art making offerings of existing organisations. 19/20	<ul style="list-style-type: none"> Winter at Our Place Publication 	<ul style="list-style-type: none"> More Facebook Posts and workshops / activities added to What’s On 		<ul style="list-style-type: none"> Summer at Our Place Publication 		

STRATEGIC THEME 1: CREATE

1.1 OBJECTIVE: Increased opportunities for residents & visitors to participate in quality, contemporary arts & culture.

ACTION	July	August	September	October	November	December
1.1.5 Continue to promote and subsidise participation in SALA with venues and artists. 19/20		<ul style="list-style-type: none"> 10 Artists received SALA subsidies and a SALA local exhibitions brochure was printed for distribution 				
1.1.6 Explore the potential to support local artists and designers to contribute to the Adelaide Fashion Festival. 20/21						

STRATEGIC THEME 1: CREATE

1.2 OBJECTIVE: Make it is easier for artists and cultural practitioners to produce and present excellent work.

ACTION	July	August	September	October	November	December
1.2.1 Explore and minimise real and perceived barriers and red tape. 19/20	<ul style="list-style-type: none"> Offered venues subsidies to register their businesses as a Umbrella Festival Venue 	<ul style="list-style-type: none"> The use of the new Customer Reference Management System CRMS makes the planning and grant applications for small businesses a simple process 			<ul style="list-style-type: none"> Assisted creatives in obtaining buskers licenses for Jetty Road Glenelg and Brighton 	

STRATEGIC THEME 1: CREATE

1.2 OBJECTIVE: Make it is easier for artists and cultural practitioners to produce and present excellent work.

ACTION	July	August	September	October	November	December
<p>1.2.2</p> <p>Explore and develop ways to incentivise artists to practice and establish studios locally. 20/21</p>	<ul style="list-style-type: none"> Summertown Creative Claire Brooks Jewellery received shopfront grants to assist from with the opening of their new creative spaces / businesses 					
<p>1.2.3</p> <p>Continue to provide public art grants for emerging and established practicing artists and cultural producers. 19/20</p>		<ul style="list-style-type: none"> Applications for the Arts & Culture Grants and Donations were received and 4 organisations / individuals received funding for Arts & Cultural initiatives 			<ul style="list-style-type: none"> A community grant was provided to an Artists for a mural installation along Jetty Road Brighton 	

STRATEGIC THEME 1: CREATE

1.3 OBJECTIVE: Identify and generate new platforms and opportunities for creative expression.

ACTION	July	August	September	October	November	December
1.3.1 Identify opportunities to support creative writing, including telling local stories of places and characters. 21/22				<ul style="list-style-type: none"> Slam Poetry Workshops at Mockingbird Café 		<ul style="list-style-type: none"> Summer Reading Club Brighton and Glenelg Libraries
1.3.2 Establish 'plug and play' public performance spaces. 21/22						
1.3.3 Explore the potential for a 'jack in' projection platform and program for illustrators, digital content producers to exhibit their work in public realm. 20/21				<ul style="list-style-type: none"> This initiative is being explored as part of the Chapel Street redevelopment 		
1.3.4 Determine the viability of establishing a youth arts program. 21/22						
1.3.5 Explore opportunities to develop a landmark community arts centre and a digital hub for innovative and emerging tech including: podcasting, 3D printing, animation, digital media and augmented reality. 20/21						<ul style="list-style-type: none"> Tutti Arts will be moving to the old St Theresa's school in March 2020 and will explore establishing a creative hub space for all

STRATEGIC THEME 2: EXPERIENCE

2.1 OBJECTIVE: Be known as a city of creative excellence.

ACTION	July	August	September	October	November	December
2.1.1 Revise the public art policy to reflect best practice and ensure the commissioning and maintenance of quality work. 19/20						
2.1.2 Ensure Council led events have a clear and strong creative narrative. 19/20	<ul style="list-style-type: none"> Participation in Umbrella Winter Sounds Festival in 2019 	<ul style="list-style-type: none"> SALA Exhibitions, Events and Tours Repatriation Ceremony at Kingston Park 	<ul style="list-style-type: none"> A meeting was held with the events team to discuss and plan new creative events for 2020 with a cultural lens 	<ul style="list-style-type: none"> Glenelg Street Party Creative Activations 	<ul style="list-style-type: none"> Brave New Wave BDC Exhibition in celebration of Tarnanthi 2019 Sustainable Saturday Market 	<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition installation
2.1.3 Recruit Bay Discovery Centre volunteers with an interest in being cultural advocates. 19/20			<ul style="list-style-type: none"> Two cultural volunteers have been recruited for the BDC to hold tours – Chinese & Syriac interpreters 		<ul style="list-style-type: none"> A cultural training session was held by Kurna Elder Allan Sumner for the BDC Volunteers and Staff 	
2.1.4 Explore investing in the technology and capability for audio description at the Bay Discovery Centre and Gallery. 20/21						<ul style="list-style-type: none"> Kurna Elder Jack Buckskin created an audio visual welcome for the Tiati Wangkanthi Kumangka BDC Exhibition installation

STRATEGIC THEME 2: EXPERIENCE

2.2 OBJECTIVE: Increase creative expression in the public realm.

ACTION	July	August	September	October	November	December
2.2.1 Develop a mural strategy, identify and map the potential walls suitable for murals. 20/21						
2.2.2 Identify and map potential outdoor music venues and program performances. 20/21						
2.2.3 Establish a busking program for emerging and established musicians to routinely perform. 20/21						
2.2.4 Continue to host a triennial Random Acts of Art event. 20/21						
2.2.5 Explore installing light art works instead of traditional urban lighting to enhance safety and facilitate wayfinding. 20/21				<ul style="list-style-type: none"> Uplighting on St Andrew’s Church will be included as part of the Chapel Street Redevelopment in 2020 		
2.2.6 Program choirs and buskers to perform in public space. 20/21						<ul style="list-style-type: none"> Christmas choirs and musical performances have been programmed in Glenelg and Seacliff
2.2.7 Explore ways to encourage reading in public. 20/21						

STRATEGIC THEME 2: EXPERIENCE

2.2 OBJECTIVE: Increase creative expression in the public realm.

	ACTION	July	August	September	October	November	December
2.2.8	Explore the idea of developing an underwater sculpture garden. 21/22						
2.2.9	Explore curating a permanent treasure hunt along the coast inspired by science and historical collections and artefacts. 20/21					<ul style="list-style-type: none"> Down by the Sea Nature Play and Wellbeing Booklet launch March 2020. Will feature adventures in natural sites throughout CHB the asks people to explore the environment and learn about, art, history, culture and science 	

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

	ACTION	July	August	September	October	November	December
2.3.1	Pilot participation in Umbrella Winter City Sounds Festival by venues and musicians. 20/21	<ul style="list-style-type: none"> Council offered fee subsidies for businesses to participate in the 2019 Umbrella Winter Sounds Festival in 2019 					
2.3.2	Develop a live music strategy. 21/22						

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

ACTION	July	August	September	October	November	December
2.3.3 Establish a volunteer ‘culture companion’ program to support people in the community to attend arts & cultural events. 19/20		<ul style="list-style-type: none"> Some of the existing Arts Volunteers were involved in holding 3 Arts tours during the SALA Festival 			<ul style="list-style-type: none"> Discussions have been held with existing Arts Vols about facilitating cultural arts companion trips in 2020 	
2.3.4 Host urban food, art, wine, music, walking tours. 21/22						
2.3.5 Establish an annual Creative Holdfast program. 19/20				<ul style="list-style-type: none"> This program will be produced in 2020 – mapping currently being undertaken 		
2.3.6 Map and include arts and cultural sites in existing community bus routes. 19/20					<ul style="list-style-type: none"> Mapping undertaken of existing routes and conversations have been held with the Manager of Community Wellbeing to alter the routes 	
2.3.7 Ensure community wellbeing outings routinely visit local arts and cultural sites and places. 19/20		<ul style="list-style-type: none"> Discussions held with Paul at the Wellbeing team about cultural tours in 2020 and the opportunity to link bus routes 				

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

ACTION	July	August	September	October	November	December
<p>2.3.8</p> <p>Map the existing major state festivals and strategically align activity where possible to develop a Creative Holdfast Calendar. 19/20</p>					<ul style="list-style-type: none"> Existing Major Arts Festivals Mapped and activities are being explored for the Creative Holdfast Calendar 	
<p>2.3.9</p> <p>Host SALA Exhibition tours. 20/21</p>		<ul style="list-style-type: none"> 3 Arts tours where held during the 2019 SALA Festival to explore the local exhibitions at Glenelg, Brighton and Tutti Arts and hear from the Artists 				
<p>2.3.10</p> <p>Identify opportunities to leverage the collections and exhibitions of the Bay Discovery Centre with music, public talks, and events. 19/20</p>			<ul style="list-style-type: none"> Glenelg Historical Society gathering for the Storm Fronts Exhibitions 		<ul style="list-style-type: none"> Their Triumphs, Our Motivation installation and opening event Brave New World Exhibition and opening Cultural information session with BDC Vols 	<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition and opening event

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

ACTION	July	August	September	October	November	December
2.3.11 Continue to explore new avenues for building audiences at the Bay Discovery Centre. 19/20					<ul style="list-style-type: none"> The 'Down by the Sea' Booklet encourages people to visit the BDC and will be released in March 2020 	<ul style="list-style-type: none"> Developed the Tiati Wangkanthi Kumangka BDC Exhibition Activity Booklet for schools and community More talks and workshops in 2020 are being planned
2.3.12 Explore hosting a local makers and produce festival. 21/22						
2.3.13 Explore ways to promote the availability of local creative spaces. 20/21	<ul style="list-style-type: none"> SALA tours held in 2019 that showcased creative spaces and activities 			<ul style="list-style-type: none"> Local businesses can advertise their venues and rental spaces on the Creative Spaces Website 		
2.3.14 Explore hosting an inclusive arts and culture event or festival. 20/21						

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kaurna culture and heritage.

ACTION	July	August	September	October	November	December
3.1.1 Demonstrate best practice in the care, conservation and restoration of Kingston Park (Tulukutangga) in partnership with Kaurna people. 19/20	<ul style="list-style-type: none"> The Repat Ceremony was an incredible start with the community and Kaurna in healing and Reconciliation. 	<ul style="list-style-type: none"> Depot staff undertook a Cultural Induction session and info session about the use of the Research and Procedures Report 		<ul style="list-style-type: none"> Continued consultation and planning is being done with the Kaurna Community and KNCHA for the redevelopment and conservation of the KP site 		<ul style="list-style-type: none"> Council continue to work with KNCHA on the co- design and redevelopment of the Kingston Park site
3.1.2 Systemise routine Kaurna dual naming and signage wherever possible. 19/20	<ul style="list-style-type: none"> Colley Reserve Signage 		<ul style="list-style-type: none"> Kaurna info signage at Brighton Seacliff dunes 		<ul style="list-style-type: none"> Minda Coast Park Signage and Artworks 	<ul style="list-style-type: none"> Old Gum Tree signage
3.1.3 Create further opportunities to share the significance of the Tjilbruke dreaming story and spring site. 19/20	<ul style="list-style-type: none"> The Repatriation Ceremony was held at KP and shared the cultural significance of the site 		<ul style="list-style-type: none"> Minda Coast Park ‘Imprint in time’ artworks 			<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition shares the story of Tjilbruke
3.1.4 Liaise with the State Government to arrange the tram arrival announcement and signage to be in Kaurna when arriving at Pathawilyanga / Glenelg. 19/20					<ul style="list-style-type: none"> Letter has been sent to DPTI re: Glenelg Beach renaming 	<ul style="list-style-type: none"> Council report to be prepared for the renaming of the Moseley Square stop to announce ‘Pathawilyanag a & Glenelg Beach

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kurna culture and heritage.

ACTION	July	August	September	October	November	December
3.1.5 Consider Kurna stories, perspectives, knowledge and culture in future exhibitions where appropriate. 19/20	<ul style="list-style-type: none"> Storms exhibition at the BDC 				<ul style="list-style-type: none"> Brave New World Exhibition 	<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition
3.1.6 Continue to deliver and build a program of events for South Australia’s History Festival, National Reconciliation Week and NAIDOC Week. 19/20				<ul style="list-style-type: none"> Grant received from the SA History Trust to contribute to a cultural ceremony 		
3.1.7 Continue to print and find ways to better distribute the Kurna yarta-ana Cultural Map and Footprints in the Sand booklet. 19/20		<ul style="list-style-type: none"> Distributed at the Repatriation Ceremony 			<ul style="list-style-type: none"> Distributed at the Brave New Wave Exhibition 	<ul style="list-style-type: none"> Distributed at the Tiati Wangkanthi Kumangka BDC Exhibition Will be distributed at Proclamation Day 2019 and 2020 Australia Day
3.1.8 Seek interest from Kurna Community to develop a Kurna Heritage Walk. 20/21						
3.1.9 Explore the potential to host regular cultural sharing events for children and adults in conjunction with the Kurna community. 19/20						<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka Activity Booklet, School tours and holiday activities for 2020

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kurna culture and heritage.

ACTION	July	August	September	October	November	December
3.1.10 Explore the potential to host language classes and storytelling for children and adults at libraries in conjunction with the Kurna community. 19/20					<ul style="list-style-type: none"> Discussions have been held with Tracey G Libraries about the opportunities to promote Kurna and provide opportunities for sharing and cultural learning in 2020 	<ul style="list-style-type: none"> Package of information along with a small video clip from Kurna will be presented to each of the Primary Schools by Tracey in March 2020
3.1.11 Explore building a collection of Aboriginal resources in libraries in conjunction with the Kurna community. 19/20					<ul style="list-style-type: none"> The libraries continue to purchase Aboriginal and Kurna resources for their collection and look for ways to incorporate information and cultural sharing opportunities into their workshops and activities 	
3.1.12 Explore the potential for a festival to honour Kurna culture in conjunctions with the Kurna community. 19/20		<ul style="list-style-type: none"> Repatriation Ceremony at KP. 				

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kaurna culture and heritage.

ACTION	July	August	September	October	November	December
3.1.13 Explore how Council might support participation in Tarnanthi in conjunction with the Kaurna community. 21/22					<ul style="list-style-type: none"> The Brave New World Exhibition at the BDC was held as part of the 2019 Tarnanthi Festival 	

STRATEGIC THEME 3: CELEBRATE

3.2 OBJECTIVE: Celebrate our European culture and Heritage.

ACTION	July	August	September	October	November	December
3.2.1 Continue to maintain existing cultural assets. 19/20	<ul style="list-style-type: none"> Conserved the Zorita sideshow banner that is exhibited in the BDC 			<ul style="list-style-type: none"> Stabilised and reframed multiple significant documents and artworks from the history collection 	<ul style="list-style-type: none"> Maintenance works underway at the Glenelg Town Hall till March 2020 	
3.2.2 Continue to deliver and build a program of events for South Australia's History Festival. 19/20						<ul style="list-style-type: none"> Planning to commence in 2020
3.2.3 Continue to explore projects that promote the history collection outside of the museum. 20/21			<ul style="list-style-type: none"> History Walking Tours throughout CHB are running a couple of times a week until March 2020 		<ul style="list-style-type: none"> Their Triumph, Our Motivation Artworks and Installation 	<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition

STRATEGIC THEME 3: CELEBRATE

3.2 OBJECTIVE: Celebrate our European culture and Heritage.

ACTION	July	August	September	October	November	December
3.2.4 Consider gender and cultural diversity when exhibiting items from the collection. 19/20		<ul style="list-style-type: none"> Repatriation Ceremony acquired a new Kurna Shield, gifted by Kurna 	<ul style="list-style-type: none"> Mary Thomas information boards updated in the BDC 	<ul style="list-style-type: none"> Applied for a National Cultural Heritage account to purchased Paquita Mawson textile artifacts 	<ul style="list-style-type: none"> Their Triumph, Our Motivation Artworks and Installation Susan Grace Benny – 100 year celebration of Women in Government 	<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition
3.2.5 Continue to support the collections of the History Centre, particularly in relation to the conservation of significant collection items. 19/20			<ul style="list-style-type: none"> Contract position in the history Centre to support Vols and the collection 	<ul style="list-style-type: none"> Investigations are underway to value and insure the existing artworks in the BDC and the History Centre 		<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition
3.2.6 Continue to promote the Bay Discovery Centre, History Centre and Glenelg Air-raid Shelter. 19/20				<ul style="list-style-type: none"> BDC DL promotional exhibitions calendar of events 	<ul style="list-style-type: none"> The Brave New World Exhibition 	<ul style="list-style-type: none"> Tiati Wangkanthi Kumangka BDC Exhibition

STRATEGIC THEME 3: CELEBRATE

3.3 OUTCOME: Promote the unique and diverse cultural identity of each precinct.

ACTION	July	August	September	October	November	December
3.3.1 Develop a Holdfast Bay sizzle reel to express the City's arts and cultural life. 19/20	<ul style="list-style-type: none"> The Creative Holdfast Sizzle Reel was developed & promoted for the launch of the Strategy 					

STRATEGIC THEME 3: CELEBRATE

3.3 OUTCOME: Promote the unique and diverse cultural identity of each precinct.

ACTION	July	August	September	October	November	December
3.3.2 Explore hosting cultural cuisine-based cooking classes in community centres and cafes/restaurants after hours to enliven the evening economy. 19/20				<ul style="list-style-type: none"> Local Business along Jetty Road are hosting pop up nighttime events through summer 	<ul style="list-style-type: none"> Summertown Studios are holding regular evening live music events 	<ul style="list-style-type: none"> Planning has been undertaken to roll out 4 cultural cooking classes in 2020

STRATEGIC THEME 4: GROW

4.1 OBJECTIVE: Foster development of the creative and cultural sector.

ACTION	July	August	September	October	November	December
4.1.1 Explore Somerton Park as a precinct that fosters creative industries and recognised as an innovative district. 19/20	<ul style="list-style-type: none"> Opening of the Summertown Studios 	<ul style="list-style-type: none"> Virginia is running Business Eco business sessions with SHC students and creative Somerton Park businesses 		<ul style="list-style-type: none"> Dad’s Warehouse new live music venue *The Exhibition Hip Hop Concert 	<ul style="list-style-type: none"> Summertown Studios are holding regular live music events and workshops 	
4.1.2 Host creative economy forums and workshops for creative businesses. 20/21			<ul style="list-style-type: none"> Business sessions have been held with the creative businesses at Somerton Park 			<ul style="list-style-type: none"> More forums planned for 2020

STRATEGIC THEME 4: GROW

4.1 OBJECTIVE: Foster development of the creative and cultural sector.

ACTION	July	August	September	October	November	December
4.1.3 Routinely consider the cultural impact of funding decisions. 19/20			<ul style="list-style-type: none"> Small Business Grants now includes creative element / innovation in as part of the selection criteria 	<ul style="list-style-type: none"> Community chest grant provided to Artists to contribute to activating spaces 		
4.1.4 Explore establishing a small digital hub at Glenelg Library. 20/21	<ul style="list-style-type: none"> Funding allocated to setting up the digital hub at the library 			<ul style="list-style-type: none"> Aaron at the libraries has been rolling out 3D digital printing classes & is exploring virtual reality technology 		
4.1.5 Explore establishing a member-based centre for art and design that offers access to equipment and studio space. 21/22						<ul style="list-style-type: none"> With the relocation of Tutti Arts in 2020 it is anticipated that a community arts space will be set up and run by Tutti
4.1.6 Explore establishing a legal arts trust to attract bequests for commissioning quality art. 20/21						

STRATEGIC THEME 4: GROW

4.2 OBJECTIVE: Explore and promote the value and impact of arts and culture.

ACTION	July	August	September	October	November	December	
4.2.1 Identify ways to promote and celebrate local makers and producers. 19/20	<ul style="list-style-type: none"> Small business grants 				<ul style="list-style-type: none"> Small business mentoring program will be revitalised and will now include: <ul style="list-style-type: none"> digital training general business advise strategic marketing advise 	<ul style="list-style-type: none"> New Business Directory was launched on 1 November. A regular E-Newsletter will now be sent out to businesses 	
4.2.2 Map, measure, monitor and promote the creative economy. 19/20				<ul style="list-style-type: none"> Economic activation plan Western business leader catchups 	<ul style="list-style-type: none"> CRMS maps creative businesses in the system and monitor 		
4.2.3 Promote the value of the creative and cultural economy to businesses and residents. 20/21		<ul style="list-style-type: none"> Small business grants 	<ul style="list-style-type: none"> Economic activation plan Western business leaders 				
4.2.4 Explore using empty shops for creative interventions. 20/21					<ul style="list-style-type: none"> The use of Jetty Road Empty shops at Glenelg were explored for the Sumner Series Installations but the business owners of the empty shops were not open to the use of their properties 		

STRATEGIC THEME 4: GROW

4.3 OUTCOME: Attract artist, creatives and cultural producers to live and work locally.

	ACTION	July	August	September	October	November	December
4.3.1	Identify and reduce real and perceived barriers for creatives to practice and produce. 19/20				<ul style="list-style-type: none"> Western Alliance Group that brings together four Western Councils – planning to hold a forum next year on live music 		
4.3.2	Promote the small business development grants to the Creative Industries. 19/20		<ul style="list-style-type: none"> The Small Business Grants are continually promoted via the CHB website and CRMS system emails and Newsletters 				

STRATEGIC THEME 5: FORM

5.1 OBJECTIVE: Foster development of the creative and cultural sector.

	ACTION	July	August	September	October	November	December
5.1.1	Develop a public art policy and protocols to support the strategic commissioning and asset management of work. 19/20						

STRATEGIC THEME 5: FORM

5.1 OBJECTIVE: Foster development of the creative and cultural sector.

ACTION	July	August	September	October	November	December
5.1.2 Engage schools in placemaking. 19/20			<ul style="list-style-type: none"> Undertook consultation with Paringa Park PS for the Dulcie Perry Reserve 			
5.1.3 Extend the principles of the Jetty Road Glenelg Masterplan Public Art Plan to the other precincts. 20/21						
5.1.4 Name each of the precincts in Kaurna. 21/22						
5.1.5 Explore the installation of sensory art for people with disabilities. 22/23						
5.1.6 Consider opportunities for adding street art on roads for traffic mitigation. 20/21						
5.1.7 Explore the potential to develop a creative spaces online platform. 21/22						

STRATEGIC THEME 5: FORM

5.2 OBJECTIVE: Increase the use of existing infrastructure for arts and cultural activity.

ACTION	July	August	September	October	November	December
<p>5.2.1</p> <p>Better utilise existing facilities Bay Discovery Centre, Brighton Performing Arts Centre, Community Centres and public spaces.</p> <p>19/20</p>	<ul style="list-style-type: none"> • Cultural Workshop at Kingston House for NAIDOC • Weaving Workshop at the BDC 	<ul style="list-style-type: none"> • Repatriation Ceremony at Kingston Park • SALA Exhibitions at local venues and SALA tours at Glenelg, Tutti Arts and Brighton • Artisan on Partridge Arts Market Cancelled 	<ul style="list-style-type: none"> • Two Arts Workshops held at Partridge House 	<p>Minda Coast Park 'Imprints in Time' Installation</p> <ul style="list-style-type: none"> • Glenelg Street Party Live Musical Performances • School Holiday Arts Workshops at Community Centres • BDC Vols Cultural Induction session 	<ul style="list-style-type: none"> • Their Triumphs, Our Motivation Installation at Brighton Library • Brave New World Exhibition BDC • Sustainable Saturday Market 	<ul style="list-style-type: none"> • Tiati Wangkanthi Kumangka BDC Exhibition • Summer Series Xmas Artworks at sites along Jetty Road, Glenelg
<p>5.2.2</p> <p>Install architectural lighting on historic buildings – replace like for better.</p> <p>19/20</p>						

STRATEGIC THEME 5: FORM

5.3 OBJECTIVE: Ensure new developments consider cultural impact.

ACTION	July	August	September	October	November	December
<p>5.3.1</p> <p>Embed consideration of wellbeing and cultural impact in the development of best practice urban design guidelines.</p> <p>20/21</p>					<ul style="list-style-type: none"> • Planning are undertaking some empirical research into comparable guidelines from elsewhere to develop a model 	

STRATEGIC THEME 5: FORM

5.3 OBJECTIVE: Ensure new developments consider cultural impact.

ACTION	July	August	September	October	November	December
5.3.2 Develop a guide for property owners and developers outlining the City’s cultural identity aspirations, to inform the early stages of planning. 20/21						
5.3.3 Create an outdoor public theatre space. 20/21					<ul style="list-style-type: none"> A performance stage has been incorporated into the new Chapel Street design for 2020 upgrade 	
5.3.4 Consider opportunities for arts and culture in playspace design. 19/20						
5.3.5 Incorporate performance areas into playspace to encourage public performance. 20/21						
5.3.6 Harness ‘like for better’ opportunities for art as urban furniture (seats bins, manhole covers, bollards, plant pots etc). 19/20					<ul style="list-style-type: none"> The seating and bollards for the Chapel Street and Hindmarsh Lane upgrade have been creatively designed 	

STRATEGIC THEME 5: FORM

5.3 OBJECTIVE: Ensure new developments consider cultural impact.

ACTION	July	August	September	October	November	December
5.3.7 Engage property developers in creative placemaking and cultural master planning. 19/20		<ul style="list-style-type: none"> A building contractor and property owner took the initiative to present a creative screening concept as part of their property development 			<ul style="list-style-type: none"> The Beachouse at Glenelg worked with Council to develop a new sitting space along Colley Reserve that is fun, colourful and bright 	
5.3.8 Explore establishing a 'hoarding art' approach for construction sites. 21/22					<ul style="list-style-type: none"> Photographic screeed has been installed to the exterior of the Glenelg Town Hall scaffolding during the 19/20 conservation works 	

STRATEGIC THEME 6: CONNECT

6.1 OBJECTIVES: Better communicate and celebrate existing arts and cultural activity.

ACTION	July	August	September	October	November	December
6.1.1 Establish a Creative Holdfast identity, marketing and communications approach. 19/20		<ul style="list-style-type: none"> A meeting was held with the Media and Marketing Team to discuss the marketing options for Creative Holdfast 	<ul style="list-style-type: none"> Research was undertaken to benchmark how other councils and organization promote Arts & Cultural Activities and Events 			

STRATEGIC THEME 6: CONNECT

6.1 OBJECTIVES: Better communicate and celebrate existing arts and cultural activity.

ACTION	July	August	September	October	November	December
6.1.2 Develop a Creative Holdfast arts and culture map for the coast. 21/22						
6.1.3 Develop strong media partnerships across radio and print media to promote existing activity. 20/21						
6.1.4 Explore the development of an interactive Creative Holdfast digital platform. 19/20						

STRATEGIC THEME 6: CONNECT

6.2 OBJECTIVES: Identify and develop partnership opportunities with leading arts and culture organisations in South Australia and beyond.

ACTION	July	August	September	October	November	December
6.2.1 Connect with major South Australian and National cultural institutions and organisations to better understand best practice and identify potential, collaborative projects and programs. 20/21						
6.2.2 Explore partnering with Tutti and other organisations to host a disability arts festival. 20/21						

STRATEGIC THEME 6: CONNECT

6.3 OBJECTIVES: Facilitate opportunities for local artists, and cultural producers to collaborate with the local community, businesses and schools.

	ACTION	July	August	September	October	November	December
6.3.1	<p>Host creative forums, arts and authors talks. 19/20</p>	<ul style="list-style-type: none"> • Scott Whitimcombe author talk Brighton Library 	<ul style="list-style-type: none"> • SALA Exhibition Artists talks held at venues in Glenelg, Brighton and Minda 	<ul style="list-style-type: none"> • Literary research talk about the 'Healing and Hoaxes' a the Brighton Library 	<ul style="list-style-type: none"> • Minda Coast Park Imprint Artworks Artist talk • Kurna Cultural Induction session at BDC 		<ul style="list-style-type: none"> • Author talks held in the Library

Attachment 2



STRATEGIC THEME 1: CREATE

1.1 OBJECTIVE: Increased opportunities for residents & visitors to participate in quality, contemporary arts & culture.

ACTION	January	February	March	April	May	June
<p>1.1.1</p> <p>Identify opportunities for local artists and musicians to contribute to events.</p> <p>19/20</p>	<ul style="list-style-type: none"> • NYE Street Party • TDU street Party • Spincycle Youth concert • Sunset Markets • Australia Day Ceremony 	<ul style="list-style-type: none"> • Brighton Jetty Sculptures Festival • Glenelg Sunset Markets • Fringe Festival 	<ul style="list-style-type: none"> • Down by the Sea launch • Sunset Markets 	<ul style="list-style-type: none"> • Race around the Bay 	<ul style="list-style-type: none"> • Events cancelled due to Covid; • Winter Wland • Anzac Day • WW Markets • Winter activation events 	<ul style="list-style-type: none"> • Covid –19 • Solstice Festival scheduled was cancelled due to Covid and looking to revise probably for Sept
<p>1.1.2</p> <p>Host regular school holiday art workshops across a range of art forms.</p> <p>19/20</p>				<ul style="list-style-type: none"> • Online activities • Poetry takeover – History Month • Mandala making • Patchwork House workshop • Little Picassos workshop • Offered 3 art online workshops (mandala drawing and terrarium making) for SA Youth Week 	<ul style="list-style-type: none"> • Poetry takeover ran throughout May online 	<ul style="list-style-type: none"> • Put a call out for up to 3 youth facilitator to provide activities for July School Holidays

STRATEGIC THEME 1: CREATE

1.1 OBJECTIVE: Increased opportunities for residents & visitors to participate in quality, contemporary arts & culture.

ACTION	January	February	March	April	May	June
<p>1.1.3</p> <p>Plan and deliver a program of quality workshops at the Bay Discovery Centre and Community Centres. 19/20</p>	<ul style="list-style-type: none"> Jewellery making workshops at Glenelg library 	<ul style="list-style-type: none"> Letters Patent to the BDC School tours of the Tiati exhibition 		<ul style="list-style-type: none"> Several workshops were scheduled to take place at the BDC but were cancelled due to COVID 19 	<ul style="list-style-type: none"> Kaurna Language and History Festival workshops with Jack Buckskin were held online due to restrictions. Tiati Virtual Tour 	<ul style="list-style-type: none"> Kaurna Language workshop held with Jack Buckskin
<p>1.1.4</p> <p>Increase promotion of the current arts and culture activities and art making offerings of existing organisations. 19/20</p>		<ul style="list-style-type: none"> More promotion through schools for the BDC and the Tiati exhibition and workshop opportunities 	<ul style="list-style-type: none"> Creative Holdfast Logo and Program design was put together. The program template will be used to promote a summer and winter calendar, including existing organisations 	<ul style="list-style-type: none"> Online promotion of arts and cultural offerings in the Business as Usual – Usual Newsletter, & social media 	<ul style="list-style-type: none"> Fortnightly promotion of external arts and cultural organisations and individuals in the Business as Usual Newsletter 	<ul style="list-style-type: none"> Solstice Festival scheduled was cancelled due to Covid and looking to revise probably for Sept
<p>1.1.5</p> <p>Continue to promote and subsidise participation in SALA with venues and artists. 19/20</p>	<ul style="list-style-type: none"> Summer at our place publication 				<ul style="list-style-type: none"> Due to Covid – 19 SALA have made all registrations free to artists and businesses for this year’s SALA in August 	

STRATEGIC THEME 1: CREATE

1.1 OBJECTIVE: Increased opportunities for residents & visitors to participate in quality, contemporary arts & culture.

	ACTION	January	February	March	April	May	June
1.1.6	Explore the potential to support local artists and designers to contribute to the Adelaide Fashion Festival. 20/21		<ul style="list-style-type: none"> Adelaide Fashion Festival has been cancelled. They have reallocated funds to the Vogue Festival run by Adelaide City Council and Rundle Mall Management Authority 				

STRATEGIC THEME 1: CREATE

1.2 OBJECTIVE: Make it is easier for artists and cultural practitioners to produce and present excellent work.

	ACTION	January	February	March	April	May	June
1.2.1	Explore and minimise real and perceived barriers and red tape. 19/20	<ul style="list-style-type: none"> Assist creatives in obtaining busking licenses for Jetty Road Glenelg and Brighton 			<ul style="list-style-type: none"> Creative Holdfast form created for EOI's from workshop facilitators 	<ul style="list-style-type: none"> Review of busking permits and current process for busking applications and permits 	<ul style="list-style-type: none"> Create Holdfast Business Directory and App. Accessible to all Holdfast businesses to register creating a b2b and community accessible platform

STRATEGIC THEME 1: CREATE

1.2 OBJECTIVE: Make it is easier for artists and cultural practitioners to produce and present excellent work.

	ACTION	January	February	March	April	May	June
1.2.2	Explore and develop ways to incentivise artists to practice and establish studios locally. 20/21		<ul style="list-style-type: none"> Tutti Arts meeting to discuss the upcoming move and opportunities for the community 		<ul style="list-style-type: none"> Assisted a group of artist to look for a suitable venue locally to set up an artist workspace 	<ul style="list-style-type: none"> Wheatland Reserve Mosaic table. 	
1.2.3	Continue to provide public art grants for emerging and established practicing artists and cultural producers. 19/20					<ul style="list-style-type: none"> Shopfront grants have provided two businesses to engage local artists to improve their facades 	<ul style="list-style-type: none"> Arts and Culture Grants and Public Art Grants should open in July 2020

STRATEGIC THEME 1: CREATE

1.3 OBJECTIVE: Identify and generate new platforms and opportunities for creative expression.

	ACTION	January	February	March	April	May	June
1.3.1	Identify opportunities to support creative writing, including telling local stories of places and characters. 21/22			<ul style="list-style-type: none"> Writer Week Author talks and online programs offered at the Brighton Library 	<ul style="list-style-type: none"> Online Poetry takeover –History Month 		<ul style="list-style-type: none"> Promotion of local author Janeen Brian’s new book in the Business as Un-Usual Newsletter

STRATEGIC THEME 1: CREATE

1.3 OBJECTIVE: Identify and generate new platforms and opportunities for creative expression.

	ACTION	January	February	March	April	May	June
1.3.2	Establish 'plug and play' public performance spaces. 21/22		<ul style="list-style-type: none"> A stage and performance space has been incorporated into the Chapel Plaza design as part of the new upgrade 				
1.3.3	Explore the potential for a 'jack in' projection platform and program for illustrators, digital content producers to exhibit their work in public realm. 20/21	<ul style="list-style-type: none"> This has been explored as part of the Chapel Plaza upgrade. Unfortunately there is no suitable space / walls available at this site to accommodate this initiative. Other sites will continue to be explored. 					
1.3.4	Determine the viability of establishing a youth arts program. 21/22						

STRATEGIC THEME 1: CREATE

1.3 OBJECTIVE: Identify and generate new platforms and opportunities for creative expression.

ACTION	January	February	March	April	May	June
1.3.5 Explore opportunities to develop a landmark community arts centre and a digital hub for innovative and emerging tech including: podcasting, 3D printing, animation, digital media and augmented reality. 20/21			<ul style="list-style-type: none"> Tutti Arts moved into their new premises at Brighton. Discussions have been held with them about the opportunity to make the site a community hub 		<ul style="list-style-type: none"> Once Tutti have settled into their new premises and worked out how they will use the new space then we will reignite the discussion for the hub space. 	

STRATEGIC THEME 2: EXPERIENCE

2.1 OBJECTIVE: Be known as a city of creative excellence.

ACTION	January	February	March	April	May	June
2.1.1 Revise the public art policy to reflect best practice and ensure the commissioning and maintenance of quality work. 19/20				<ul style="list-style-type: none"> Review of current Public Art Policy and other Policies 		<ul style="list-style-type: none"> New Public Art Policy and Guidelines written for Council endorsement.

STRATEGIC THEME 2: EXPERIENCE

2.1 OBJECTIVE: Be known as a city of creative excellence.

ACTION	January	February	March	April	May	June
<p>2.1.2</p> <p>Ensure Council led events have a clear and strong creative narrative. 19/20</p>	<ul style="list-style-type: none"> • TDU Street Party and TDU Stage start • Spincycle youth music event • Beach Music Concerts 	<ul style="list-style-type: none"> • In kind support for the Brighton Jetty Sculptures event • Glenelg Sunset Markets • Beach Music Concerts 	<ul style="list-style-type: none"> • Writers week Author talks • Down by the Sea Adventure Guide Launch 	<ul style="list-style-type: none"> • History Month workshops and activities • SA Youth Week online workshops (MP) 	<ul style="list-style-type: none"> • Tiati Virtual Tour • NRW 	<ul style="list-style-type: none"> • Continue to work with the events team to review existing events and develop new arts and cultural focused events. • New Events Strategy written for Council endorsement. • Solstice Festival was cancelled due to Covid restrictions, a revised event is being examined
<p>2.1.3</p> <p>Recruit Bay Discovery Centre volunteers with an interest in being cultural advocates. 19/20</p>				<ul style="list-style-type: none"> • BDC closure due to Covid - 19 		
<p>2.1.4</p> <p>Explore investing in the technology and capability for audio description at the Bay Discovery Centre and Gallery. 20/21</p>					<ul style="list-style-type: none"> • Tiati Virtual Tour promotional resource released on NRW. 	

STRATEGIC THEME 2: EXPERIENCE

2.2 OBJECTIVE: Increase creative expression in the public realm.

ACTION	January	February	March	April	May	June
2.2.1 Develop a mural strategy, identify and map the potential walls suitable for murals. 20/21		<ul style="list-style-type: none"> Two murals were installed along Jetty Road, Brighton 		<ul style="list-style-type: none"> Brighton Skate Park artwork was installed as part of the Brighton Oval Redevelopment 		
2.2.2 Identify and map potential outdoor music venues and program performances. 20/21						
2.2.3 Establish a busking program for emerging and established musicians to routinely perform. 20/21						<ul style="list-style-type: none"> Review of the current busking license information and the permit process
2.2.4 Continue to host a triennial Random Acts of Art event. 20/21		<ul style="list-style-type: none"> New Initiative funding bid submitted 			<ul style="list-style-type: none"> Funding bid for Random was unsuccessful. Other funding sources will now be investigated 	
2.2.5 Explore installing light art works instead of traditional urban lighting to enhance safety and facilitate wayfinding. 20/21			<ul style="list-style-type: none"> Chapel Plaza lighting for artworks, up lighting on church and lighting incorporated into bespoke furniture 			

STRATEGIC THEME 2: EXPERIENCE

2.2 OBJECTIVE: Increase creative expression in the public realm.

ACTION	January	February	March	April	May	June
2.2.6 Program choirs and buskers to perform in public space. 20/21					<ul style="list-style-type: none"> Review of current busking and performers permits and information 	<ul style="list-style-type: none"> Set up working group to review and rework the process and info provided for busking permits
2.2.7 Explore ways to encourage reading in public. 20/21						<ul style="list-style-type: none"> Booknook reading site opportunities mapped for parks
2.2.8 Explore the idea of developing an underwater sculpture garden. 21/22						
2.2.9 Explore curating a permanent treasure hunt along the coast inspired by science and historical collections and artefacts. 20/21						

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

ACTION	January	February	March	April	May	June
2.3.1 Pilot participation in Umbrella Winter City Sounds Festival by venues and musicians. 20/21		<ul style="list-style-type: none"> Umbrella Festival Spincycle event to be planned as part of the Winter Wonderland 			<ul style="list-style-type: none"> The Umbrella Festival has now been postponed to the 18 Sept – 4 Oct 2020 because of Covid - 19 	

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

	ACTION	January	February	March	April	May	June
2.3.2	Develop a live music strategy. 21/22						
2.3.3	Establish a volunteer ‘culture companion’ program to support people in the community to attend arts & cultural events. 19/20			<ul style="list-style-type: none"> Cultural companion programs postponed because of Covid - 19 			
2.3.4	Host urban food, art, wine, music, walking tours. 21/22						
2.3.5	Establish an annual Creative Holdfast program. 19/20		<ul style="list-style-type: none"> Flux have designed the new Creative Holdfast program templates that will be used to promote our winter and summer CH Program 	<ul style="list-style-type: none"> Winter Program has been cancelled due to Covid. We will work on the summer program to be sent out in October 2020 			<ul style="list-style-type: none"> Due to Covid Council is established an Economic Taskforce group to look at programs/projects that will support businesses in the future
2.3.6	Map and include arts and cultural sites in existing community bus routes. 19/20	<ul style="list-style-type: none"> Review and work with the Wellbeing Team and Transport team to map opportunities 		<ul style="list-style-type: none"> Postponed due to Covid - 19 			

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

ACTION	January	February	March	April	May	June
2.3.7 Ensure community wellbeing outings routinely visit local arts and cultural sites and places. 19/20	<ul style="list-style-type: none"> Review and work with the Wellbeing Team to map opportunities and set up a program 		<ul style="list-style-type: none"> Postponed due to Covid - 19 			
2.3.8 Map the existing major state festivals and strategically align activity where possible to develop a Creative Holdfast Calendar. 19/20				<ul style="list-style-type: none"> All existing festivals have been mapped as part of this process and the developed activities and events that align will be promoted in the Creative Holdfast Winter and Summer programs 	<ul style="list-style-type: none"> A few festivals and events have been postponed until later in the year due to Covid – 19. 	
2.3.9 Host SALA Exhibition tours. 20/21						<ul style="list-style-type: none"> Tours and talks will not be scheduled during SALA 2020 due to Covid - 19
2.3.10 Identify opportunities to leverage the collections and exhibitions of the Bay Discovery Centre with music, public talks, and events. 19/20				<ul style="list-style-type: none"> School holiday programs at the BDC were cancelled due to Covid- 19 	<ul style="list-style-type: none"> Online cultural activities included Cultural heritage and language workshops with Jack Buckskin 	<ul style="list-style-type: none"> Tiati Virtual Tour

STRATEGIC THEME 2: EXPERIENCE

2.3 OBJECTIVE: Inspire new venues, events and attract new audiences.

ACTION	January	February	March	April	May	June
2.3.11 Continue to explore new avenues for building audiences at the Bay Discovery Centre. 19/20		<ul style="list-style-type: none"> Emails to schools across the state about visiting the BDC for tours and workshops 		<ul style="list-style-type: none"> Revamp of the BDC social media posts and the BDC website page has been completed. 	<ul style="list-style-type: none"> Promotional information sent to schools and educators during NRW 	<ul style="list-style-type: none"> BDC upgrade info and promotion has been on-going in the Business as Un- Usual Newsletter
2.3.12 Explore hosting a local makers and produce festival. 21/22						
2.3.13 Explore ways to promote the availability of local creative spaces. 20/21				<ul style="list-style-type: none"> Creative Places and opportunities will be promoted in the next Summer Creative Holdfast Program. 	<ul style="list-style-type: none"> We have been promoting creative spaces and local creatives through the Business as Un- Usual Newsletter 	
2.3.14 Explore hosting an inclusive arts and culture event or festival. 20/21			<ul style="list-style-type: none"> Ongoing discussions have been held with Tutti Arts for a future community event 			

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kaurna culture and heritage.

ACTION	January	February	March	April	May	June
3.1.1 Demonstrate best practice in the care, conservation and restoration of Kingston Park (Tulukutangga) in partnership with Kaurna people. 19/20		<ul style="list-style-type: none"> Council continue to work in partnership with Kaurna around Kingston Park 		<ul style="list-style-type: none"> Working with KNCHA on opportunities and the design scope for Kingston Park 		<ul style="list-style-type: none"> KNCHA to meet with onsite to discuss the conservation of the Kingston Cliff Face.
3.1.2 Systemise routine Kaurna dual naming and signage wherever possible. 19/20			<ul style="list-style-type: none"> Worked with KNCHA to get the language and spelling of wording for the gullies signage 		<ul style="list-style-type: none"> Minda Coast Park Signage finally installed with cultural information NRW temp place name decals and paste-ups 	<ul style="list-style-type: none"> Barton, Gilbertson and Pine Gully new signage with Kaurna welcome A100 walking trail cultural elements to be incorporated on the markers
3.1.3 Create further opportunities to share the significance of the Tjilbruke dreaming story and spring site. 19/20			<ul style="list-style-type: none"> Information included in the Down by the Sea booklet about Tjilbruke 	<ul style="list-style-type: none"> Kaurna Culture and History Workshops held with Jack Buckskin 	<ul style="list-style-type: none"> Information sent to schools for NRW about Kingston Park and the Tjilbruke Dreaming 	<ul style="list-style-type: none"> NRW Business as Un-Usual Newsletter sent during NRW including cultural information
3.1.4 Liaise with the State Government to arrange the tram arrival announcement and signage to be in Kaurna when arriving at Pathawilyanga / Glenelg. 19/20		<ul style="list-style-type: none"> Report went to Council to request draft budget funding for the name change with DPTI 			<ul style="list-style-type: none"> Currently on hold due to Covid. Budget for this project will be reviewed later in the year 	

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kurna culture and heritage.

ACTION	January	February	March	April	May	June
<p>3.1.5</p> <p>Consider Kurna stories, perspectives, knowledge and culture in future exhibitions where appropriate.</p> <p>19/20</p>					<ul style="list-style-type: none"> • Tiati Virtual Tour and Online Resource on the website and sent out via social media 	
<p>3.1.6</p> <p>Continue to deliver and build a program of events for South Australia’s History Festival, National Reconciliation Week and NAIDOC Week.</p> <p>19/20</p>					<ul style="list-style-type: none"> • History Month cancelled due to Covid - Online cultural activities included Cultural heritage and language workshops with Jack Buckskin 	<ul style="list-style-type: none"> • Tiati Virtual Tour and the schools and teacher resource packs. • Kurna Language place name decals and mapping paste ups. • NAIDOC week postponed until the 8-15 Nov 2020
<p>3.1.7</p> <p>Continue to print and find ways to better distribute the Kurna yarta-ana Cultural Map and Footprints in the Sand booklet.</p> <p>19/20</p>				<ul style="list-style-type: none"> • The Kurna Yarta ana brochure was reproduced as a web friendly pdf as a teacher and community resource 		

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kurna culture and heritage.

ACTION	January	February	March	April	May	June
3.1.8 Seek interest from Kurna Community to develop a Kurna Heritage Walk. 20/21						<ul style="list-style-type: none"> A100 walking SA are currently working with a Kurna Cultural Advisory Group and DEW on the walking trail markers and info
3.1.9 Explore the potential to host regular cultural sharing events for children and adults in conjunction with the Kurna community. 19/20					<ul style="list-style-type: none"> Jack Buckskin cultural heritage and language workshops held and very well received 	<ul style="list-style-type: none"> Information was shared with school and the community, including the tiati virtual tour
3.1.10 Explore the potential to host language classes and storytelling for children and adults at libraries in conjunction with the Kurna community. 19/20					<ul style="list-style-type: none"> Jack Buckskin cultural heritage and language workshops 	<ul style="list-style-type: none"> Online session cultural session to be pre-taped with Jack Buckskin at the BDC
3.1.11 Explore building a collection of Aboriginal resources in libraries in conjunction with the Kurna community. 19/20			<ul style="list-style-type: none"> Kurna yarta – ana brochure, footprints in the sand booklet and Acknowledgement to country cards 			

STRATEGIC THEME 3: CELEBRATE

3.1 OBJECTIVE: Celebrate Kaurna culture and heritage.

ACTION	January	February	March	April	May	June
3.1.12 Explore the potential for a festival to honour Kaurna culture in conjunctions with the Kaurna community. 19/20					<ul style="list-style-type: none"> Discussions have been held about a ceremony at Kingston Park to mark the 1 year anniversary of the Repatriation Ceremony in August. 	
3.1.13 Explore how Council might support participation in Tarnanthei in conjunction with the Kaurna community. 21/22						

STRATEGIC THEME 3: CELEBRATE

3.2 OBJECTIVE: Celebrate our European culture and Heritage.

ACTION	January	February	March	April	May	June
3.2.1 Continue to maintain existing cultural assets. 19/20			<ul style="list-style-type: none"> Town Hall external maintenance works being undertaken Air raid shelter exhibit rejuvenation 	<ul style="list-style-type: none"> Town Hall upgrade and rejuvenation and maintenance of the existing BDC exhibits and assets 	<ul style="list-style-type: none"> Kingston Park co design of the Tjilbruke Spring site and surrounding site with Kaurna 	

STRATEGIC THEME 3: CELEBRATE

3.2 OBJECTIVE: Celebrate our European culture and Heritage.

	ACTION	January	February	March	April	May	June
3.2.2	Continue to deliver and build a program of events for South Australia’s History Festival. 19/20			<ul style="list-style-type: none"> Art Deco and Architecture in SA workshop 		<ul style="list-style-type: none"> The History Festival was cancelled due to Covid – 19, some of the elements were taken online. 	
3.2.3	Continue to explore projects that promote the history collection outside of the museum. 20/21				<ul style="list-style-type: none"> Anzac Day street decal project Train set display on the BDC Gallery 	<ul style="list-style-type: none"> Kurna Language and placename decals / paste ups Business as Un-Usual Newsletter content promoting and explaining the collection Online past exhibitions developed and made available. 	<ul style="list-style-type: none"> Tiati Virtual Tour
3.2.4	Consider gender and cultural diversity when exhibiting items from the collection. 19/20						<ul style="list-style-type: none"> Kurna emu cape loan and installed at the BDC

STRATEGIC THEME 3: CELEBRATE

3.2 OBJECTIVE: Celebrate our European culture and Heritage.

	ACTION	January	February	March	April	May	June
3.2.5	Continue to support the collections of the History Centre, particularly in relation to the conservation of significant collection items. 19/20						<ul style="list-style-type: none"> 20 Years, 20 Objects publication celebration 20 Years of the Collection and Volunteer Program.
3.2.6	Continue to promote the Bay Discovery Centre, History Centre and Glenelg Air-raid Shelter. 19/20			<ul style="list-style-type: none"> All sites have been closed due to Covid – 19 	<ul style="list-style-type: none"> Remembrance Day install on the exterior of the Glenelg Air-raid shelter. 		<ul style="list-style-type: none"> Tiati virtual Tour pulled together. Working with Social Media Coordinator to further improve presence on BDC FB page and CHB pages.

STRATEGIC THEME 3: CELEBRATE

3.3 OUTCOME: Promote the unique and diverse cultural identity of each precinct.

	ACTION	January	February	March	April	May	June
3.3.1	Develop a Holdfast Bay sizzle reel to express the City's arts and cultural life. 19/20	<ul style="list-style-type: none"> This was completed in July 2019 and is on the CHB website will be done bi-annually 					

STRATEGIC THEME 3: CELEBRATE

3.3 OUTCOME: Promote the unique and diverse cultural identity of each precinct.

	ACTION	January	February	March	April	May	June
3.3.2	Explore hosting cultural cuisine-based cooking classes in community centres and cafes/restaurants after hours to enliven the evening economy. 19/20				<ul style="list-style-type: none"> Cooking class at the Glenelg community Centre postponed due to Covid - 19 	<ul style="list-style-type: none"> Aboriginal bush tucker cooking demo and morning tea cancelled due to Covid - 19 	<ul style="list-style-type: none"> Dumpling making cooking class at the Glenelg community Centre postponed due to Covid - 19

STRATEGIC THEME 4: GROW

4.1 OBJECTIVE: Foster development of the creative and cultural sector.

	ACTION	January	February	March	April	May	June
4.1.1	Explore Somerton Park as a precinct that fosters creative industries and recognised as an innovative district. 19/20					<ul style="list-style-type: none"> Promotion of Summertown Studios 	<ul style="list-style-type: none"> Continue to work with Summertown Studio to foster the creative Hub space. Sharni Honor has been approached to be a representative on the Economic taskforce group
4.1.2	Host creative economy forums and workshops for creative businesses. 20/21						

STRATEGIC THEME 4: GROW

4.1 OBJECTIVE: Foster development of the creative and cultural sector.

ACTION	January	February	March	April	May	June
4.1.3 Routinely consider the cultural impact of funding decisions. 19/20		<ul style="list-style-type: none"> Review of internal Grant funding 				
4.1.4 Explore establishing a small digital hub at Glenelg Library. 20/21						
4.1.5 Explore establishing a member-based centre for art and design that offers access to equipment and studio space. 21/22					<ul style="list-style-type: none"> Investigate a privately owned arts studio space in Glenelg 	
4.1.6 Explore establishing a legal arts trust to attract bequests for commissioning quality art. 20/21						

STRATEGIC THEME 4: GROW

4.2 OBJECTIVE: Explore and promote the value and impact of arts and culture.

ACTION	January	February	March	April	May	June
4.2.1 Identify ways to promote and celebrate local makers and producers. 19/20				<ul style="list-style-type: none"> Promotion of local makers, artists and groups in the Business as Un-Usual Newsletter Fortnightly 		<ul style="list-style-type: none"> Holdfast Business directory and App has been developed to showcase local businesses
4.2.2 Map, measure, monitor and promote the creative economy. 19/20						<ul style="list-style-type: none"> Access to Spendmapp data and Remplan demographic data

STRATEGIC THEME 4: GROW

4.2 OBJECTIVE: Explore and promote the value and impact of arts and culture.

	ACTION	January	February	March	April	May	June
4.2.3	Promote the value of the creative and cultural economy to businesses and residents. 20/21					<ul style="list-style-type: none"> Promotion of local makers, artists and groups in the Business as Un-Usual 	
4.2.4	Explore using empty shops for creative interventions. 20/21						

STRATEGIC THEME 4: GROW

4.3 OUTCOME: Attract artist, creatives and cultural producers to live and work locally.

	ACTION	January	February	March	April	May	June
4.3.1	Identify and reduce real and perceived barriers for creatives to practice and produce. 19/20						<ul style="list-style-type: none"> Economic Taskforce group to examine relief stimulus and consider barriers particularly related to Covid
4.3.2	Promote the small business development grants to the Creative Industries. 19/20						<ul style="list-style-type: none"> Economic Taskforce group to examine relief stimulus and the current grants may look different in the 2020/21 financial year

STRATEGIC THEME 5: FORM

5.1 OBJECTIVE: Foster development of the creative and cultural sector.

ACTION	January	February	March	April	May	June
5.1.1 Develop a public art policy and protocols to support the strategic commissioning and asset management of work. 19/20						<ul style="list-style-type: none"> Public Art Policy and Guidelines for endorsement by Council
5.1.2 Engage schools in placemaking. 19/20			<ul style="list-style-type: none"> Covid – 19 restricted school based engagement 			
5.1.3 Extend the principles of the Jetty Road Glenelg Masterplan Public Art Plan to the other precincts. 20/21						
5.1.4 Name each of the precincts in Kaurna. 21/22						
5.1.5 Explore the installation of sensory art for people with disabilities. 22/23						
5.1.6 Consider opportunities for adding street art on roads for traffic mitigation. 20/21						
5.1.7 Explore the potential to develop a creative spaces online platform. 21/22						

STRATEGIC THEME 5: FORM

5.2 OBJECTIVE: Increase the use of existing infrastructure for arts and cultural activity.

	ACTION	January	February	March	April	May	June
5.2.1	Better utilise existing facilities Bay Discovery Centre, Brighton Performing Arts Centre, Community Centres and public spaces. 19/20	<ul style="list-style-type: none"> School holiday programs and workshops scheduled for BDC. Spincycle Event held at Glenelg Foreshore 	<ul style="list-style-type: none"> Cultural cooking classes scheduled tri-monthly in community centres. 	<ul style="list-style-type: none"> BDC, CC closed due to Covid-19 	<ul style="list-style-type: none"> Tea Time Chats, history sessions had been planned for late April but were cancelled due to COVID-19. 	<ul style="list-style-type: none"> Events for History Festival, School Holiday's, and Reconciliation Week had all been planned but were cancelled due to COVID-19. 	<ul style="list-style-type: none"> Bay Discovery Centre closed due to COVID-19.
5.2.2	Install architectural lighting on historic buildings – replace like for better. 19/20					<ul style="list-style-type: none"> Chapel Plaza, St Andrews Church 	<ul style="list-style-type: none"> Investigating lighting for Jetty Rd Glenelg & Brighton to improve safety and ambience of the precinct

STRATEGIC THEME 5: FORM

5.3 OBJECTIVE: Ensure new developments consider cultural impact.

	ACTION	January	February	March	April	May	June
5.3.1	Embed consideration of wellbeing and cultural impact in the development of best practice urban design guidelines. 20/21						
5.3.2	Develop a guide for property owners and developers outlining the City's cultural identity aspirations, to inform the early stages of planning. 20/21						

STRATEGIC THEME 5: FORM

5.3 OBJECTIVE: Ensure new developments consider cultural impact.

ACTION	January	February	March	April	May	June
5.3.3 Create an outdoor public theatre space. 20/21						
5.3.4 Consider opportunities for arts and culture in playspace design. 19/20			<ul style="list-style-type: none"> Explore artwork design for the Buffalo fencing 	<ul style="list-style-type: none"> Brighton Oval artwork on Skate Park 		<ul style="list-style-type: none"> Bowker Oval and Brighton Oval arts initiatives
5.3.5 Incorporate performance areas into playspace to encourage public performance. 20/21						
5.3.6 Harness 'like for better' opportunities for art as urban furniture (seats bins, manhole covers, bollards, plant pots etc). 19/20		<ul style="list-style-type: none"> Chapel Plaza & Hindmarsh Lane integrated design elements 				<ul style="list-style-type: none"> Wheatland Reserve swap meet table
5.3.7 Engage property developers in creative placemaking and cultural master planning. 19/20		<ul style="list-style-type: none"> Work undertaken with the Property owner at Richardson Ave, Glenelg North on fence designs 				
5.3.8 Explore establishing a 'hoarding art' approach for construction sites. 21/22		<ul style="list-style-type: none"> Town Hall scrim on building designed to incorporate historic images 				

STRATEGIC THEME 6: CONNECT

6.1 OBJECTIVES: Better communicate and celebrate existing arts and cultural activity.

ACTION	January	February	March	April	May	June
6.1.1 Establish a Creative Holdfast identity, marketing and communications approach. 19/20			<ul style="list-style-type: none"> Creative Holdfast Logo, banner and template developed. 	<ul style="list-style-type: none"> Start to use all of the marketing collateral for promotion 	<ul style="list-style-type: none"> Creative Holdfast URL Rejuvenate the Creative Holdfast website page 	
6.1.2 Develop a Creative Holdfast arts and culture map for the coast. 21/22						
6.1.3 Develop strong media partnerships across radio and print media to promote existing activity. 20/21				<ul style="list-style-type: none"> Creative Holdfast What's On Winter / Summer program 	<ul style="list-style-type: none"> Tutti Arts have established Radio Tutti and will be interviewing local artists and creatives 	
6.1.4 Explore the development of an interactive Creative Holdfast digital platform. 19/20		<ul style="list-style-type: none"> Discussions held with the Comm's Team 				

STRATEGIC THEME 6: CONNECT

6.2 OBJECTIVES: Identify and develop partnership opportunities with leading arts and culture organisations in South Australia and beyond.

ACTION	January	February	March	April	May	June
6.2.1 Connect with major South Australian and National cultural institutions and organisations to better understand best practice and identify potential, collaborative projects and programs. 20/21				<ul style="list-style-type: none"> Guidehouse SALA Arts Hub 	<ul style="list-style-type: none"> Placemaking SA meeting 	

STRATEGIC THEME 6: CONNECT

6.2 OBJECTIVES: Identify and develop partnership opportunities with leading arts and culture organisations in South Australia and beyond.

	ACTION	January	February	March	April	May	June
6.2.2	Explore partnering with Tutti and other organisations to host a disability arts festival. 20/21		<ul style="list-style-type: none"> Continual discussions held with Tutti about their new premises and the future planning of an event 				

STRATEGIC THEME 6: CONNECT

6.3 OBJECTIVES: Facilitate opportunities for local artists, and cultural producers to collaborate with the local community, businesses and schools.

	ACTION	January	February	March	April	May	June
6.3.1	Host creative forums, arts and authors talks. 19/20		<ul style="list-style-type: none"> Writers week live streaming in the Brighton Library of Author talks 	<ul style="list-style-type: none"> Author talks at Brighton Library 	<ul style="list-style-type: none"> Author Talks online 	<ul style="list-style-type: none"> Online Kurna Heritage and Culture talk 	<ul style="list-style-type: none"> Mud Day featuring author live story reading by Janeen Brian

Item No: **15.4**

Subject: **OUTCOMES OF THE ECONOMIC RECOVERY TASKFORCE MEETING**

Date: 4 August 2020

Written By: Manager Strategy and Governance

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

On 14 July 2020, Council resolved Motion (C140720/1951) as follows:

That Council endorses the Economic Recovery Taskforce to investigate and report back to Council on 28 July 2020, the potential for the COVID – 19 Fund to:

- 1. provide gas heaters to businesses that provide outdoor dining areas;*
- 2. lease the exterior of the Telstra Building at 1 Jetty Rd for the purpose of an art installation/painting, promoting the beach; and*
- 3. the installation of parklets on Jetty Rd Glenelg to support increased outdoor dining.*

The Economic Recovery Taskforce met on 20 July 2020 and discussed the matters contained in the motion. A record of the material the Taskforce considered and their discussions are provided in the attached agenda papers and minutes. Actions arising from the meeting are in progress and the next meeting is scheduled for 10 August 2020.

RECOMMENDATION

That Council notes the agenda papers and minutes of the Economic Recovery Taskforce.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Economy: Supporting and growing local business
Culture: Being financially accountable

COUNCIL POLICY

Not applicable.

STATUTORY PROVISIONS

Not applicable.

BACKGROUND

On 23 March 2020, the Federal Government commenced the introduction of a series of restrictions in response to the COVID-19 pandemic. These restrictions impacted the operation and trade of businesses within the City of Holdfast Bay.

A COVID-19 Fund was approved in the 2020/21 Annual Business Plan to provide economic and community support and the Economic Recovery Taskforce has been established to develop initiatives to support businesses.

The Taskforce met on Monday 20 July 2020 and consists of the following members:

- Roberto Bria – Chief Executive Officer (Chair)
- Amanda Wilson, Mayor
- John Smedley, Elected Member
- Jane Mary Fleming, Elected Member
- Andrew Taplin, Taplin Real Estate
- Con Maios, Maios Group
- Phil Hoffmann, Phil Hoffmann Travel
- Sharni Honor, The Porch Sessions
- Jonathon Mavic, Manhattan Haircutters

REPORT

The agenda and papers for the meeting are provided as Attachment 1 and included information on all of the matters raised in Mayor Wilson's motion.

Refer Attachment 1

All members attended the meeting on 20 July 2020 and participated in the discussions. A record of the discussion is contained in the minutes, which are provided as Attachment 2.

Refer Attachment 2

The discussion focussed particularly on the broadest value for the COVID-19 Fund, and participants agreed that short-term support would be most usefully aimed at attracting local and regional visitors to the City via television and radio campaigns, similar in scope to that being implemented for Rundle Mall.

The actions arising from the meeting are presently in progress and an update will be provided at the next Economic Recovery Taskforce Meeting which is scheduled for 10 August 2020.

BUDGET

Not applicable at this time.

LIFE CYCLE COSTS

Not applicable at this time.

Attachment 1



Economic Recovery Taskforce
Monday 20 July, 2.00pm – 3.00pm Kingston Room
Brighton Civic Centre, 24 Jetty Road, Brighton

Chair: Roberto Bria Chief Executive Officer

Attendees: Amanda Wilson Mayor
John Smedley Elected Member
Jane Mary Fleming Elected Member
Andrew Taplin Taplin Real Estate
Con Maios Maios Group
Phil Hoffmann Phil Hoffmann Travel
Sharni Honor The Porch Sessions
Jonathon Mavic Manhattan Haircutters
Pamela Jackson General Manager, Strategy & Business Services

Apologies:

Minute Taker: Ania Karzek City of Holdfast Bay

- 1. Welcome**
- 2. Kurna Acknowledgement**
We acknowledge Kurna people as the traditional owners and custodians of this land. We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kurna People today.
- 3. Acknowledgement of Previous Meeting Minutes (9 June 2020)**
- 4. Items for Decision**
 - 4.1 Terms of Reference (Paper)
- 5. Items for Discussion**
 - 5.1 Heaters for Outdoor Dining (Paper)
 - 5.2 Parklets (Paper)
 - 5.3 West Terrace Glenelg Directional Sign (Paper)
 - 5.4 Brainstorm and prioritise potential strategies to support businesses
- 6. Items for Noting**
 - 6.1 Telstra Building – Entranced to Jetty Road (Paper)
- 7. Any Other Business**

Economic Recovery Taskforce
Tuesday 9 June 2020, 6.00pm
Council Chamber, Glenelg Town Hall

Chair:	Roberto Bria	City of Holdfast Bay
Attendees:	Amanda Wilson John Smedley Jane Mary Fleming Pamela Jackson	Mayor Elected Member Elected Member General Manager Strategy and Business Services
Apologies:	Nil	
Minute Taker:	Ania Karzek	City of Holdfast Bay

Meeting opened at 6.00pm

1. Welcome and Apologies

The Chair read the Kaurna acknowledgement and welcomed all participants. There were no apologies.

2. Items for Decision

2.1 Terms of Reference

The terms of reference were reviewed and accepted as presented.

2.2 Membership

Representation from businesses throughout the city was discussed and it was agreed the following people would be invited to participate in the Taskforce:

- Andrew Taplin for his expertise and knowledge of property ownership in the City;
- Con Maios as a representative of Jetty Road Mainstreet Committee;
- Phil Hoffmann for his expertise and knowledge of the travel industry;
- Sharni Honor for her expertise in the startup and creative sectors; and
- John Mavic for his expertise as a long-term small business owner.

Should these people not accept the invitation, others may be approached. Additional representatives may be invited depending on need and topics to be discussed, if additional expertise is required.

Action 1: Chief Executive Officer to invite nominated participants.

3. Items for Discussion

3.1 Business Survey Results

The Business Survey Results gathered from the hospitality sector in May 2020 were discussed. Common themes included requests for support relating to:

- increasing available dining space;

- support with shelter/heating/furniture;
- support with red tape reduction relating to approvals to extend dining spaces; and
- financial support via a reduction of outdoor dining fees.

It was noted that other support mechanisms such as State Government grants may have also been provided.

It was acknowledged that support needs would be evaluated sector by sector, and an equitable process would need to be developed.

3.2 Discussion with Chair, Jetty Road Mainstreet Committee

A discussion was held with the Chair of Jetty Road Mainstreet Committee who identified four areas of focus desired by Jetty Road Mainstreet Traders, namely:

- creation of parklets and attendant infrastructure supports (heating, furniture etc.) to increase dining spaces;
- lighting to improve the ambience of the street;
- extending free parking to encourage visitors; and
- bringing forward work on the 'entrance statement' to Jetty Rd.

Action Item 2: These matters would be investigated as a matter of priority.

4. Items for Noting

4.1 Western and Southern Region Updates

A summary document of activities in the Western and Southern Alliances was provided and noted.

4.2 McGregor Tan Research – Effect of COVID-19 on the South Australian Community.

A copy of research undertaken by McGregor Tan was provided and noted.

5. Other Business

5.1 Next Steps

It was agreed that Administration would:

- invite nominated members;
- organise future meetings for Mondays (not between 12 – 1.30pm)
- distribute papers shared at this meeting plus additional material from South Australian Centre for Economic Studies (SACES); and
- Arrange for a facilitated brainstorming session to identify short, medium and long term options for recovery assistance.

Action Item 3: Administration to arrange future meetings as requested.

5.2 Historic Glenelg Sign West Terrace

It was noted that the Historic Glenelg sign on West Terrace is unattractive and does not present the image the city wishes to convey.

Action Item 4: Administration to investigate the possibility of having the sign replaced with a tourism based sign.

The meeting closed 6.52pm

Proposed Next Meeting: TBA

Item No: 4.1
Subject: Terms of Reference
Date: 20 July 2020
General Manager: Strategy and Business Services, Ms P Jackson

BACKGROUND

Terms of reference for the Taskforce have been drafted (see Attachment 1).

DISCUSSION

As the Taskforce is an advisory body to Council, the terms of reference have been established by Council. Nevertheless, ratification by members is invited.

BUDGET

No budget impact from this paper.

RECOMMENDATIONS

It is recommended that the Taskforce:

1. ratify the terms of reference provided.

Attachment 1





ECONOMIC RECOVERY TASKFORCE

Terms of Reference

1. Purpose

The Economic Recovery Taskforce is established as part of the City of Holdfast Bay's response to combatting the economic impact of the COVID-19 pandemic. The purpose of the Taskforce is to provide advice to the Council on strategies and initiatives to provide short term support for businesses and longer-term resilience of the local economy.

2. Role and Responsibilities

The Taskforce's responsibilities include:

- To maintain the City's understanding of how business at a local and sector level are being impacted.
- To help shape short term actions to support the business community through this period.
- To advise on initiatives that could be enacted to aid economic recovery.
- To advise on medium and long-term initiatives to support the resilience of the City's economy.
- To support communication with the business community to keep them informed of support.

3. Term

The Taskforce will conclude its operations by 31 December 2020. This could be extended upon agreement by Council.

4. Membership

The Economic Recovery Taskforce will comprise:

- Chief Executive Officer (Chair)
- Mayor
- 2 Elected Members
- Nominated members of the City's business community

5. Meetings

Meetings will be held on a monthly basis or as required.

6. Reporting

The Chair is responsible for reporting to Council.

Item No: 5.1

Subject: Heaters for Outdoor Dining

Date: 20 July 2020

General Manager: Strategy and Business Services, Ms P Jackson

BACKGROUND

Between 15 May and 26 May 2020, a survey was conducted of the Hospitality Sector across the City of Holdfast Bay. The survey was to gauge the level of concerns amongst the sector on current and future impacts on their business relating to COVID-19 restrictions.

A total of 187 businesses were contacted resulting in 82 respondents providing input. Some businesses were unable to be contacted due to the business being closed as a result of COVID-19, no answer or not available for comment at the time of conducting the survey. The number of respondents is significant enough to be representative across the sector.

When asked how winter would impact their business with the additional restrictions in place due to COVID-19, the following themes were identified:

- Lack of cover to trade outdoors
- Investment in heaters would be required as businesses either didn't have any or not enough to comfortably trade outdoors
- Installation of blinds or wind breaks – these ranged from café blinds, planter boxes, tarpaulins or marquees
- Not enough space – extending the footpath area to incorporate Parklets or in front of retail spaces
- More flexibility with how businesses are permitted to trade outdoors
- Extended capacity of seating

When asked what businesses considered as the most important way Council could support local businesses, Council was reported to be doing a good job. The following key areas were most prominent in the business responses:

- Greater assistance with management of rubbish due to the increase in disposable product, this included recycling, green waste and general waste
- More flexibility with footpath trading and extension of trade to include areas other than outside of their premises
- Assistance with heating, café blinds or planter boxes
- Outdoor dining fees waived or assistance for the foreseeable future
- Assistance with signage
- Promotion and advertising of the precincts
- Flexibility of parking time allocations so people can stay longer

On Tuesday, 14 July 2020, Council unanimously agreed to a motion that included investigation of an option to provide outdoor heating to support businesses with outdoor dining.

DISCUSSION

The below table provides information relating to each of the options and depending on the individual businesses situation a ‘one size fits all’ option may not apply. Hiring options have not been considered as it is not possible at this stage to evaluate whether economies of scale are possible.

Currently there are no development compliances that would require a business to submit a development application for any of the options below, however based on space for required for the upright freestanding units, this may impact on the amount of outdoor dining space available to a business. (Each freestanding unit would require 2 square metres of space, impacting the seating requirements.)

All options would require businesses to comply with manufacturer’s installation compliances, including adequate ventilation.

Businesses leasing their currently premises are likely to require property owner consent for installation of wall mounted natural gas and electric operated heaters.

LPG Heaters	Natural Gas Heaters	Electric Heaters
<ul style="list-style-type: none"> • Easily moveable to suit dining configurations • Flexibility of igniting on patron request • Ongoing annual cost of replacement bottles 	<ul style="list-style-type: none"> • Connected to mains natural gas or LPG (not replacement bottles required) • Cheaper more efficient than LPG Gas and Electricity 	<ul style="list-style-type: none"> • Ideal for areas with inadequate ventilation for a gas heater • Cheaper than LPG Gas
<p>Other considerations</p> <ul style="list-style-type: none"> • Ability of staff to ignite • Changing gas bottles during peak times • Approximately 2sq metres required from patrons • May reduce outdoor dining spaces depending on number of heaters placed in outdoor dining area • Need to consider corrosion resistant brands 	<p>Other considerations</p> <ul style="list-style-type: none"> • Maximum mounting height 3.5m outdoors – otherwise it is not effective • Venues may not be connected to natural gas • Most be installed by licenses installer • Heat dispersed more general • Premises may not have wall or ceiling space close to diners 	<p>Other considerations</p> <ul style="list-style-type: none"> • Adequate ceiling clearance is required • May require power point connection through licenses installer • Need to consider corrosive resistant brands

LPG Heaters	Natural Gas Heaters	Electric Heaters
<ul style="list-style-type: none"> • Certain ceiling clearances are required for mounted gas heaters • Need to consider the likelihood of vandalism, accidental damage or theft 	<ul style="list-style-type: none"> • Need to consider corrosive resistant brands 	
<p>Storage</p> <ul style="list-style-type: none"> • Storage while not in use eg. End of day; warm days when heating not required • LPG gas cylinders are not recommended to be used or stored indoors • LPG gas cylinders must be stored in an upright position 	<p>Storage</p> <ul style="list-style-type: none"> • Nil required 	<p>Storage</p> <ul style="list-style-type: none"> • Nil required
<p>Safety</p> <ul style="list-style-type: none"> • Ensuring the appliance is stable as the stability of the heater will reduce as the cylinder empties – might need to be fixed to the ground or weighted down with fireproof stabilizers at the base • Heater must be located away from flammable materials or materials that may shatter due to high heat • Must be used in an open air situation with at least 50% of the total area being open with effective cross flow ventilation • Must be adequate clearance around the heater for patrons to walk past • Appropriate safety plan required in the event of 	<p>Safety</p> <ul style="list-style-type: none"> • Pose less of a safety risk due to being wall mounted at a height however must have adequate ceiling clearance • Minimum recommended mounting height: 2.0m 	<p>Safety</p> <ul style="list-style-type: none"> • Electric heaters considered safer than gas • Need to make sure the electric heater is out of the elements

LPG Heaters	Natural Gas Heaters	Electric Heaters
the heater malfunctioning, falling over, combusting etc.		
Set up Costs <ul style="list-style-type: none"> Range from \$250 - \$500 (Depending on make and model, freestanding LPG gas heaters will run for approximately 7hrs - 9hrs per 9kg propane bottle – (cost of one 9kg from petrol station is approximately \$25-\$30) 	Set up Costs <ul style="list-style-type: none"> Range in price from \$400 - \$1000 plus the cost of installation by a licensed technician 	Set up Costs <ul style="list-style-type: none"> Range in price from \$600- \$1500 plus possible costs of installation by a licensed technician (depending on model and available power outlets)

Running cost comparisons

LPG Gas versus Electricity

HEATSTRIP® CLASSIC

RUNNING COST	OUTDOOR GAS HEATER	HEATSTRIP® ELECTRIC RADIANT HEATER			
		THH 1500A	THH 1800A	THH 2400A	THH 3200A
PER HOUR*	\$2.77/hour	\$0.30/hour (30c per hour)	\$0.36/hour (36c per hour)	\$0.48/hour (48c per hour)	\$0.64/hour (64c per hour)
PER YEAR**	\$498.60	\$54.00	\$64.80	\$86.40	\$115.20

Notes: Calculations of hourly running cost for an outdoor gas heater is based on \$25.00 average to fill a 9kg gas bottle and average running time of 9 hours. \$25.00 / 9 hours = \$2.77 per hour

* Electricity tariff used in calculations is 20 cents/kW

1.5 kW x 20 cents = 30 cents per hour 1.8 kW x 20 cents = 36 cents per hour

2.4 kW x 20 cents = 48 cents per hour 3.2 kW x 20 cents = 64 cents per hour

** Calculations of yearly running cost are based on 180 hours usage

180 hours x \$2.77 = \$498.60 yearly running cost for outdoor gas heater

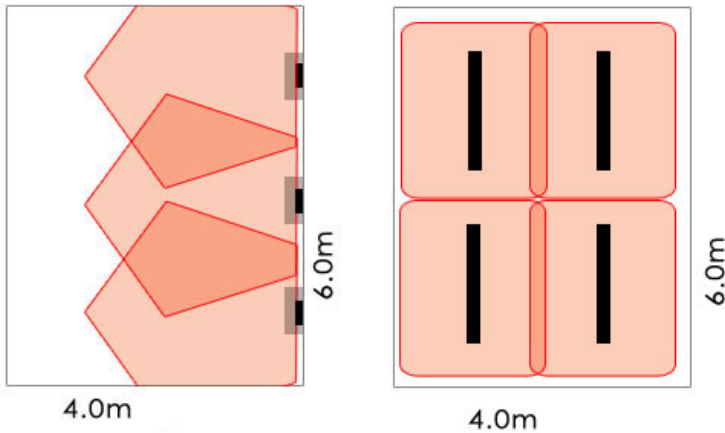
180 hours x \$0.48 = \$86.40 yearly running cost for Model THH2400A

Efficiency Comparisons

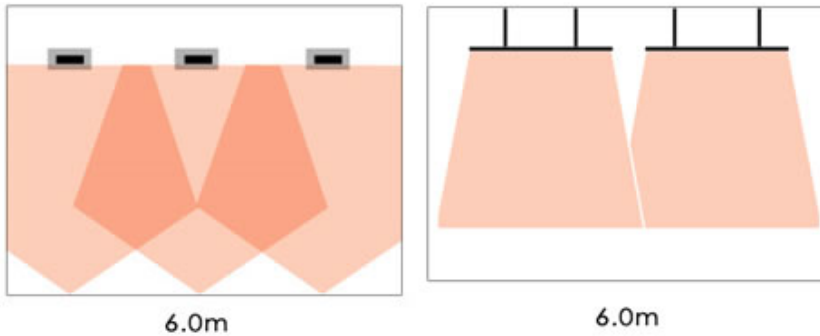
Gas versus Electricity Radiant

Below is a comparison between natural gas radiant heaters and electric radiant heaters. The objective is to heat a 4.0 x 6.0m rectangular outdoor area totalling 24m². The area in question only has one wall enclosed along a 6.0m section with a flat roof covering the entire area at 3.2m above the floor. (NB: the pricing below will vary from state to state)

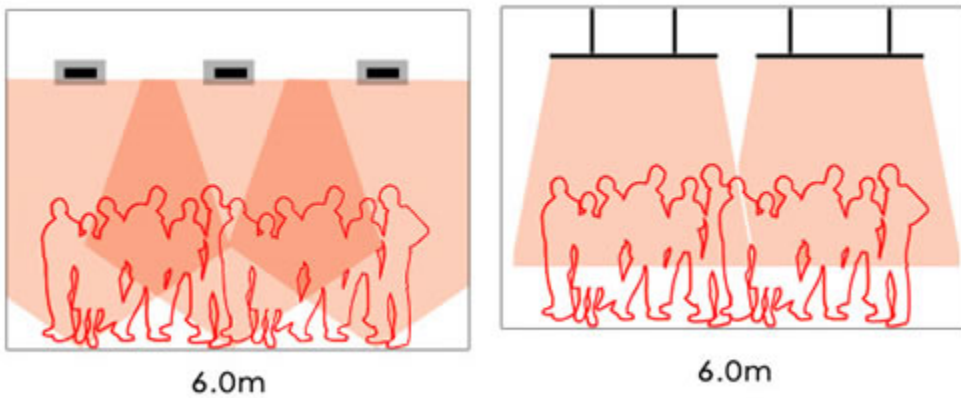
<p>One 24MJ/3 Tile Natural Gas Super Ray will heat approx 8-9 Sq/m. Therefore to heat 24 sq/m a total of 3 x 24MJ heaters would be required.</p>	<p>One 3200W Heatstrip Radiant Panel heater will heat approx 6 Sq/m. Therefore to heat 24 sq/m a total of 4 Panels would be required.</p>
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<p>Operating Costs</p> <p>Each unit outputs a maximum of 24 MJ/h.</p> <p>Multiplied by 3 units comes to a total output of 72MJ/h.</p> <p>The consumption of one MJ/h costs around 0.015cents. Therefore 0.015 cents x 72 MJ equals \$1.08 per hour.</p>	<p>Operating Costs</p> <p>Each unit outputs a maximum of 3.2 kW/h.</p> <p>Multiplied by 4 units gives us a total output of 12.8 kW/h.</p> <p>The consumption of one kW/h costs around 0.165cents. Therefore 0.165cents x 12.8 kW equals \$2.11 per hour.</p>
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<p>Design Considerations</p> <p>The 24MJ/3 Tile heaters have been specifically chosen for this particular area. The main reason behind this is that if the higher capacity 40MJ/5 Tile heaters were installed, customers seated closest to the heaters would be subject to excessive heat and feel uncomfortable.</p> <p>As can be seen in the first diagram only 3/4 of the area is being spot heated. Ideally if there was another wall directly opposite the heaters the overall design could be changed to having 2 x 16MJ/2 Tile heaters on each apposing wall; therefore a total of 4 x 16MJ/2 Tile heaters. This layout design would be able to spot heat the entire area with even lower running costs.</p>	<p>Design Considerations</p> <p>The 3.2m ceiling height is outside the optimum heating range for the Heatstrip panel heaters. As can be seen in the above diagram the heaters have been suspended down with dropping brackets to a more suitable height of 2.7m (500mm drop).</p> <p>As can be seen in the first diagram the entire area is able to be heated. At 2.7m the heaters are able to throw/project heat a maximum distance of around 2.5 meters - almost reaching the floor. Ideally anyone standing or seated around tables will be able to absorb the heat and feel quite comfortable.</p>
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Gas Summary	Electric Summary
<p>- Unit costs 24MJ/3 Tile - Super Ray Natural Gas Heater with Electronic Ignition @ \$1032.00 each. Total costs @ \$3096.00.</p> <p>- Heat shields @ \$127.00 each. Total costs @ \$381.00</p> <p>Specs/Prices: Super Ray 24MJ/3 Tile Natural Gas Heater - Total costs \$3477.00 + Installation</p>	<p>- Units costs THH3200n Heatstrip Heaters @ \$769.00 each. Total costs @ \$3076.00.</p> <p>- Dropper brackets @ \$69.00 each. Total @ \$276.00</p> <p>Specs/Prices: THH3200n Heatstrip Heater - Total costs \$3352.00 + Installation</p>

Guidelines for using outdoor gas heaters

Office of the Technical Regulator

Gas Bulletin

39 - Outdoor gas patio heaters with LPG cylinders

How to use outdoor gas patio heaters safely

What is an outdoor gas patio heater?

An outdoor gas patio heater is a radiant heater designed to heat outdoor areas including domestic premises, restaurants, cafes etc. Outdoor gas patio heaters may operate on natural gas via a flexible hose connected to a bayonet point or LPG gas cylinders.

Outdoor gas patio heaters must be certified

An outdoor gas patio heater must be certified for use and certified appliances will have a special label on them confirming their certification.

Currently certification is performed by the Australian Gas Association (AGA), SAI Global, International Association Plumbing Mechanical Officials (IAPMO) or Global Mark.

A listing of certified gas appliances and components can be viewed online at the AGA website gas.asn.au, the SAI Global website sai-global.com or the IAPMO website forms.iapmo.org/ocna/listing/ or the Global Mark website global-mark.com.au

Safe use of outdoor gas patio heaters

Outdoor gas patio heaters are designed for outdoor use and must not be used indoors under any circumstances. The use of this type of heater indoors has the potential to cause a fire or serious injury.

The products of combustion produced during the operation of the appliance may create a dangerous environment indoors. The gas cylinders used for these heaters are normally 9 kilograms (or more).

The OTR recommends that no LPG gas cylinders be used or stored indoors. Improper use of any gas appliance can endanger your life or property and is a breach of the Gas Act (SA) 1997.

What is an outdoor area?

The ideal outdoor area is an open-air situation with good air movement and not obstructed by buildings, structures etc. At least 50% of the total area must be open with effective cross flow ventilation in order to disperse products of combustion to atmosphere.

In the unlikely event of a gas leak occurring, a well-ventilated area will allow escaping gas to better disperse and reduce the potential risks. The following situations are considered to provide the natural ventilation required for an outdoor patio heater to be used:

- Four open sides with a roof or overhead cover
- Two parallel walls or two walls at right angles to each other with a roof or overhead cover



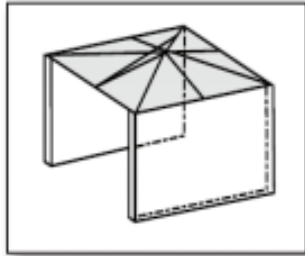
Web: sa.gov.au/otr
Phone: 8226 5722
Email: dmitre.otr@sa.gov.au

GAS39 Sep 2013

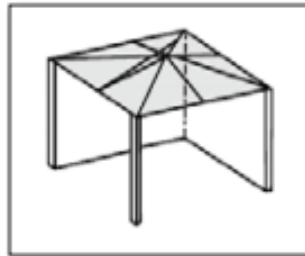


Government of
South Australia

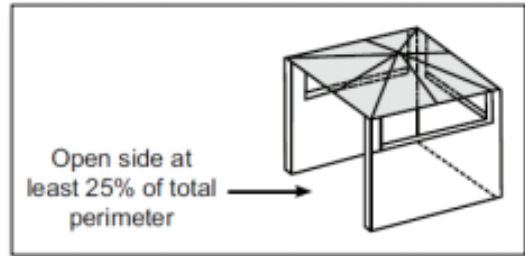
- Three walls, with the one open side being at least 25 per cent of the total perimeter and the remaining three walls having an area of 30 per cent or more of unrestricted opening, with a roof or overhead cover. Parallel walls Right angle walls Open side at least 25% of total perimeter 30% or more in total of the remaining wall area is open and unrestricted



parallel walls



Right angle walls



30% or more in total of the remaining wall area is open and unrestricted

Safety precautions when using outdoor gas patio heaters

Follow these basic safety precautions when using an outdoor gas patio heater:

- Read the manufacturer's instructions before operating the appliance.
- Have the appliance serviced by a qualified person in accordance with the manufacturer's instructions.
- Always test LPG cylinder, regulator and hose connections with a soapy water solution after changing LPG gas cylinders or before using the heater after periods of inactivity.
- Ensure that the outdoor area is NOT enclosed.
- Operate the appliance with all panels, covers and guards in place.
- Ensure the heater is located away from flammable materials, or materials that may shatter or explode due to heat eg, glass.
- Ensure the appliance is stable. May need ballast or fixing to the ground for stability.
- If a gas leak develops, turn the heater off at the gas isolation or LPG cylinder valve. Do not use the appliance until it is repaired by an authorised person.
- Turn the gas off at the LPG cylinder or gas isolation valve when the appliance is not in use.
- Store the heater and spare gas cylinders outdoors and in an upright position.
- Ensure chemicals or flammable materials are not stored near the appliance.

Various makes and models



Gasmate Outdoor Gas Area Heater - Grey

\$299

or make 4 interest-free payments of \$74.75 AUD fortnightly with [afterpay](#) [More info](#)

Own it now, pay later

☆☆☆☆☆ (No reviews yet) [Write a Review](#)

SKU: AH10600DS

UPC: 9314388006693

Shipping: Calculated at Checkout

[ENQUIRY](#)



Gasmate Stellar Black Pyramid Flame Heater

Gasmate

RRP: ~~\$699.00~~

\$499

(You save \$200.00)

or make 4 interest-free payments of \$124.75 AUD fortnightly with [afterpay](#) [More info](#)

Own it now, pay later

☆☆☆☆☆ (No reviews yet) [Write a Review](#)

SKU: FH2000DS

UPC: 9314388007157

Shipping: Calculated at Checkout

Product Manual: [Product Manual](#)


Expected Dispatch Date: 14th Aug 2020

Quantity:

[PRE-ORDER NOW](#)

[ENQUIRY](#)







Gasmate Stellar Black Deluxe Patio Heater

Gasmate
\$399

or make 4 interest-free payments of \$99.75 AUD fortnightly with [afterpay](#) More info

 Own it now, pay later

 (No reviews yet) [Write a Review](#)


SKU: PH7056
 UPC: 9314388075439
 Shipping: Calculated at Checkout

Product Manual: [Product Manual](#)

Expected Dispatch Date: 24th Jul 2020

Quantity:

[PRE-ORDER NOW](#) [ENQUIRY](#)



HEATSTRIP® WALL MOUNTED NATURAL GAS (TGH34WN-2)

The new and upgraded HEATSTRIP® Wall Mounted Natural Gas (NG) heater is a stylish addition to any outdoor area, where mains natural gas is preferred. World-class design aesthetics, heat output and performance, for both residential and commercial applications.

This wall-mounted gas outdoor heater is perfect for the following locations:

Residential Outdoor Gas Heating

- Al-fresco & outdoor dining areas
- Patios & outdoor kitchens
- Courtyards, balconies, verandas

Hospitality & Commercial Outdoor Gas Heating

- Outdoor cafes & restaurants
- Outdoor Pubs, Clubs, beer gardens, smoking and gaming areas





Gasmate Optimum 3200w Outdoor Electric Radiant Heater

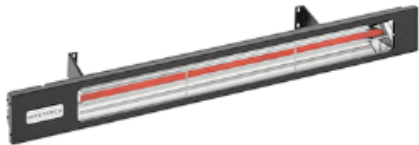
Gasmate
RRP: \$679.00
\$599
 (You save \$80.00)

or make 4 interest-free payments of \$149.75 AUD fortnightly with **afterpay** [More info](#)



☆☆☆☆☆ (No reviews yet) [Write a Review](#)

SKU: EH633
 UPC: 9314388005955



Infratech Slimline SL40 Black 4000W Radiant Heater

Infratech
\$1369



☆☆☆☆☆ (No reviews yet) [Write a Review](#)

SKU: SL4024B

Shipping: Calculated at Checkout

HEATSTRIP® CLASSIC

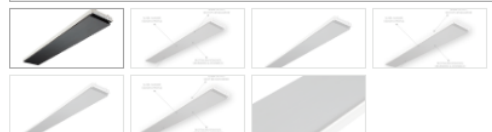
Premium quality, stylish & slimline electric radiant heaters perfect for protected outdoor and indoor applications. Make it a feature in your outdoor area.

FEATURES

- Electric radiant heater ideal for your protected alfresco area, pergola, veranda, café or difficult to heat indoor areas
- Stylish, sleek, unobtrusive design with a black front profile
- Efficient, cost-effective heating providing gentle warmth
- Corrosion protected for even the toughest environment
- Easy DIY installation for 2 models and multiple mounting options
- 2-year residential warranty and 1-year commercial warranty
- Australian designed and engineered

MOUNTING HEIGHT

- Minimum mounting height (including flush mount) 2.1m
- Ideal mounting height (including flush mount) 2.2m – 2.5m
- Maximum mounting height (including flush mount) 2.7



BUDGET

This proposal will have budget implications depending on the models of heater selected, and the model of Council's support chosen.

For example:

- Free-standing LPG gas heaters are the simplest to buy/distribute at scale but have the highest running costs for businesses, as well as potentially reducing the space they have available for dining.
- Electric mounted heaters are the most cost-efficient to run and service the largest area most effectively, but are the most costly to buy and install.

Support options could include:

- Offer a set subsidy and businesses choose their own heating options/installations. Any business with an outdoor dining option can access the same amount to support installation of heating.
- Establish a pool of funds for 'heating grants', businesses apply for part or full costs of heating according to their varied needs.
- Council procures heaters to achieve economies of scale. Installation costs could either be borne by Council or businesses.

RECOMMENDATIONS

It is recommended that the Taskforce:

1. Discuss the information provided and evaluate possible options.

Item No: 5.2

Subject: Parklets

Date: 20 July 2020

General Manager: Strategy and Business Services, Ms P Jackson

BACKGROUND

A parklet is a temporary footpath extension that provides more space and amenities usually using street parking spaces. Used as a street activation method, they typically provide seating and landscaping. Whilst often offering additional capacity for outdoor dining for adjacent businesses, most models ensure that the space remains a public space, available to visitors who are not customers of the adjoining business.

Parklets have been used internationally for some time, and have been trialled across Adelaide for close to 10 years.

On Tuesday, 14 July 2020, Council unanimously agreed to a motion that included investigation of parklet options.

DISCUSSION

Mainstreet footpaths are, by their nature, a space shared by businesses and people, regulated by Councils as the owner of the space. A parklet program should ensure that parklets:

1. achieve their aim of activating the precinct
2. provide economic development benefits
3. remain safe and hygienic
4. are equitably available
5. equitably share maintenance costs.

Provider	Option Type	Indicative Pricing	Timeline	Comments
City of Unley	Parklet Hire (Spark Design)	\$100 per parklet per week (2 available) Approx \$5000 set up	Depending on availability of Spark to move and assemble 1-2 weeks	A low risk, low cost option, and an opportunity to “test” parklets in the street. Requires DPTI approval. These parklets don’t have fixed furniture hence furniture needs to be provided by the operator. Assembled on site within a few hours. Transported on a flat bed truck.

Provider	Option Type	Indicative Pricing	Timeline	Comments
Spark	Parklet purchase (the same as the one City of Unley is hiring)	Proposal not yet received	Proposal not yet received	A Lonsdale-based business.
People Parkers	A trailer mounted parklet purchase	\$50,000 plus transport	2 months plus delivery from NSW	Easy to move. Does not require DPTI approval as a registered vehicle. Reduced flexibility in space due to built in central table to cover wheel base. Not preferred under the procurement policy due to non local provider
People parkers	A trailer mounted parklet for hire	\$2800 per month single module \$5000 per month double module	1-2 weeks plus transport	As above
Exhibition Studios	Bespoke parklet incorporating Kurna artwork and other artistic elements	\$25,000 to \$30,000 depending on additions	14-16 weeks (including scope, design and approval)	Exhibition studios (Edwardstown) work with Kurna/Ngarrindjeri artist Alan Sumner, and specialise in functional art pieces for example at Minda Coast Park artworks. The parklet can include features such as artistic lighting and soundscape and Kurna artwork. The studio has experience, having worked on kerbside furniture for the City of Adelaide
CoHB Depot	Made in house	Unknown at this time	Unknown at this time	Skills are available but additional budget would need to be made available.

Examples

City of Marion



City of Unley



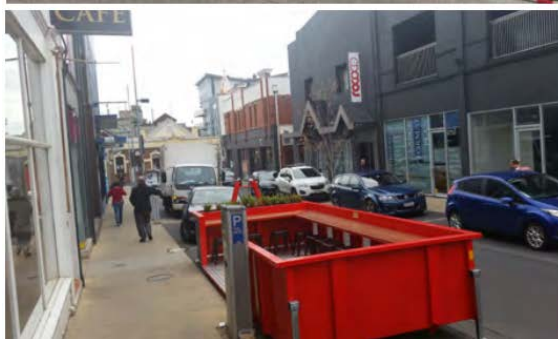
People Parkers



Spark Parklet



City of Moreland, VIC



City of Vincent, WA



City of San Francisco



Key Issues and considerations

DPTI approval

The King William Road parklets were intended to be moved to either the Goodwood Road or Unley Road Precincts following the commencement of the upgrade of King William Road. DPTI declined permission.

DPTI also declined requests for parklets in McLaren Vale and Clare Valley.

An enquiry has been made with DPTI network access in terms of the Tram line, and a request for a contact within DPTI for use of DPTI land but a response has not yet been received.

Installation and portability

Spark parklets when first installed are ordinarily brought in by truck (flat bed) and moved using a forklift. They are relatively easily assembled and disassembled when required.

A NSW provider creates trailer mounted parklets. These have the added advantage of being a registered vehicle, thereby avoiding some of the regulatory issues, and permissions, as well as being easily moveable.

Equity

It is important that an equal opportunity is provided to relevant businesses to access parklets. This may be challenging to achieve in some locations due to geographic constraints. Some Councils have provided the opportunity to retailers as well as to hospitality businesses to expand their outdoor displays.

Public Consultation

A change in the use of public space can be contentious, particularly when there may be reductions in parking spaces or creates traffic impacts. As an example, the City of Unley requires applicants for parklets to demonstrate community support, and following shortlisting of an applicant a public notice is displayed in the area notifying the public of the application. A program operating as a pilot may be able to reduce some of these requirements. Further the parklet could be used to test locations where parking is planned to be removed through Jetty Rd upgrades.

Unintended usage

Whilst most parklet models incorporate a requirement for reserving space for the public who aren't patrons of the adjoining business, a number of parklet trials have experienced undesired after hours use.

Safety, hygiene and maintenance

An agreement in relation to safety, hygiene and maintenance needs to be reached with parklet beneficiaries. Parklets cannot be cleaned by a street sweeper. There may be substantial costs to Council for maintenance in relation to planter boxes, vandalism, floor cleaning, external cleaning and surface maintenance. Other Councils give this responsibility to the tenants. As an example, the City of Unley require the permit holder to fix vehicle damage. The City of Marion undertakes heavy maintenance and repairs.

Impacts on the street

Parklets make sweeping of the road difficult and may increase flood potential because they only have a small gap underneath. To be accessible, parklets need to be generally at footpath level, which can be challenging with trailer mounted versions.

Measuring value

Whilst not essential, at the City of Marion, a Kepler Data Analytics tool has been installed at a range of activation sites. The data captured includes number of visitors to the site, average dwell time and return visits. Business owners have also been asked to provide data at key intervals as part of their reporting requirements.

The value proposition for businesses

Is it going to be too much effort to apply?

Is it going to be too much effort to maintain?

Is it going to be too expensive to furnish and maintain?

Accessibility

DDA access can be difficult, but not impossible to fit into these structures. Social distancing requirements will also need to be considered. Can enough people fit into such a structure during times of restrictions for it to still be worthwhile?

Traffic Safety

None of the parklets are road safety rated, though they do have some reinforcement in them.

In other places Councils install energy absorbing bollards around the parklets. For example, the City of Marion has formalised the parking lane with linemarking and a concrete island. They've also installed a hazard board sign facing oncoming traffic.

In the City of Unley, King William Road like Jetty Road is a 40km/h zone. The Engineering Department have suggested that the traffic safety risks could be managed.

The location of the parklets would need to be generally in accordance with the safety requirements ie. not near corners (where a truck or car could make a turning mistake and hit the parklet) , where reverse parking does not occur and only within the low speed areas. Materials would need to be such that if they were hit at low speed, anyone inside would be protected and not hit by flying timber / metal etc

Timeframes

Parklets are not "off the shelf" products but rather, are generally custom built. A timeframe of 2 to 3 month should be expected for new/purpose-built options.

Permits and approvals needed.

A parklet in an existing car parking space along Jetty Road would require a permit to conduct business on public land under the Local Government Act 1999. Development Approval won't be required if the structures are temporary (ie, not fixed by a footing to the ground).

Options

- Hire from the City of Unley for a pilot.
- Construct a parklet in house. Whilst the Depot has the skills and inclination, dedicated funding would be required.
- Purchase our own, given they are portable it can be repurposed for events if the pilot demonstrates they are not an ideal solution.
- Grants and/or permits for people to build their own.

BUDGET

There will be budget implications from this proposal, depending on which models and quantities are selected.

RECOMMENDATIONS

It is recommended that the Taskforce:

1. Discuss the information provided and evaluate possible options.

Item No: 5.3

Subject: **WEST TERRACE GLENELG DIRECTIONAL SIGN**

Date: 20 July 2020

General Manager: Strategy and Business Services, Ms P Jackson

BACKGROUND

On 9 June 2020, the Economic Recovery Taskforce noted that the Historic Glenelg sign on West Terrace was unattractive and does not present the image the City wishes to convey to tourists to South Australia.

An action from that meeting was to investigate the possibility of having the sign replaced with a tourism based sign.

FOR DISCUSSION

The Department of Planning, Transport and Infrastructure (DPTI) are responsible for the design of directional, tourist and service signs installed on the arterial road network. A consistent approach to sign design is essential to ensure that signs effectively provide direction to motorists as well as meeting safety, aesthetic and environmental requirements.

The nationally accepted technical standards for design, manufacture and installation are used to ensure that signs are of a consistent colour, shape and size.

The primary purpose of tourist and service signs is to give visitors direction or guidance to tourist attractions, accommodation and services. Road signs give advance notice of attractions and services, reinforce facility locations and reassure visitors that they are travelling in the correct direction. Whilst stakeholders may consider road signs to be a valuable marketing tool, this is not their primary purpose.

The large pictorial tourism signs that you see as you enter a region in South Australia are only approved for regions, and as Glenelg is not a defined tourism region (it sits within Adelaide for tourism purposes) DPTI will not approve this type of sign for West Terrace.

Fingerboard signs are only used on roads where the speed zone is 60 km/h or lower.

Council may submit an application to DPTI requesting to replace the Historic Glenelg sign on West Terrace, at their own cost noting it would remain the same size, shape, font and colour (brown). The application would then be assessed on the basis of assisting navigation, improving safety and efficient traffic management, and not advertising or business promotion.

Further investigation could be undertaken to explore the costs of advertising the City of Holdfast Bay on billboards along West Terrace.

RECOMMENDATIONS

It is recommended that the Taskforce:

1. Note this information.

Item No: 6.1

Subject: Telstra Building – Entrance to Jetty Road

Date: 20 July 2020

General Manager: Strategy and Business Services, Ms P Jackson

BACKGROUND

The Telstra building on the south side of Jetty Road at the entrance to Brighton Road is a heritage listed building.

On Tuesday, 14 July 2020, Council unanimously agreed to a motion that included investigation of possible art at this site to create an improved entrance statement for Jetty Road.

DISCUSSION

The Masterplan for Jetty Road is a planning and design framework that describes a vision for the street and provides a guide for future development over time. Jetty Road and its broader precinct is currently a focus for recreation, entertainment and business, working successfully as a high street that serves the local Glenelg community. It is also a major tourist destination in South Australia. This Masterplan retains the distinctive character of Jetty Road, whilst proposing new ideas and improvements that contribute to the attractiveness and function of Jetty Road.

The Masterplan identifies a gateway precinct to Jetty Road, with the aim of ensuring attractive entrances to the street that draw people in. The concept design includes example renders of displays on the Telstra Building:



Council officers have started discussions with Telstra on utilising the exterior of their building. In principle Telstra are happy to look at us using this, as long as whatever is installed is removable and won't damage the façade underneath.

Staff are in the process of developing preliminary designs, and are in discussions with a signage company that's going to provide some material recommendations. This will then be submitted for approval.

Discussions regarding lighting on Jetty Road are also being held with a local lighting designer. There is a possibility that designs could be augmented with light installations in the vicinity of the building.

BUDGET

Costs are being identified as part of the design process.

RECOMMENDATIONS

It is recommended that the Taskforce:

1. note this information.

Attachment 2





Minutes

Economic Recovery Taskforce

Monday 20 July, 2.00pm – 3.30pm Kingston Room

Brighton Civic Centre, 24 Jetty Road, Brighton

Chair:	Roberto Bria	Chief Executive Officer
Attendees:	Amanda Wilson	Mayor
	John Smedley	Elected Member
	Jane Mary Fleming	Elected Member
	Andrew Taplin	Taplin Real Estate
	Con Maios	Maios Group
	Phil Hoffmann	Phil Hoffmann Travel
	Sharni Honor	The Porch Sessions
	Jonathon Mavic	Manhattan Haircutters
Apologies:	Pamela Jackson	General Manager, Strategy and Business Services
Minute Taker:	Ania Karzek	City of Holdfast Bay

1. Welcome

The Chair welcomed all participants and opened the meeting at 2.05pm

2. Kaurna Acknowledgement

The Chair read the Kaurna Acknowledgement

3. Acknowledgement of Previous Meeting Minutes (9 June 2020)

The Minutes of the meeting held on 9 June 2020 were received.

4. Items for Decision

The terms of reference were noted as presented.

5. Items for Discussion

5.1 Heaters for Outdoor Dining

It was noted that while possibly helpful for restaurants and cafes, heaters would not assist other business sectors. It was acknowledged that many sectors needed support. Also with us coming out of winter soon it was thought that we will focus on other initiatives.

5.2 Parklets

It was noted that for parklets the intention of the Jetty Road Mainstreet Committee was to seek simpler options than those presented in the paper.

5.3 West Terrace Glenelg Directional Sign

It was discussed that the West Terrace Sign cannot be changed to be more visual and colourful. This is a limitation set by DPTI.

5.4 Brainstorm and prioritise potential strategies to support businesses

Members discussed the need for Council to take a strategic approach and consider long term changes required as much as short term interventions.

Short term

It was agreed that short-term support would be most usefully aimed at attracting local and regional visitors to the City via television and radio campaigns, similar in scope to that being implemented for Rundle Mall. Winter and Spring/Summer campaigns were recommended. The City is perceived as safe, high quality and family friendly, and should be marketed robustly to make up for lost interstate/international visitors.

Action Item 1: Develop an advertising campaign to attract intrastate visitors.

Support was expressed for increased activations that could attract a wide variety of audiences and spending that would otherwise be directed overseas or interstate.

Action Item 2: Implement activations to bring people to the City's precincts.

Signage, especially directing visitors to parking, was seen as an important investment.

Action Item 3: Investigate improved signage options, particularly in relation to car parking.

Lighting was acknowledged as an important component of creating ambience and safety, especially in precincts seeking visitors.

Action Item 4: Continue to work with JRMC and others regarding lighting in precincts.

Grants were seen as a positive mechanism for distributing support, as they commonly required co-investment from businesses. It was recommended that any grants be made flexible enough so that businesses could apply for support for innovations that might assist them in ways Members/Council had not conceived.

Action Item 5: Consider a flexible business grant program.

The possibility of using Council's purchasing power to support businesses was raised.

Action Item 6: Consider the option of using Council's purchasing power to assist business.Long term

It was suggested that the value of rates and levies needed to be considered, especially to businesses who paid substantially more in the dollar than residential properties. It was discussed the Council has an Economic Activation Plan that might need to be reviewed as a consequence of COVID-19

Investment in precincts needs to be considered with clear visions established to aspire to, for example, positioning Glenelg as a second CBD.

It was recommended that laneways concepts be explored.

Action Item 7: Review of the Economic Activation Plan to provide a longer term vision on strategies and actions.

6. Items for Noting

6.1 Telstra Building – Entranced to Jetty Road

It was noted that discussions are currently in progress regarding campaign material being added to the Telstra building. The Taskforce supported the use of the building for the purposes of advertising/attraction campaigns.

Action Item 8: Discussions to continue on the Telstra Building and a proposal is to be finalised as soon as possible.

7. Any Other Business

Nil

The meeting closed at 3.10pm

Item No: **15.5**

Subject: **CALL FOR NOMINATION TO GREATER ADELAIDE REGIONAL ORGANISATION OF COUNCILS (GAROC) COMMITTEE FOR ONE POSITION ON THE WEST REGIONAL GROUPING**

Date: 11 August 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

The Greater Adelaide Regional Organisation of Councils (GAROC) is a Committee of the Local Government Association of South Australia (LGA) and its role is regional advocacy, policy initiation and review, leadership, engagement and capacity building.

The terms of the current members of GAROC expire at the 2020 LGA Annual General Meeting (AGM). The LGA is calling for nominations to fill two positions allocated to each Regional Groupings of Council on GAROC (eight positions in total). The term is for two years to commence office from the conclusion of the 2020 LGA AGM and to remain in office until the conclusion of the 2022 LGA AGM. Nominations must be provided to the LGA by no later than Friday 28 August 2020.

As Council is in the West Regional Grouping, it is invited to nominate one elected member for a position on the West Regional Grouping of GAROC, such nomination must be made by resolution of Council. Council previously resolved in January 2020 for Councillor Chabrel to be nominated for a casual vacancy.

RECOMMENDATION

That Council nominate _____ to fill one (1) position on the West Regional Grouping of the Greater Adelaide Regional Organisation of Councils (GAROC) Committee to commence office from the date of the 2020 LGA AGM until the conclusion of the 2022 LGA AGM.

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations.

COUNCIL POLICY

Not applicable.

STATUTORY PROVISIONS

Not applicable.

BACKGROUND

On 21 July 2020, Council's Chief Executive Officer received correspondence from the Chief Executive Officer of the LGA, calling for a nomination from the Council.

The City of Holdfast Bay is in the West GAROC Regional Grouping with the City of Charles Sturt, City of Port Adelaide Enfield and the City of West Torrens.

GAROCs Terms of Reference for membership, nominations and election are attached.

Refer Attachment 1

REPORT

Council is required to nominate an elected member by resolution. If the number of nominations for each GAROC Regional Grouping exceeds the number of positions the GAROC Terms of Reference require a ballot to be conducted. Indicative timings are detailed in the 'Timetable' in Attachment 1. If a ballot is required the LGA indicates it will provide ballot papers to the Council around 7 September 2020, voting closing by 19 October 2020 with a final declaration of result by 29 October 2020.

If Council resolves to nominate an elected member for the position, the form provided by the LGA will be forwarded to the nominee to sign, together with the Candidate Information Sheet for completion. Governance will provide these to the LGA Returning Officer by Friday 28 August 2020.

Refer Attachment 2

The deadline for receiving nominations was extended by email from the LGA CEO to our CEO on 24 July 2020 to change from being 5pm on Monday 24 August 2020 to Friday 28 August 2020.

Once members are elected to GAROC the members will then elect a Chair and three GAROC members to form the LGA Board of Directors, accompanied with their equivalent from SAROC, with the President and Immediate Past President, to form the ten members of the LGA Board of Directors.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.

Attachment 1



In reply please quote our reference: ECM 713244 AS/AL

21 July 2020

Mr Roberto Bria
Chief Executive Officer
City of Holdfast Bay
PO Box 19
Brighton Sa 5048

Emailed: rbria@holdfast.sa.gov.au

Dear Mr Bria

Call for Nominations for GAROC Members

The terms of the current members of the Greater Adelaide Regional Organisation of Councils (GAROC) expire at the 2020 LGA Annual General Meeting (AGM). The LGA hereby calls for nominations to fill the two (2) positions allocated to each Regional Grouping of Councils on GAROC (eight positions in total) to commence office from the conclusion of the 2020 LGA Annual General Meeting and to remain in office until the conclusion of the 2022 AGM. A nomination form for the position of member of GAROC is attached and must be received by me, no later than **5pm Monday 24 August 2020**. Late nominations will not be accepted.

At the 2019 LGA AGM, members endorsed the establishment of four (4) GAROC Regional Groupings to take effect from the 2020 GAROC elections, with membership of GAROC to comprise two eligible members elected by a majority vote of the councils within each Regional Grouping, provided that each person elected for that Regional Grouping is from a different member. Additionally, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

I write to you in your capacity as the Chief Executive Officer of a Member Council in the West Regional Grouping to invite one (1) nomination from your council for a position on the West Regional Grouping of GAROC. A list of the GAROC Regional Groupings is attached to this letter.

A nomination may only be made by resolution of the council and using the attached nomination form. The form must be signed by both the candidate nominated by the council to indicate his/her willingness to stand for election, and by you as the Chief Executive Officer of the nominating council. The nomination form must be accompanied by the attached candidate information sheet.

Voting

The GAROC Terms of Reference (TOR) (extract attached) outlines the process as to how an election will occur. As the Returning Officer I am required to conduct a ballot if the number of nominations for each GAROC Regional Grouping exceeds the number of positions. If a ballot is required, the distribution of ballot papers to councils will include any information provided on the candidate information sheet.

Timetable

Key (indicative) timings and GAROC TOR provisions are outlined in the following table:

Indicative Timing	Headline	GAROC TOR Provision
	Returning Officer	Returning Officer for all LGA electoral matters is the Chief Executive Officer (Clause 4.4.1)
20 July 2020	Nominations Called	CEO to write to members of GAROC Regional Groupings calling for nomination for position of members of GAROC at least 3 months before AGM (Clause 4.3.2)
24 August 2020	Nominations Close	Nominations must be received by the CEO no later than 5pm on the day specified for the close of nomination, being 24 August 2020 (Clause 4.3.4).
	Nominations equal to vacancies	If the number of nominations received equals the number of vacant positions for the Regional Grouping each candidate is elected and takes office at the conclusion of the AGM (Clause 4.4.3)
7 September 2020	Ballot papers prepared and posted	In the event of an election being required the CEO shall deliver ballot papers to each member of the relevant Regional Grouping at least 6 weeks before AGM GAROC (Clause 4.4.5(a))
19 October 2020	voting closes	The CEO shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f))
20 October 2020	Counting of votes	The CEO shall nominate the date, time and place for the counting of votes (Clause 4.4.5(f))
29 October 2020	Final declaration of result	CEO shall declare the candidate with the most votes elected at the AGM (Clause 4.4.5(h))
29 October 2020	Takes office	GAROC members take office at the conclusion of the AGM (Clause 4.5)
29 October 2020	Voting for Board Members	GAROC should meet at the conclusion of the AGM to elect 3 of its members (plus its Chair) to the Board of Directors (Clause 6.4.1 and 6.4.2) who's term of office commences after the AGM.

LGA Board Appointments

Under the LGA Constitution and the GAROC TOR, once members are elected to GAROC, these members will then elect a Chair and three GAROC members to form the LGA Board of Directors. These GAROC LGA Board Directors will be accompanied by their equivalent from SAROC, as well as the President and Immediate Past President, to form the ten (10) member LGA Board of Directors.

If you have any questions in relation to the election process, please contact me or LGA Director Governance & Legislation Alicia Stewart on 8224 2037 or alicia.stewart@lga.sa.gov.au.

Yours sincerely



Matt Pinnegar

Chief Executive Officer/ LGA Returning Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au

CC: Mayor – via email - awilson@holdfast.sa.gov.au

Attachments:

- 1 List of GAROC Regional Groupings
- 2 Extract from LGA GAROC TOR – Section 4
- 3 2020 Nomination Form – GAROC
- 4 Candidate Information Sheet

List of GAROC Regional Groupings

GAROC Regional Grouping	Members
Adelaide	Adelaide City
North	Gawler Playford Salisbury Tea Tree Gully
West	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
South	Marion Mitcham Onkaparinga
East	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville

Extract – GAROC Terms of Reference

Clause 4 – GAROC

4. GAROC

4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.

4.2. Membership

4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:

- (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
- (b) only a Council Member can be nominated to GAROC.

4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (Close of Nominations). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.

- 4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.
- 4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in clause 4.2.1, then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.
- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
 - (b) the ballot papers shall:
 - (i) list the candidates for election;
 - (ii) specify the day of closure of the election;
 - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
 - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
 - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
 - (e) on receipt of the envelopes the Chief Executive must:
 - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
 - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
 - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
 - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
 - (h) in respect of an election for the purposes of clause 4.2.1, the 2 candidates from a Regional Grouping of Members with the most votes shall be deemed elected in respect of that Regional Grouping of Members and the Chief Executive shall declare the candidates elected at the Annual General Meeting; and
 - (i) in the case of candidates for membership positions described in clause 4.2.1 from a Regional Grouping of Members receiving the same number of votes, the Chief

Executive shall draw lots at the counting of the votes to determine which candidate is elected.

- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.
- 4.4.7. The Chief Executive may, in his or her discretion, delegate any of his or her powers, functions or duties to an Executive Officer of a Regional Grouping of Members who shall act accordingly for the conduct of elections for the purpose of clause 4.2.1 in respect of the Regional Grouping of Members relevant to that Executive Officer.

Attachment 2



2020 Nomination Form

GAROC

Nominee's Council	<i>(insert name of council)</i>
Nominee's Name (full name)	<i>(insert title, first name and surname)</i>
Regional Grouping	<i>(Select one)</i> <input type="checkbox"/> North <input type="checkbox"/> West <input type="checkbox"/> South <input type="checkbox"/> East
Declaration and signature of nominee	I hereby accept such nomination. Signature:
Signature and name of Nominating Council's CEO	Signature: <i>(insert name)</i>
Dated	<i>(insert date)</i>

This form is to be sent to the LGA Returning Officer
Close of nominations 5:00pm Monday 24 August 2020

Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> <i>(insert)</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> <i>(insert)</i>
Other information	<ul style="list-style-type: none"> <i>(insert details of leadership, board, corporate governance experience etc)</i>

This form must accompany the Nomination Form

Item No: **15.6**

Subject: **POLICY REVIEW – ASSET MANAGEMENT POLICY**

Date: 11 August 2020

Written By: Manager Engineering

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

The Asset Management Policy has been prepared to provide guidance on Council's Asset Management vision and principles. The policy also informs development of Council's Asset Management Plans.

The policy has been reviewed and is now presented to Council for approval.

RECOMMENDATION

That Council approve and endorse the Asset Management Policy.

COMMUNITY PLAN

Culture: Being financially accountable
Culture: Supporting excellent, efficient operations
Environment: Building an environmentally resilient city
Economy: Harnessing emerging technology
Placemaking: Creating lively and safe places
Placemaking: Developing walkable, connected neighbourhoods

COUNCIL POLICY

Not applicable.

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

The *Local Government Act 1999* requires councils to keep council policies under review to ensure they are appropriate and effective (Section 259).

Policies are an important part of the good governance of the City of Holdfast Bay. They protect the organisation and provide our community with confidence that we will undertake operations in a consistent, fair and equitable way.

REPORT

The City of Holdfast Bay (Council) manages an asset portfolio with a value of \$844 million (June 2019), which includes Buildings, Land, Plant & Equipment, Stormwater, Transport and Open Space assets. Effective and efficient management of these assets for current and future generations is central to Council's Strategic Plan (Our Place 2030).

The purpose of the Asset Management Policy is to provide guidance on the overarching vision and principles for management of Council's asset portfolio. This policy also informs Council's Strategic Asset Management Plans.

The Asset Management Policy was first approved in 2017 and is now due for review. Proposed changes to the existing policy include:

- A revised Asset Management Vision Statement aligned to *Strategic Plan: Our Place 2030* (**Item 2**);
- Future life cycle costs to be reported and considered in all Council decisions relating to new services, new assets and for upgrading of existing assets (**Item 3.3.3**). If actual costs are not known, an estimate will be applied to the upgrade portion of the project. Life cycle costs will be accounted for prior to project approval; and
- Roles and Responsibilities are updated in **Item 3.4**, including establishing an Asset Management Leadership Group to ensure asset management principles are adopted across Council's operations and to promote asset management best practice. Asset Managers are now nominated to be responsible for effective asset management planning and delivery of their respective portfolios.

A copy of the amended Policy (with tracked changes) is presented in Attachment 1, with a "clean" copy of the amended Policy presented in Attachment 2.

Refer Attachments 1 and 2

As the Asset Management Policy is be considered a medium risk policy, the review period has been set at 3 years. In any event, this policy would be updated if there were any legislative changes or any other recommendations from Administration, but otherwise reviewed by Council in this timeframe.

No public consultation is required.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.

Attachment 1



Trim Container	TRIM Container Number
Trim Document Number:	TRIM Document Number
First Issued / Approved:	
Last Reviewed:	
Next Review:	
Responsible Officer:	
Date Placed on Intranet::	Date Placed on Intranet

1. PREAMBLE

The City of Holdfast Bay is committed to implementing a best practice approach to its asset management, ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with the Council’s priorities for service delivery as defined in its Strategic Plan.

Implementing consistent asset management processes throughout the City recognises the importance of the asset management plans to guide the management of the significant portfolio of assets within the city.

1.1 Background

1.1.1 The *Local Government Act 1999* requires councils to establish a strategic plan, a long term financial plan, an infrastructure asset management plan and asset management policies.

1.1.2 ~~1.1.2~~ The Council owns and uses approximately \$~~844777~~ million of assets (Financial Statements 18/19) to support its core business of delivering services to the community and are categorised into ~~six~~ five groups of assets covered by individual Asset Management Plans being:

- Transport
- ~~Stormwater~~
- ~~Plant and Equipment~~
- ~~Buildings~~
- ~~Open Space and Coastal.~~

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1.2 Purpose

1.2.1 To set the guidelines for implementing consistent asset management practices and procedures throughout the City of Holdfast Bay.

1.2.1 ~~To prioritise new, upgrade, and renewal works based on asset condition, whole of life cost, and meeting agreed service standards.~~

1.2.2 To ensure adequate provision is made for the long-term management of Council infrastructure and assets by:

ASSET MANAGEMENT POLICY

- Ensuring that the Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment
- Safeguarding Council assets ~~including physical assets~~ by implementing appropriate asset management strategies and providing appropriate financial resources for those assets
- Creating awareness amongst employees and Elected Members of their responsibilities for the creation and management of sustainable assets.
- Meeting legislative requirements for asset management
- Ensuring resources and operational capabilities are identified and funded and responsibility for asset management is allocated
- Demonstrating transparent and responsible asset management processes that align with ~~demonstrated~~ best practice guidelines
- Ensuring an integrated approach across all Business Units in asset management service delivery

1.3 Scope

This policy applies to all Council assets within the City of Holdfast Bay that are owned, managed, or under the care and control of Council.

— This policy is supported by a component of the Council's Asset Management Framework documentation, including Asset Management Plans and Strategic Plans.

1.4 Definitions

Asset: A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. This typically includes infrastructure, property, buildings, plant and equipment.

Infrastructure assets: Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, e.g. roads, drainage, footpaths, ~~and~~ cycle-ways, stormwater drainage plant and equipment, footpaths, and buildings.

Level of service: The defined service quality for a particular service/activity against which service performance may be measured.

1.5 Strategic Reference

Culture: Being financially accountable

Culture: Supporting excellent, efficient operations

Environment: Building an environmentally resilient city

Economy: Harnessing emerging technology

Placemaking: Creating lively and safe places

Placemaking: Developing walkable, connected neighbourhoods

2. ASSET MANAGEMENT VISION

2

The electronic version on the Intranet is the controlled version of this document.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

ASSET MANAGEMENT POLICY

The City of Holdfast Bay is committed to implementing a best practice approach to its asset management, ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with the Council and Community's priorities for service delivery. The approach to asset management will balance environmental, cultural, place making and economic needs for the benefit of current and future generations.

23. PRINCIPLES

~~2.1~~ A strategic approach to asset management will ensure that the Council delivers the highest level of service through its assets. This will provide positive impact on the community through the Council providing community benefits and financial sustainability.
3.1 The primary intent of asset management is to meet a required level of service in the most cost effective way, through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future community needs.

3.2 Council is committed to:

3.2.1 Asset management practices impact directly on the core business of Council and an appropriate asset management practices is required to achieve Council's strategic service delivery objectives.

3.2.2 Preparing an asset management strategy to facilitate integration of asset management principles into existing planning and operational processes. This will be in accordance with Section 122 of the Local Government Act 1999, as well as the International Infrastructure Management Manual and International Standard of Asset Management ISO 55000 best practice guidelines.

3.2.3 A systematic asset management methodology in to apply appropriate asset management best practices across all areas of Council. This includes assets that are planned, created, maintained renewed, and disposed of in accordance with Council's priorities for service delivery.

3.2.4 Preparing and adopting new Infrastructure Asset Management Plans for asset classes in accordance with legislative requirements, and defined Council and Community needs.

3.2.5 Asset Management Plans will be informed by community consultation, financial planning and operational reporting.

3.2.6 Asset Management Plan that will consider all legislative requirements together with political, social and economic environments.

3.2.7 Methodical cyclic reviews and condition assessments will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

3.2.8 Asset renewals required to meet agreed service levels as identified in infrastructure and asset management plans and long term financial plans will be prioritised and funded in the annual budget estimates.

ASSET MANAGEMENT POLICY

- 3.2.9 Asset information that is created or changes as a result of creating, upgrading, renewing, receiving and disposing of assets owned by or in the custody of Council will flow in a timely fashion to the appropriate asset management systems.
- 3.2.10 Improving its reporting on future life cycle costs and considering the results in all decisions relating to new services and assets and upgrading of existing services and assets
- 3.2.11 Regularly review and update asset useful lives and unit rates, in accordance with community expectations, current practice and Australian standards.
- 3.2.12 Regularly review maintenance and renewal practices to provide best value to the organisations.

~~2.2~~ ~~Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve Council's strategic service delivery objectives.~~

~~2.3~~ ~~Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of Council. This includes ensuring that assets are planned, created, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.~~

~~2.4~~ ~~In accordance with Section 122 of the Local Government Act 1999 Council is required to have in place a consistent Asset Management Strategy enacted through the existence of regularly reviewed Infrastructure and Asset Management plans. Therefore:~~

- ~~• All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management~~
- ~~• Systematic asset management and appropriate asset management best practice throughout all portfolios of Council will underpin planning and operational processes~~
- ~~• Methodical cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.~~
- ~~• Asset Management Plans will be developed for major asset categories, the plans will be informed by community consultation, financial planning and operational reporting.~~
- ~~• Asset renewals required to meet agreed service levels as identified in infrastructure and asset management plans and long term financial plans will be funded as a matter of priority in the annual budget estimates.~~
- ~~• Asset information that is created or changes as a result of creating, upgrading, renewing, receiving and disposing of assets owned by or in the custody of Council will flow in a timely fashion to the appropriate Council asset management systems.~~

23.53 Service Levels

- 23.53.1 The setting of service levels will be undertaken by council staff in consultation with the community and elected members, considering the available resources and long term financial planning. Council will determine the setting of service levels.

ASSET MANAGEMENT POLICY

~~23.53.22~~ Council acknowledges that service levels ~~Service levels~~ adopted in the Asset Management plans will inform the basis of the annual budget.

~~23.53.33~~ Future life cycle costs will be reported and considered in all Council decisions relating to new services and assets and upgrading of existing assets. If actual costs are not known an estimate will be applied to the upgrade portion of the project, based upon the Asset Management Plan's life cycle forecast (%). Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing assets.

~~23.53.44~~ An inspection regime (Regularly review asset condition, function and capacity) will be used as part of asset management to ensure agreed service levels are maintained, and to identify asset renewal priorities, and to optimise whole of life costs.

~~23.53.55~~ Key performance measures for service levels will be determined and used in understanding outcomes.

~~2.5.4~~ Future service levels will be determined in consultation with the community.

3.4 Roles and Responsibilities

3.4.1 To achieve this policy the following key roles and responsibilities are identified:

Council

- To act as custodians of community assets
- To set asset management policy and vision
- Allocate resources to meet Council objectives in providing services while managing risks

Chief Executive Officer/ Senior Leadership Team

- To provide leadership and strategic direction
- Review Asset Management Policy and Asset Management Strategies
- To ensure that community needs and the outcomes of service reviews are incorporated into asset management planning and Long Term Financial Plan
- To ensure that the training needs of Councillors and staff in financial and asset management practices ~~is~~ are provided
- To ensure that accurate and reliable information is presented to Council
- To ensure appropriate delegations and approval processes are followed

Asset Management Leadership Team (Manager Engineering, Team Leader Asset Management, Manager Buildings & Facilities, Manager Active Communities, Team Leader Environmental & Coast, Manager Field Services, Manager Strategy & Governance, Manager Financial Services)

ASSET MANAGEMENT POLICY

- Facilitate development of Asset Management Plans
- To oversee the implementation of the Asset Management Policy and Asset Management Strategies
- To oversee the ongoing development and review of service plans and asset management plans
- To ensure that community needs and the outcomes of service reviews are incorporated into asset management plans
- To promote and raise awareness of asset management within the organisation
- To ensure relevant health and wellbeing, human rights and equity principles and strategies are taken into consideration
- To develop and implement asset management improvement plan
- To provide and manage the asset management information system(s)

Asset Managers (Team Leader Asset Management, Buildings Asset Manager, Transport Asset Manager, Stormwater Asset Manager, Plant and Equipment Asset Manager, Open Space Asset Manager, Coastal Asset Manager)

and Staff

- To lead the development of the Asset Management Plans
- To develop and implement maintenance, renewal and capital works programs in accordance with the Asset Management Policy, Strategy, Plans, as well as budget allocations.
- Develop Specific Management Plans (upgrade, renewal, maintenance, operations, disposal)
- To deliver levels of service to agreed risk and cost standards and expectations
- To report asset related risk and damage
- To establish and monitor asset compliance and risk inspection regimes
- To manage asset condition assessments
- To provide technical expertise to Asset Management Leadership Team

4. REVIEW

This Asset Management Policy supersedes the previous version adopted by Council at its meeting on the 22 August 2017.

This policy will be reviewed and updated within 43 years or 2 years of a General Council Election. The next review of this policy will be in 2023.

35. REFERENCES

35.1 Legislation

- *Development Act 1993*
- [Planning Development and Infrastructure Act 2016](#)

ASSET MANAGEMENT POLICY

- *Disability Discrimination Act 1992*
- *Environmental Protection Act 1993*
- *Local Government Act 1999*
- *Work Health and Safety Act 2012*

35.2 Other References

- Council By-Laws and Policies;
- City of Holdfast Bay Development Plan;
- Building Code of Australia;
- AAS – Australian Accounting Standards;
- Asset management plans
- Asset Management Roles and Responsibilities
- Asset System Project Plans
- Procurement Policy
- Disposal of Asset Policy
- The International Infrastructure Management Manual published by the Institute of Municipal Engineers Australia– ([I&IIMM](#)).
- [ISO 55000 International Standards for Asset Management Practice](#)

Attachment 2



Trim Container	TRIM Container Number
Trim Document Number:	TRIM Document Number
First Issued / Approved:	
Last Reviewed:	
Next Review:	
Responsible Officer:	
Date Placed on Intranet::	Date Placed on Intranet

1. PREAMBLE

The City of Holdfast Bay is committed to implementing a best practice approach to its asset management, ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with the Council's priorities for service delivery as defined in its Strategic Plan.

Implementing consistent asset management processes throughout the City recognises the importance of the asset management plans to guide the management of the significant portfolio of assets within the city.

1.1 Background

1.1.1 The *Local Government Act 1999* requires councils to establish a strategic plan, a long term financial plan, an infrastructure asset management plan and asset management policies.

1.1.2 The Council owns and uses approximately \$844 million of assets (Financial Statements 18/19) to support its core business of delivering services to the community and are categorised into five groups of assets covered by individual Asset Management Plans being;

- Transport
- Stormwater
- Plant and Equipment
- Buildings
- Open Space and Coastal.

1.2 Purpose

1.2.1 To set the guidelines for implementing consistent asset management practices and procedures throughout the City of Holdfast Bay.

1.2.1 To prioritise new, upgrade and renewal works based on asset condition, whole of life cost, and meeting agreed service standards.

1.2.2 To ensure adequate provision is made for the long-term management of Council infrastructure and assets by:

ASSET MANAGEMENT POLICY

- Ensuring that the Councils services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment
- Safeguarding Council assets by implementing appropriate asset management strategies and providing appropriate financial resources for those assets
- Creating awareness amongst employees and Elected Members of their responsibilities for the creation and management of sustainable assets.
- Meeting legislative requirements for asset management
- Ensuring resources and operational capabilities are identified and funded and responsibility for asset management is allocated
- Demonstrating transparent and responsible asset management processes that align with best practice guidelines
- Ensuring an integrated approach across all Business Units in asset management service delivery

1.3 Scope

This policy applies to all Council assets within the City of Holdfast Bay that are owned, managed, or under the care and control of Council.

This policy is supported by Council's Asset Management documentation, including Asset Management Plans and Strategic Plan.

1.4 Definitions

Asset: A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. This typically includes infrastructure, property, buildings, plant and equipment.

Infrastructure assets: Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, e.g. roads, drainage, footpaths, cycle-ways, stormwater drainage, footpaths and buildings.

Level of service: The defined service quality for a particular service/activity against which service performance may be measured.

1.5 Strategic Reference

Culture: Being financially accountable

Culture: Supporting excellent, efficient operations

Environment: Building an environmentally resilient city

Economy: Harnessing emerging technology

Placemaking: Creating lively and safe places

Placemaking: Developing walkable, connected neighbourhoods

2. ASSET MANAGEMENT VISION

The City of Holdfast Bay is committed to implementing a best practice approach to its asset management, ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with the Council and Community's priorities for service delivery. The approach to asset management will balance environmental, cultural, place making and economic needs for the benefit of current and future generations.

3. PRINCIPLES

- 3.1 The primary intent of asset management is to meet a required level of service in the most cost effective way, through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets to provide for present and future community needs.
- 3.2 Council is committed to:
 - 3.2.1 Appropriate asset management practices to achieve Council's strategic service delivery objectives.
 - 3.2.2 Preparing an asset management strategy to facilitate integration of asset management principles into existing planning and operational processes. This will be in accordance with Section 122 of the Local Government Act 1999, as well as the International Infrastructure Management Manual and International Standard of Asset Management ISO 55000 best practice guidelines.
 - 3.2.3 A systematic asset management methodology to apply appropriate asset management best practices across all areas of Council. This includes assets that are planned, created, maintained renewed, and disposed of in accordance with Council's priorities for service delivery.
 - 3.2.4 Preparing and adopting new Infrastructure Asset Management Plans for asset classes in accordance with legislative requirements, and defined Council and Community needs.
 - 3.2.5 Asset Management Plans informed by community consultation, financial planning and operational reporting.
 - 3.2.6 Asset Management Plan that will consider all legislative requirements together with political, social and economic environments.
 - 3.2.7 Methodical cyclic reviews and condition assessments will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
 - 3.2.8 Asset renewals required to meet agreed service levels as identified in infrastructure and asset management plans and long term financial plans will be prioritised and funded in the annual budget estimates.
 - 3.2.9 Asset information that is created or changes as a result of creating, upgrading, renewing, receiving and disposing of assets owned by or in

ASSET MANAGEMENT POLICY

the custody of Council will flow in a timely fashion to the appropriate asset management systems.

- 3.2.10 Improving its reporting on future life cycle costs and considering the results in all decisions relating to new services and assets and upgrading of existing services and assets
- 3.2.11 Regularly review and update asset useful lives and unit rates, in accordance with community expectations, current practice and Australian standards.
- 3.2.12 Regularly review maintenance and renewal practices to provide best value to the organisations.

3.3 Service Levels

- 3.3.1 The setting of service levels will be undertaken by council staff in consultation with the community and elected members, considering the available resources and long term financial planning.
- 3.3.2 Council acknowledges that service levels adopted in the Asset Management plans will inform the annual budget.
- 3.3.3 Future life cycle costs will be reported and considered in all Council decisions relating to new services and assets and upgrading of existing assets. If actual costs are not known an estimate will be applied to the upgrade portion of the project, based upon the Asset Management Plan's life cycle forecast (%).
- 3.3.4 Regularly review asset condition, function and capacity to ensure agreed service levels are maintained, to identify asset renewal priorities, and to optimise whole of life costs.
- 3.3.5 Key performance measures for service levels will be determined and used in understanding outcomes.

3.4 Roles and Responsibilities

- 3.4.1 To achieve this policy the following key roles and responsibilities are identified:

Council

- To act as custodians of community assets
- To set asset management policy and vision
- Allocate resources to meet Council objectives in providing services while managing risks

Chief Executive Officer/ Senior Leadership Team

- To provide leadership and strategic direction
- Review Asset Management Policy and Asset Management Strategies

ASSET MANAGEMENT POLICY

- To ensure that community needs and the outcomes of service reviews are incorporated into asset management planning and Long Term Financial Plan
- To ensure that training of Councillors and staff in financial and asset management practices is provided
- To ensure that accurate and reliable information is presented to Council
- To ensure appropriate delegations and approval processes are followed

Asset Management Leadership Team (*Manager Engineering, Team Leader Asset Management, Manager Field Services, Manager Strategy & Governance, Manager Financial Services*)

- Facilitate development of Asset Management Plans
- To oversee the implementation of the Asset Management Policy and Asset Management Strategies
- To oversee the ongoing development and review of service plans and asset management plans
- To ensure that community needs and the outcomes of service reviews are incorporated into asset management plans
- To promote and raise awareness of asset management within the organisation
- To ensure relevant health and wellbeing, human rights and equity principles and strategies are taken into consideration
- To develop and implement asset management improvement plan
- To provide and manage the asset management information system(s)

Asset Managers (*Team Leader Asset Management, Buildings Asset Manager, Transport Asset Manager, Stormwater Asset Manager, Plant and Equipment Asset Manager, Open Space Asset Manager, Coastal Asset Manager*)

- To lead the development of the Asset Management Plans
- To develop and implement maintenance, renewal and capital works programs in accordance with the Asset Management Policy, Strategy, Plans, as well as budget allocations.
- Develop Specific Management Plans (upgrade, renewal, maintenance, operations, disposal)
- To deliver levels of service to agreed risk and cost standards and expectations
- To report asset related risk and damage
- To establish and monitor asset compliance and risk inspection regimes
- To manage asset condition assessments
- To provide technical expertise to Asset Management Leadership Team

4. REVIEW

This Asset Management Policy supersedes the previous version adopted by Council at its meeting on the 22 August 2017.

This policy will be reviewed and updated within 3 years or 2 years of a General Council Election. The next review of this policy will be in 2023.

5. REFERENCES

5.1 Legislation

- *Development Act 1993*
- *Planning Development and Infrastructure Act 2016*
- *Disability Discrimination Act 1992*
- *Environmental Protection Act 1993*
- *Local Government Act 1999*
- *Work Health and Safety Act 2012*

5.2 Other References

- Council By-Laws and Policies;
- City of Holdfast Bay Development Plan;
- Building Code of Australia;
- AAS – Australian Accounting Standards;
- Asset management plans
- Asset Management Roles and Responsibilities
- Asset System Project Plans
- Procurement Policy
- Disposal of Asset Policy
- The International Infrastructure Management Manual published by the Institute of Municipal Engineers Australia (IIMM).
- ISO 55000 International Standards for Asset Management Practice

Item No: **15.7**
Subject: **POLICY REVIEW – STORMWATER DRAINAGE POLICY**
Date: 11 August 2020
Written By: Manager Engineering
General Manager: City Assets and Services, Mr H Lacy

SUMMARY

Council current Stormwater Policy has been reviewed and a new policy, to be known as the *Stormwater Drainage – Building and Construction Policy*, has been prepared to provide guidance for owners, developers and builders discharging stormwater from private property into Council’s stormwater system.

The policy is now presented to Council for adoption.

RECOMMENDATION

That Council approve and endorse the *Stormwater Drainage – Building and Construction Policy* as presented in Attachment 1.

COMMUNITY PLAN

Culture: Providing customer-centred services
Culture: Enabling high performance
Culture: Being financially accountable
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable.

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

The *Local Government Act 1999* requires councils to keep council policies under review to ensure they are appropriate and effective (Section 59).

Policies are an important part of the good governance of the City of Holdfast Bay. They provide our community with confidence that we will undertake operations in a consistent, fair and equitable way.

REPORT

The City of Holdfast Bay (Council) has overarching objectives of progressing towards becoming a 'Water Sensitive City', of minimising flooding and nuisance, and of improving stormwater quality of water prior to discharge to the marine environment.

Council has current stormwater drainage deficiencies as a result of new development and increases in impervious surfaces across the City. These deficiencies are further amplified by the City's very flat surface grades and trapped low points behind the former sand dunes along the coast.

Council's Stormwater Drainage Policy was first approved in 2017 and provided guidance to council staff to apply consistent standards and requirements for stormwater management associated with development. The Policy is now due for review.

The main changes to the Policy include:

- Updated in readiness for the implementation of the Planning and Design Code;
- Clarification of detention and retention requirements with the main focus not to increase discharge of stormwater into our already at capacity network;
- Detention to limit peak flow from a 100 year ARI storm post development to a 5 year ARI storm pre-development where the Planning and Design Code does not apply. This is a common requirements within urban local government as most of Council's drainage networks were designed to a 5 year standard as part of the South Western Suburbs Drainage Scheme (installed in the 1960's);
- Where the Planning and Development Code does not apply, encouraging on site infiltration of the first 15 mm of rainfall to reduce peak flows and flow volume (where site conditions are suitable);
- Setting building floor levels to prevent future flooding and to ensure properties can drain to a road or stormwater system, preferably using gravity drainage;
- Detailing requirement for pumps where properties cannot drain to the road via gravity;
- Clarification on discharge of uncontaminated water to public stormwater drainage system including the requirement for pollution treatment prior to discharge; and

- Clarification that all stormwater is to be discharged to an approved drainage system (ie kerb, pipe, drain etc).

The proposed changes bring Council's former policy in line with current stormwater management practice. The new policy will assist Council staff to consider stormwater management arrangements for future development proposals in so far as the new *Planning, Development and Infrastructure Act 2016* permits and also provide guidance to developers, designers and private certifiers of Council's stormwater management requirements.

Details of the proposed amendments to the previous policy are shown in Attachment 2 (tracked changes) whilst a 'clean' version of the proposed new policy is presented in Attachment 1.

Refer Attachment 1 & 2

The amended *Stormwater Drainage – Building and Construction Policy* is considered a medium risk policy, so the review period has been set at 3 years. In any event, this policy would be updated if there were any legislative changes or any other recommendations from Administration, but otherwise reviewed by Council in this timeframe.

No public consultation is required.

BUDGET

Not applicable.

LIFE CYCLE COSTS

Not applicable.

Attachment 1



Trim Container	FOL/17/1663
First Issued / Approved:	22/08/2017
Last Reviewed:	11/08/2020
Next Review:	30/06/2023

1. PREAMBLE

The City of Holdfast Bay (Council) has overarching objectives of progressing towards becoming a ‘Water Sensitive City’, to minimise flooding and nuisance and to improve stormwater quality prior to discharge to our stormwater system and the marine environment.

1.1 Background

Local Government has a responsibility to the community to manage stormwater drainage and run off to minimise damage and inconvenience while complying with sound environmental practice.

The Environment Protection (Water Quality) Policy 2015 specifies that uncontaminated storm may discharge to the stormwater system which includes kerbs, drains and water courses.

Building and construction activities have the potential for significant storm water pollution and impacts to receiving waters. Pollutants may include soil, gravel, and building works wash water and are described in the Environment Protection (Water Quality) Policy 2015.

1.2 Purpose

This document provides the principles that Council will apply when assessing applications for stormwater disposal from private property to the Council road or drainage system.

1.3 Scope

This document applies to all applications for stormwater disposal but is not intended to be applied retrospectively to override approvals issued previously, including any requirements or conditions imposed under other Acts and Regulations including the Planning and Design Code (created under the Planning, Development and Infrastructure Act 2016) when implemented.

1.4 Definitions

Average Recurrence Interval (ARI) and *Annual Exceedance Probability (AEP)* – is a statistical likelihood of a storm event of at least a designated average rainfall intensity occurring. The probability is a long term average, and not a period

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

between events (e.g. 10 year ARI is similar to 10% AEP and indicates 10 events over 100 years or a 10% chance of exceedance in any one year).

Hydrology is the estimation of the runoff and flow rates of rainfall once on the ground.

Hydraulic-refers to calculating the capacity or characteristics of flow control devices and conduits (Pipes).

On-site Stormwater Detention (OSD) Storage – temporary storage of stormwater, restricting the flow rate of stormwater runoff from a site by draining collected surface flows from paved and roof areas through a storage with an outflow control device.

Pollutant Traps are devices for the removal of pollutants in the stormwater system. They may include Gross Pollutant Traps (GPTs) which are designed to trap solids (typically litter and vegetative material) conveyed by runoff that are typically greater than 5 millimetres. There is a variety of GPTs currently suitable for use in urban catchments including gully baskets, in-ground GPTs, trash racks and pipe nets. Other *Pollutant Traps* (Secondary treatments) are inline devices or basins designed to remove hydrocarbons, nutrients and suspended solids from stormwater runoff.

Retention – Reducing the **volume** of stormwater outflow through reuse and infiltration

Water Sensitive Urban Design- (WSUD) is an approach to planning and designing urban areas to make use of water as a valuable resource and stopping it from reaching our waterways and marine environment by mimicking the natural water cycle as closely as possible.

Planning and Design Code (P&D Code) is the cornerstone of South Australia's new planning system. The Code will replace all development plans to become the single source of planning policy for assessing development applications across the state.

1.5 Strategic Reference

Environment: Building an environmentally resilient city

Environment: Using resource efficiently

Environment: Fostering an environmentally connected community

Environment: Protecting Biodiversity

2. PRINCIPLES

2.1 General Provisions

2.1.1 All developments/building works within the City of Holdfast Bay area shall incorporate stormwater drainage facilities to collect and convey uncontaminated stormwater runoff to Council's system, minimising adverse impact on the proposed property as well as surrounding

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

environment. Water Sensitive Urban Design is strongly encouraged to meet this provision.

- 2.1.2 Property owners, builders or contractors are required to apply for a permit to be issued by Council for stormwater pipe installations or changes on Council land.
- 2.1.3 Stormwater that is permitted to be discharged into Council's drainage system shall be installed at the developer's expense in accordance with Council specification for stormwater pipe construction.
- 2.1.4 Information on desirable ground Finished Floor Levels can be obtained by reference to Council's 100 year Average Recurrence Interval flood maps (Long Term Scenario). Developers may need to undertake Hydrology and Hydraulic assessments to confirm levels specific to a site. All dwellings and buildings are to be a minimum of 200 mm above the 100 year ARI flood level based on the Long Term Scenario.
- 2.1.5 Builders and developers must ensure buildings and surface levels are set and constructed to an adequate height to allow stormwater to drain freely into Council's drainage system. A minimum of 300 mm above top of kerb is recommended.
- 2.1.6 Where the P&D Code applies, all stormwater management shall be provided in accordance with the Code. Otherwise, all new developments shall provide detention and / or retention with post-development flows from the site in a 100 year ARI event not to exceed pre-development flows for a 5 year ARI event.
- 2.1.7 On site infiltration of the first 15 mm of rainfall from impervious areas is strongly encouraged for all sites where site conditions are suitable.
- 2.1.8 The maximum allowable discharge of stormwater to the road kerb or approved location in a 10 year ARI rainfall event, is not to exceed 10 litres per second per outlet with a maximum of one outlet per 10 metres of frontage. Any excess above this flow is to be detained on site. Flows from multi story developments (roof level exceeding 10 metres above kerb height) shall not discharge direct to a road without reducing velocities to an acceptable level. Stormwater natural flow from upstream of the development site needs to be accommodated within the stormwater system.
- 2.1.9 Stormwater discharge to reserves, open space or private land is not permitted without specific approvals. Stormwater should be piped to the water table, and concentrated surface discharge or discharge onto the footpaths or verge is not permitted. If there is no water table an alternative solution is to be agreed with Council staff.
- 2.1.10 Stormwater shall only be connected directly into underground drainage or side entry pits except where prior approval has been given. Where flows from a site exceed 50 litres per second in a 10 year ARI event, the

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

developer shall provide a direct connection to an underground drainage system.

- 2.1.11 Adequate provision shall be made for the disposal of stormwater to the reasonable satisfaction of Council. Where possible, stormwater should be retained on site for beneficial reuse. Surface water from commercial, industrial or large carpark areas will require a GPT / Oil and silt separator prior to discharge into the stormwater system.
- 2.1.12 Detention and retention tanks in accordance with Australian Building Codes and development conditions shall be provided and maintained in good working condition.
- 2.1.13 All stormwater from the building and the site shall be collected and disposed of in a manner that does not adversely affect any properties adjoining the site or the stability of any building on adjacent sites.
- 2.1.14 Stormwater shall not be disposed of over a vehicle crossing place and any connection to the street water table, including remedial works to footpaths, verges or other Council infrastructure, is subject to any necessary approvals from Council and will be at the applicant's cost.
- 2.1.15 In cases where properties fall to the rear or are below the road and gravity discharge to the road is not possible, the applicant shall provide and maintain a pump system with a duty and standby pump, an alarm in event of failure and on site storage for a minimum of 2 hours in the event of a power failure. Alternatively a private easement and gravity drainage to the rear properties could be considered.
- 2.1.16 Development activities must not cause an adverse impact on adjoining or any other properties. This includes preserving surface flow paths and not increasing water levels for all events up to a 100 year ARI event.

2.2 Construction Requirements

- 2.2.1 To fulfil the obligations of the EPA Water Quality Policy and ensure the pollutants do not move off site, all building or construction sites shall undertake erosion, sediment and drainage control management practices in accordance with the EPA Code of Practice for the Building and Construction Industry.
- 2.2.2 Where a direct connection to Councils underground stormwater system is approved, an inspection pit must be installed on the private property immediately upstream of the drainage system. Any infrastructure in public road reserve shall be designed and constructed in accordance with the current version of the IPWEA Infrastructure Guidelines and standard drawings.

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

2.3 Disclaimer

- 2.3.1 Council will make available information on its drainage system where it is available, on the express understanding that Council is not liable for the accuracy of the information or the consequences of it being used. Results and information provided to Council by other parties may be released at the discretion of Council's Engineer subject to copyright and privacy restrictions, and on the understanding Council makes no guarantees as to its validity.

3. REFERENCES

3.1 Legislation

- *Local Government Act 1999*
- *Development Act 1993*
- *Planning Development and infrastructure (PDI) Act 2016*
- *Environment Protection (Water Quality) Policy 2015*

3.2 Other References

- Stormwater Management Plan , Coastal Catchments Between Glenelg and Marino 2014
- City of Marion and City of Holdfast Bay WSUD Master Plan 2015
- Code of Practice for the Building and Construction Industry, EPA 1999.

Attachment 2



Trim Container	FOL/17/1663
First Issued / Approved:	22/08/2017
Last Reviewed:	22/08/2017 <u>11/24/08/2020</u> C2208107/882
Next Review:	30/06/2019 <u>30/06/2023</u>

1. PREAMBLE

The City of Holdfast Bay (Council) has ~~an~~ overarching objectives of progressing towards becoming a ‘Water Sensitive City’, ~~to and to minimise flooding and nuisance and to improve stormwater the quality of water prior to discharge to our stormwater system and the marine environment. and harness the potential of stormwater to overcome water shortages, reduce urban temperatures, and improve waterway health and the landscape of the city.~~ to and to minimise flooding and nuisance and to improve stormwater the quality of water prior to discharge to our stormwater system and the marine environment. and harness the potential of stormwater to overcome water shortages, reduce urban temperatures, and improve waterway health and the landscape of the city.

1.1 Background

Local Government has a responsibility to the community ~~and ratepayers~~ to manage stormwater drainage and run off to minimise damage and inconvenience while complying with sound environmental practice.

The Environment Protection (Water Quality) Policy 2015 specifies that ~~uncontaminated a number of pollutants cannot be discharged to the storm storm may discharge to the stormwater system which includes kerbs, drains and water courses. water system or onto land where they may enter storm water.~~ uncontaminated a number of pollutants cannot be discharged to the storm storm may discharge to the stormwater system which includes kerbs, drains and water courses. water system or onto land where they may enter storm water.

~~Building and construction Activities activities undertaken in the building and construction industry have the potential for significant storm water pollution and impacts to receiving waters. Pollutants may include soil, gravel, and building works wash water and are described in the Environment Protection (Water Quality) Policy 2015. This policy will assist to preserve and protect the amenity and property of existing residents, owners and the community.~~ Building and construction Activities activities undertaken in the building and construction industry have the potential for significant storm water pollution and impacts to receiving waters. Pollutants may include soil, gravel, and building works wash water and are described in the Environment Protection (Water Quality) Policy 2015. This policy will assist to preserve and protect the amenity and property of existing residents, owners and the community.

1.2 Purpose

This document provides the principles that Council will apply when assessing applications for stormwater disposal from private property to the Council road or drainage system.

1.3 Scope

This document applies to all applications for stormwater disposal but is not intended to be applied retrospectively to override approvals issued previously, including any ~~requirements or conditions imposed under other Acts and Regulations including the Planning and Design Code (created under the Planning, Development and Infrastructure Act 2016) when implemented~~ requirements or conditions imposed under other Acts and Regulations including the Planning and Design Code (created under the Planning, Development and Infrastructure Act 2016) when implemented ~~This document applies to all applications for stormwater disposal but does not interfere with or~~

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

~~override other planning approvals and conditions imposed under the Development Act 1993.~~

1.4 Definitions

Average Recurrence Interval (ARI) and Annual Exceedance Probability (AEP) – is a statistical likelihood of a storm event of at least a designated average rainfall intensity occurring. The probability is a long term average, and not a period between events (e.g. 10 years ARI is similar to 10% AEP and indicates 10 events over 100 years or a 10% chance of exceedance in any one year).

Hydrology is the estimation of the runoff and flow rates of rainfall once on the ground.

Hydraulic refers to calculating the capacity or characteristics of flow control devices and conduits (Pipes).

On-site Stormwater Detention (OSD) Storage – temporary storage of stormwater, restricting the outflow flow rate of stormwater runoff from a site by draining collected surface flows from paved and roof areas through a storage with an outflow control device.

Pollutant Traps are devices for the removal of pollutants in the stormwater system. They may include Gross Pollutant Traps (GPTs) which are designed to trap solids (typically litter and vegetative material) conveyed by runoff that are typically greater than 5 millimetres. There is a variety of GPTs currently suitable for use in urban catchments including gully baskets, in-ground GPTs, trash racks and pipe nets. Other *Pollutant Traps* (Secondary treatments) are inline devices or basins designed to remove hydrocarbons, nutrients and suspended solids from stormwater runoff.

Retention – Reducing the volume of stormwater outflow through reuse and infiltration

Water Sensitive Urban Design- (WSUD) is an approach to planning and designing urban areas to make use of water as a valuable resource and stopping it from reaching our waterways and marine environment by mimicking the natural water cycle as closely as possible.

Planning and Design Code (P&D Code) is the cornerstone of South Australia’s new planning system. The Code will replace all development plans to become the single source of planning policy for assessing development applications across the state.

1.5 Strategic Reference

Environment: Building an environmentally resilient city

Environment: Using resource efficiently

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STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

2. PRINCIPLES

2.1 General Provisions

- 2.1.1 All developments/building works within the City of Holdfast Bay area shall incorporate stormwater drainage facilities to collect and convey uncontaminated stormwater runoff to Council's system, minimising adverse impact on the proposed property as well as surrounding environment. Water Sensitive Urban Design is strongly encouraged to meet this provision.
- 2.1.2 Property owners, ~~builders~~ or contractors ~~should~~ are required to apply for a permit to be issued by Council for stormwater pipe installations or changes on Council land ~~for existing buildings.~~
- 2.1.3 Stormwater that is permitted to be discharged into Council's drainage system shall be installed at the developer's expense in accordance with Council specification for stormwater pipe construction ~~in or under pavements.~~
- ~~2.1.4 Builders and developers must ensure buildings are constructed to an adequate height to enable stormwater to drain freely into Council's drainage systems.~~ 2.1.4 Information on desirable ground Finished Floor Levels can be obtained by reference to Council's 100 year Average Recurrence Interval flood maps (Long Term Scenario). Developers may need to undertake Hydrology and Hydraulic assessments to confirm levels specific to a site. All dwellings and buildings are to be a minimum of 200 mm above the 100 year ARI flood level based on the Long Term Scenario.
- 2.1.5 Builders and developers must ensure buildings and surface levels are set and constructed to an adequate height to allow stormwater to drain freely into Council's drainage system. ~~Building floor levels need to be set (400mm) above surrounding ground levels with an adequate freeboard to surface runoff flows or ponding levels. A minimum of 300 mm above top of kerb is recommended.~~
- 2.1.6 Where the P&D Code applies, all stormwater management shall be provided in accordance with the Code. Otherwise, all new developments ~~Where re-contouring of the site is proposed, the existing ground levels at the boundaries are to be retained with maximum 1 in 4 finished ground level slopes. Retaining walls are not to be constructed closer than 0.9m to the boundary unless approved by Council. Existing ground surface levels are to be retained within 0.9m of any property boundary.~~ shall provide detention and / or retention with post-development flows from the site in a 100 year ARI event not to exceed pre-development flows for a 5 year ARI event.
- 2.1.7 On site infiltration of the first 15 mm of rainfall from impervious areas is strongly encouraged for all sites where site conditions are suitable.

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

- ~~2.1.68~~ For average sized residential developments, the stormwater disposal system should be designed for a 5 year rainfall event, with discharge to the road not to exceed 10 litres per second. Any excess above this flow is to be detained on site.
- ~~2.1.7~~ The maximum allowable discharge of stormwater to the road kerb or approved location For multi-unit residential complexes or commercial developments, the stormwater disposal system should cater for in a 10 year ARI rainfall event, with post-development flows to the road not to exceed pre-development flows. is not to exceed 10 litres per second per outlet with a maximum of one outlet per 10 metres of frontage. Any excess above this flow is to be detained on site. Flows from multi story developments (roof level exceeding 10 metres above kerb height) shall not discharge direct to a road without reducing velocities to an acceptable level. Stormwater natural flow from upstream of the development site needs to be accommodated within the stormwater system.
- 2.1.89 Stormwater discharge to reserves, open space or private land is not permitted without specific approvals. Stormwater should be piped to the water table, and concentrated surface discharge or discharge onto the footpaths or verge is not permitted. If there is no water table an alternative solution is to be agreed with Council staff.
- ~~2.1.10~~ Stormwater shall ~~not only~~ be connected directly into underground drainage or side entry pits except where prior approval has been given. Where flows from a site exceed 50 litres per second in a 10 year ARI event, the developer shall provide a direct connection to an underground drainage system.
- 2.1.911 Adequate provision shall be made for the disposal of stormwater to the reasonable satisfaction of Council. Where possible, stormwater should be retained on site ~~by the use of natural drainage methods for beneficial reuse.~~ Surface water from commercial, industrial or large carpark areas will require a GPT / Oil and silt separator prior to discharge into the stormwater system.
- ~~2.1.120~~ Detention and retention tanks in accordance with Australian Building Codes and development conditions shall be provided and maintained in good working condition.
- ~~2.1.13~~ Stormwater from each new dwelling in a residential development shall be collected and connected to a 1000 litre (minimum) rainwater tank with a sealed system over flow connection to the street water table. Final details of the location and size of the tank(s) shall be submitted to Council for approval prior to the issue of full Development Approval. Furthermore, A all stormwater from the dwelling building and the site shall be collected and disposed of in a manner that does not adversely affect any properties adjoining the site or the stability of any building on adjacent sites.

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

~~2.1.141~~ Stormwater shall not be disposed of over a vehicle crossing place and any connection to the street water table, including remedial works to footpaths, verges or other Council infrastructure, is subject to any necessary approvals from Council and will be at the applicant's cost.

~~2.1.15~~ In cases where properties fall to the rear or are below the road and gravity discharge to the road is not possible, the applicant shall provide and maintain a pump system with a duty and standby pump, an alarm in event of failure and on site storage for a minimum of 2 hours in the event of a power failure. Alternatively a private easement and gravity drainage to the rear properties could be considered.

~~2.1.16~~ Development activities must not cause an adverse impact on adjoining or any other properties. This includes preserving surface flow paths and not increasing water levels for all events up to a 100 year ARI event.

2.2 Development/Construction Requirements

2.2.1 To fulfil the obligations of the EPA Water Quality Policy and ensure the pollutants do not move off site, all building or construction sites shall undertake erosion, sediment and drainage control management practices in accordance with the EPA Code of Practice for the Building and Construction Industry.

2.2.2 Where a direct connection to Councils underground stormwater system is approved, an inspection pit must be installed on the private property immediately upstream of the drainage system. Any infrastructure in public road reserve shall be designed and constructed in accordance with the current version of the IPWEA Infrastructure Guidelines and standard drawings. Where deemed appropriate for larger developments, stormwater approval to discharge to the street shall be drained into an inspection pit constructed within the development adjacent to the Council property alignment and from which the stormwater can enter directly into Council's drainage system.

~~2.2.3~~ Development activities must not cause an adverse impact on adjoining or any other properties. This includes preserving surface flow paths and not increasing water levels. For multi-unit residential complexes, or commercial developments, Site discharges will need to be restricted to pre-development discharges using On-site Stormwater Detention. Protection is to be provided for all rainfall events through to 100 years ARI.

~~2.2.4~~ All runoff and stormwater from development sites during the construction phase must be either contained on site or directed through a temporary sediment trap, prior to discharge to the stormwater system.

2.3 Disclaimer

STORMWATER DRAINAGE – BUILDING AND CONSTRUCTION

- 2.3.1 Council will make available information on its drainage system where it is available, on the express understanding that Council is not liable for the accuracy of the information or the consequences of it being used. Results and information provided to Council by other parties may be released at the discretion of Council's Engineer subject to copyright and privacy restrictions, and on the understanding Council makes no guarantees as to its validity.

3. REFERENCES

3.1 Legislation

- [Local Government Act 1999](#)
- [Development Act 1993](#)
- [Planning Development and infrastructure \(PDI\) Act 2016](#)
- [Environment Protection \(Water Quality\) Policy 2015](#)

3.2 Other References

- [Stormwater Management Plan , Coastal Catchments Between Glenelg and Marino 20132014](#)
- [City of Marion and City of Holdfast Bay WSUD Master Plan Water Sensitive Urban Development Plan 20132015](#)
- [Code of Practice for the Building and Construction Industry, EPA 1999.](#)

Item No: **15.8**

Subject: **DEVELOPMENT ASSESSMENT – DESIGN REVIEW SCHEME**

Date: 11 August 2020

Written By: Business Partner – Transition & Policy Planning

General Manager: City Assets & Services, Mr H Lacy

SUMMARY

On 26 June 2020 the Department of Planning Transport and Infrastructure (DPTI) released the proposed Local Design Review Scheme for public consultation. The Local Design Review Scheme is based on the design review scheme that is currently operated by the Office for Design Architecture South Australia (ODASA) for large scale developments.

The scheme involves a panel of architects reviewing a development proposal prior to lodgement, and making recommendations to the relevant authority to assist in the assessment of the application. Currently, only applications that are assessed under Schedule 10 of the *Development Regulations 2008*, with the State Commission Assessment Panel (SCAP) as the relevant authority can make use of the design review scheme.

The Local Design Review Scheme has been written by the Office for Design Architecture South Australia to be used in applications where Councils are the relevant authority under the *Planning Development and Infrastructure (PDI) Act 2016*. The consultation process on the proposed design review scheme will close on 21 August 2020, and this report recommends that Council write to DPTI outlining its general support for the Scheme, pending details of an appropriate cost recovery model so as not to leave Council out-of-pocket.

RECOMMENDATION

That Council:

- 1. write to Department of Planning, Transport and Infrastructure in response to the consultation process supporting the implementation of a local design review scheme; and**
- 2. recommend any local design review scheme include:**
 - a) Mandatory referral to a Local Design Review Panel where the proposed development involves;**
 - 4 or more dwellings;**
 - A building of 3 or more storeys;**

- **Development with an internal floor area of 600sqm or more; or**
 - **Construction of a new dwelling where a historic or character area overlay applies.**
- b) **An assessment fee is charged to cover the costs associated with the operation and referrals to the Local Design Review Panel so that Councils are not out-of-pocket. The Panel registration fee and renewal fee should be deleted.**
- c) **An option for Councils to refer proposals to a Design Review Panel established by the State Planning Commission.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Placemaking: Developing walkable connected neighbourhoods

Placemaking: Building character and celebrating history

COUNCIL POLICY

N/A

STATUTORY PROVISIONS

Planning Development Infrastructure Act 2016

Development Act 1993

Development Regulations 2008

BACKGROUND

A Design Review Scheme was introduced by the Department of Planning, Transport and Infrastructure in 2011 to provide better design analysis in the assessment for larger developments. For the City Holdfast Bay, this applies to developments of five storeys or more located within the District Centre (Jetty Road) Zone and Residential High Density Zone (City of Holdfast Bay), which to date have involved large scale apartment buildings on Jetty Road, South Esplanade, and Adelphi Terrace. The Design Review Scheme will continue to be available for use by these larger projects under the new planning system. On average there has been about 5 applications a year that can use the Office for Design Architecture South Australia design review service in the City of Holdfast Bay. It is noted that not all applications have nominated to use this process.

As part of the introduction of the Planning and Design Code later this year, there is an emphasis to create better design outcomes. The Office for Design Architecture South Australia has developed the draft Local Design Review Scheme to provide a similar assessment process to that available for larger scale developments. The Local Design Review Scheme is proposed as a

voluntary process where an applicant can approach the Council prior to lodging a development application to review the merits of a development's overall design.

Refer Attachment 1 and 2

REPORT

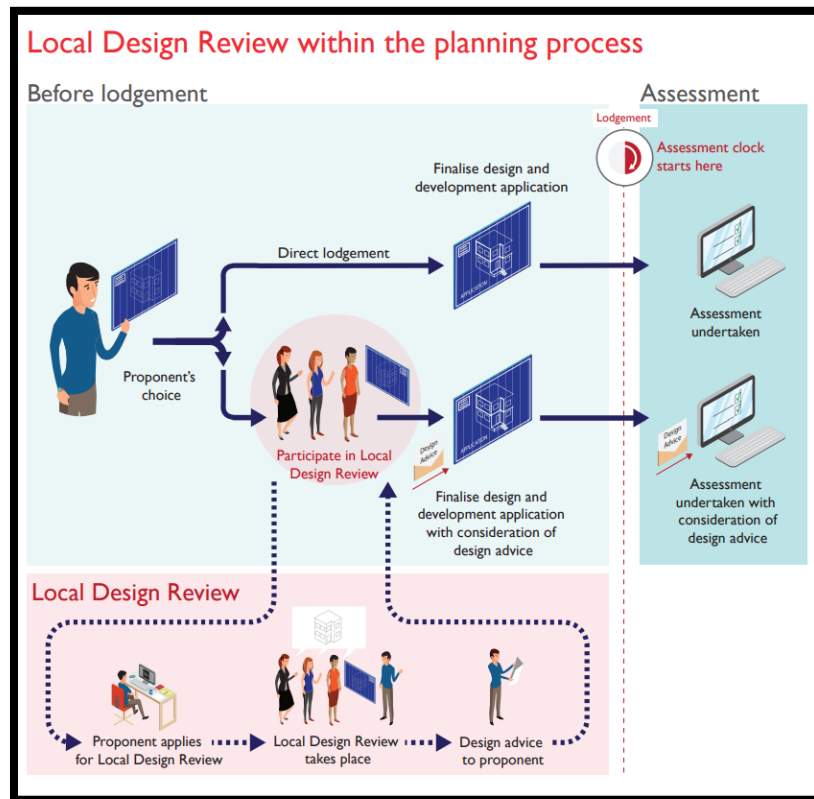
Under the Department of Planning, Transport and Infrastructure's proposal, the Local Design Review scheme is a voluntary process initiated by an applicant seeking input from the Local Design Review Panel to the design merits of the proposal. The Scheme is not compulsory for applicant or for Councils, so Councils do not need to provide a Design Review Panel if they choose not to.

The consultation guide for the proposed Local Design Review Scheme states that:

Local Design Review under the Scheme will be:

- *optional for councils to make available;*
- *available to classes of development that are specified in the Planning and Design Code before they are lodged for assessment;*
- *voluntary for proponents; and*
- *advisory.*

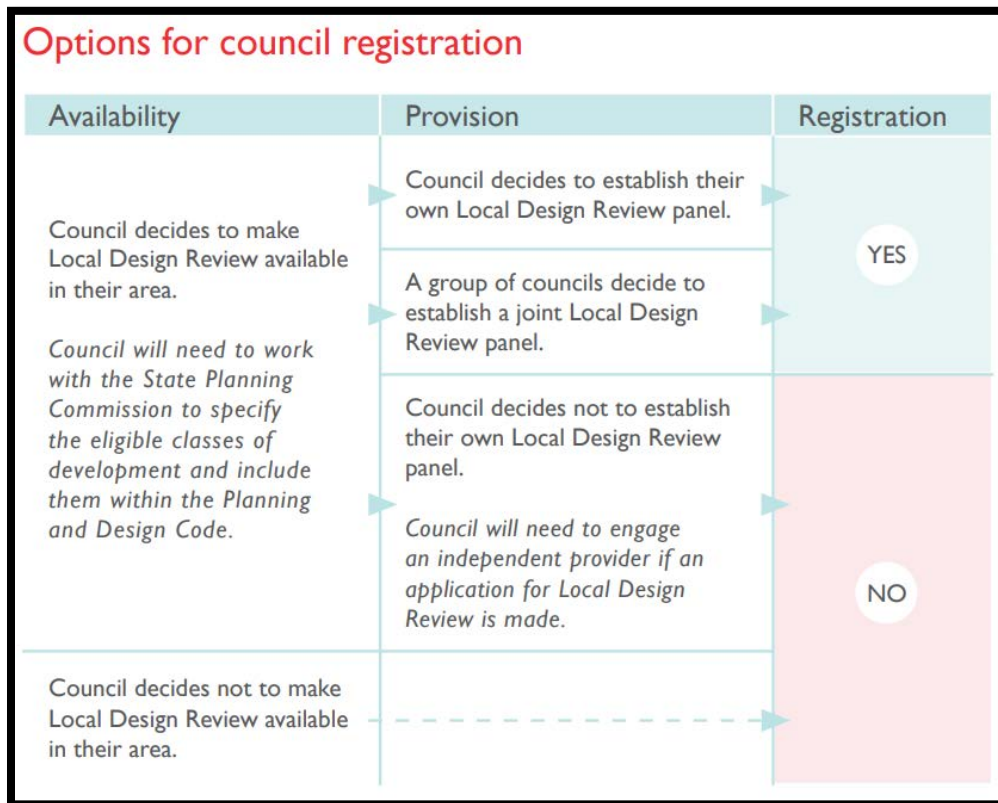
The flow chart below explains how the Local Design Review Scheme will work in the planning process. The process occurs prior to lodgement of a development application, however, if the Local Design Review Scheme is used, then the Relevant Authority must take the comments of the Local Design Review Panel into consideration as part of the assessment process.



The Local Design Review Scheme would be limited to assessing the design and function of the proposal, but will not necessarily assess those against the requirement of the Planning and Design Code.

A Local Design Review Panel can consist of a minimum of 1 member, however for practical reasons, would most likely involve a number of “members”, one of whom would also be the chair. Under the current proposal, the Panel Members would be appointed by Council based on prescribed design qualifications and demonstrated professional experience in a similar way to how members are appointed to the Council Assessment Panel. The proposal also includes a number of alternative Local Design Review Panel arrangements including:

1. a council may establish their own local design review panel;
2. a group of councils may establish a joint local design review panel; and
3. a council may procure a local design review service from an independent provider on an ‘as needs’ basis.



This would give the flexibility to join with another Council with similar issues in order to minimise the cost and time in operating a Panel. Along with the costs associated with the payment of Panel members, Council staff would also be responsible for coordinating the scheme process, as well as minute taking and ensuring all parties received the minutes after the meeting. If a Council sets up a Panel under this Scheme, the Council is responsible for providing an annual report to the Office for Design Architecture South Australia detailing the performance of the Panel

One option that is not included in the current proposal is for the State Planning Commission to establish a Local Design Review Panel to which any council can refer development proposals. This would enable advice to be taken on design merits of development proposals without individual Councils having the overhead cost of establishing, supporting and operating a local panel.

Several Councils including Prospect, Salisbury, Tea Tree Gully and Norwood, Payneham and St Peters Councils already have their own design review schemes, which are managed internally by the Councils. As they are an internal panel, the Councils can set their own criteria for what applications should be reviewed, and the make-up of the panel. There are also no annual fees paid to the Office for Design Architecture South Australia or reporting requirements. These Council can choose to continue these independent Panels once the PDI Act, including if this draft scheme became operational. Holdfast Bay Council could choose not form a design panel under this proposed scheme, but instead set up our own independent panel.

At this stage Council does not need to determine whether or not to provide a Panel, or whether to form a joint panel with other councils. This consultation is merely on how the Local Design Review Scheme might work.

It is recommended therefore that Council does not determine whether to set up a Local Design Review Panel until a final version of the Scheme has been released, and Council can then make that decision with all information at hand. A report will be presented to Council once the final proposed scheme is released. As this scheme is voluntary, there is no penalty should the Council determine not to form a Local Design Review Panel.

The draft Local Design Review Scheme does not set out any guidelines or incentives for the developers to use the Local Design Review process. The current proposed Scheme is voluntary and up to the applicant to determine if they will make use of the Local Design Review process.

Whilst a guide of what type of development should use the Panel is not provided, it is presumed that the Local Design Review Scheme is more suited to larger development proposals, rather than smaller development such as sheds, carports and verandah.

It is unlikely that a Local Design Review Scheme would be used for most residential type developments, especially where the proposal only involves 1 dwelling, except for where a Historic Area or Character Area overlay applies. The Scheme could be useful for larger multi-storey developments, or group dwelling development to provide a good design outcome. The proposal would also be useful for larger industrial developments.

It is therefore recommended that guidelines be inserted into the Local Design Review Scheme proposal to make it mandatory to use the scheme for any development that involves:

- 4 or more dwellings;
- A building of 3 or more storeys;
- Development with an internal floor area of 600sqm or more; and
- Construction of a new dwelling where a historic or character area overlay apply.

Having reviewed development applications that were received in 2019, it is anticipated that approximately 14 applications would be referred to a Local Design Review Panel on an annual basis, based on the above criteria.

The alternative to this is that Council could introduce its own internal policies stating when a Local Design Review Panel should be used.

Neither the draft Local Design Review Scheme nor the Development Regulations provide for any fees in relation to setting up, operation or referral to the Scheme, which would come at substantial cost to Council, especially multiple proposals for a site before an application is lodged.

It is therefore recommended that a cost recovery model is adopted with appropriate fees. The management of a Local Design Review Panel could impose a substantial cost on councils and without any option to offset this cost, it may be factor which prevents councils from making use of the scheme.

In summary, the concept of the Local Design Review Scheme should be supported as an initiative to promote better design outcomes, which is one of the major drives behind the Planning and Design Code. Unfortunately the draft proposal does not include guidelines about how the Panel should be used, or any incentives to use the Panel. Currently, Council's development staff work with developers to achieve better design outcomes, but as developers have a strong focus on profits, design outcomes often become irrelevant. Use of a Local Design Review Panel on a voluntary basis (mandatory for some specific classes of development) will provide a convenient option for developers to address this specific aspect of their development. The Panel could have a significant impact in raising the standard of architecture associated with certain types of development, but the cost associated with establishing and maintaining a Local Design Review Panel should not be imposed on councils.

BUDGET

No funding is currently budgeted for the establishment of a Local Design Review scheme.

In the event that Council did wish to proceed, the estimated cost of setting up a scheme, including retainers and sitting fees for panel members, administration and other costs might be in the order of \$50,000 pa based on current costs for running Council Assessment Panel.

LIFE CYCLE COSTS

At this stage there is no proposal to levy a regulated fee for applicants which may offset the cost of running the scheme. Council cannot be expected to bear the cost of a pre-lodgement advisory Scheme, the outcomes of which may never progress to a development application.

A more detailed analysis of the associated costs to Council will be presented to Council at a later date should the scheme progress.

Attachment 1



Local Design Review Scheme for South Australia

→ OUR
NEW
SYSTEM

Draft for Consultation

June 2020



Government of South Australia

Department of Planning,
Transport and Infrastructure

**OFFICE FOR
DESIGN+
ARCHITECTURE SA**



Design Review is a pre-lodgement service that supports high-quality design outcomes, improves access to independent design expertise and assists with informed decision-making during development assessment.



Design quality of the built environment not only relates to the ‘look and feel’ of buildings and places, but how successfully they meet the needs of the people who use and experience them. High-quality design helps to make buildings and places better for people, our environment and economy.

The *Planning, Development and Infrastructure Act 2016* enables South Australia’s new planning system to place greater emphasis on high-quality design. One of the ways it will do this is by creating more opportunities to participate in Design Review under a new Local Design Review Scheme (the Scheme).

This draft Scheme sets out consistent procedural requirements for councils who wish to provide Local Design Review within their communities, as well as independent Design Review providers.

The Office for Design and Architecture South Australia (ODASA) has prepared the draft Scheme on behalf of the Minister for Planning in collaboration with the State Planning Commission, council staff from across the State and peak industry bodies who might provide Local Design Review.

Feedback on the draft Scheme is now being sought from councils, industry professionals and any other interested parties. It is envisaged the Local Design Review Scheme will come into operation with the Phase Three Planning and Design Code.

A consultation guide has been prepared to provide additional background information for the draft Local Design Review Scheme.

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I. Introduction

I.1. Legislative Context

Section 121 of the *Planning, Development and Infrastructure Act 2016* (the **Act**) enables the Minister for Planning (the **Minister**) to establish a design review scheme (the **Scheme**), where a person who is considering undertaking types of development specified in the Planning and Design Code may apply to a design panel for design advice.

It is intended that design review under this Scheme be available to development proposals that will be assessed by local relevant authorities in South Australia.

I.2. Design Review

Design Review is an independent evaluation process where a panel of built environment experts (a **design panel**) review the design quality of a development proposal before it is lodged for assessment. Design Review is most effective when undertaken early in the planning and design process to effect positive change during design development. Proponents are typically encouraged to participate in more than one Design Review session.

The role of Design Review is not to redesign development proposals, but rather to identify and discuss opportunities to encourage high-quality design. In particular, Design Review provides the opportunity to obtain advice (**design advice**) in relation to:

- a) the form or content of a proposed development;
- b) how the proposed development might be changed or improved;
- c) other relevant matters that may assist with the assessment of the development; and/or
- d) other matters that may be relevant to the design of the proposed development.

The design advice is a summary of the Design Review session and is provided to the proponent to assist with design development. The design advice is also provided to the relevant authority when the development application is lodged so that it may be subsequently used for the purposes of development assessment.

The Act requires that any design advice provided by a design panel under this Scheme must be taken into account by the relevant authority when it is undertaking its assessment of the relevant development (insofar as may be relevant to the assessment of the proposed development by the relevant authority).

I.3. Principles of Design Review

It is important that Design Review is carried out using a robust process and that it offers consistently high standards in the quality of advice. Design Review under this Scheme is informed by the following Principles of Design Review:

- a) **Independent**
Design Review should be conducted by people who are not connected with the proponent or decision-makers so as to avoid any conflicts of interest.
- b) **Expert**
Design Review should be carried out by appropriately experienced design experts who have training in delivering constructive feedback. Design advice is most effective when carried out by the professional peers of project designers.
- c) **Multidisciplinary**
Design Review should combine the perspectives of architects, landscape architects, urban designers and other specialist experts to provide a complete and rounded assessment.
- d) **Accountable**
A design panel and its advice should be clearly seen to be supporting the public's interest.
- e) **Transparent**
Information about Design Review, panel membership, funding and governance should be available to the public.
- f) **Timely**
Design Review should take place as early in the design process as possible so as to effect positive change during design development and to avoid reworking.
- g) **Advisory**
A design panel should not make decisions or give direction; it offers impartial advice and recommendations to the panel Chair and to the proponent.
- h) **Objective**
Design Review should appraise development proposals according to reasoned and objective principles, rather than stylistic tastes or subjective opinion.
- i) **Accessible**
The recommendations arising from Design Review should be expressed in terms that design teams, decision-makers and proponents can clearly understand and apply.

I.4. Principles of Good Design

Design Review under this Scheme and the resulting design advice must be guided by South Australia's *Principles of Good Design* as published in the *design quality policy* under section 59 of the Act.

The Principles of Good Design are:

- a) **Context**
Good design is contextual because it responds to the surrounding environment, and contributes to the existing quality and future character of a place.
- b) **Inclusive**
Good design is inclusive and universal because it creates places for everyone to use and enjoy, by optimising social opportunity and equitable access.
- c) **Durable**
Good design is durable because it creates buildings and places that are fit for purpose, adaptable and long-lasting.
- d) **Value**
Good design adds value by creating desirable places that promote community and local investment, as well as enhancing social and cultural value.
- e) **Performance**
Good design performs well because it realises the project's potential for the benefit of all users and the broader community.
- f) **Sustainable**
Good design is sustainable because it is environmentally responsible and supports long-term economic productivity, health and wellbeing.

1.5. Objects of the Scheme

The objects of this Scheme are to—

1. Support development that demonstrates high-quality design.
2. Improve access to independent and expert design advice early in the planning and design process.
3. Support consistent and informed planning decisions.
4. Support South Australia's planning system meet the objects of the Act in section 12, including to—
 - a) support and enhance the State's liveability and prosperity in ways that are ecologically sustainable and meet the needs and expectations, and reflect the diversity, of the State's communities by creating an effective, efficient and enabling planning system;
 - b) promote certainty for people and bodies proposing to undertake development while at the same time providing scope for innovation; and
 - c) promote high standards for the built environment through an emphasis on design quality in policies, processes and practices, including by providing for policies and principles that support or promote universal design for the benefit of people with differing needs and capabilities.
5. Demonstrate practical application of the *Principles of Good Planning* identified in section 14 of the Act, particularly—
 - a) high-quality design;
 - b) activation and liveability; and
 - c) sustainability.

1.6. Operation

This Scheme will come into operation on [date to be determined].

1.7. Interpretations

In this Scheme, unless the contrary intention appears—

Act means the *Planning, Development and Infrastructure Act 2016*;

applicant means a proponent who has submitted an application for design review under this Scheme;

Chief Executive means the Chief Executive of the Department of Planning, Transport and Infrastructure;

code of conduct means the code of conduct referred to in Part 7 of this Scheme;

Commission means the State Planning Commission;

constituent council means a council that has obtained, or that is a member of a group of councils that have obtained, the registration as a Local Design Review Administrator under this Scheme;

council means a council constituted under the *Local Government Act 1999*;

Department means the Department of Planning, Transport and Infrastructure;

design panel means one or more design panel members (including the panel Chair) selected for a design review session;

design review session means the design review of a proposed development;

designated entity means a Local Design Review Administrator or Independent Design Review Administrator;

Government Architect means the South Australian Government Architect;

Independent Design Review Administrator means the person or body recognised by the Department to administer design review under this Scheme;

Local Design Review Administrator means the council or group of councils recognised by the Department to administer design review under this Scheme;

Minister means Minister for Planning;

panel Chair means the Chair of a design panel;

panel member means a member of a design panel (including the panel Chair);

panel member pool means one or more pre-qualified panel members from which a design panel is selected;

proponent means a person, persons or body considering the undertaking of development;

registered architect means a person who is registered as an architect under the *Architectural Practice Act 2009*;

relevant authority means any relevant authority under section 82 of the Act.

Note: Section 14 of the *Acts Interpretation Act 1915* provides that an expression used in an instrument made under an Act has, unless the contrary intention appears, the same meaning as in the Act under which the instrument was made.

2. Establishing Design Review

2.1. Development to which this Scheme will apply

Design review under this Scheme will be available to any class of development specified by the Planning and Design Code.

2.2. Relevant Designated Entity

If a council determines to make design review available in its area by participating in this Scheme, design review in its area will be carried out—

- (a) if the council is a constituent council – by a design panel supplied by the constituent council's Local Design Review Administrator; or
- (b) in any other case – by an Independent Design Review Administrator in accordance with the provisions of this Scheme.

2.3. Registration as a Designated Entity

1. The Chief Executive Officer of a council, or a group of two or more Chief Executive Officers of councils, may seek registration as a Local Design Review Administrator for the purposes of this Scheme.
2. A person, body or any other appropriate entity, including a professional association, or a group of two or more professional organisations, may seek registration as an Independent Design Review Administrator for the purposes of this Scheme.
3. An application for registration as a designated entity must—
 - a) be made to the Chief Executive; and
 - b) be in the approved form determined by the Chief Executive; and
 - c) include any information specified in the approved form; and
 - d) be accompanied by any registration fee under the *Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019*.
4. The Chief Executive may, as the Chief Executive thinks fit, accept or refuse any application for registration as a designated entity under this Scheme.
5. Registration under this Scheme will be for a period of 3 years and may be renewed by the Chief Executive from time to time on a new application for registration under this Scheme.
6. The Chief Executive must ensure that a record of current designated entities and their panel members is maintained on the SA planning portal.

2.4. Design Panel Membership

1. Each designated entity may establish one panel member pool under this Scheme.
2. All persons within a panel member pool established by a Local Design Review Administrator must be independent from the council and any relevant authority appointed by that council.
3. Each design panel must have a panel Chair.
4. Where a design panel is made up of one person, this person will be taken to be the panel Chair.
5. Where the proposed development includes built form, the panel Chair must be a registered architect.

2.5. Design Panel Selection Process

1. The panel member selection process for any designated entity must be advertised publicly, including on the SA planning portal, for a minimum of 15 business days.
2. All panel members and Chairs must have at least—
 - a) a tertiary degree in a relevant field, such as—
 - i. Architecture;
 - ii. Ecologically Sustainable Design;
 - iii. Landscape Architecture;
 - iv. Urban Design; and
 - b) 10 years of professional experience relating to that field.
3. The designated entity must be satisfied that—
 - a) in addition to the competencies in section 2.5.2, a successful panel member is highly experienced within their field; and
 - b) the panel member pool provides a sufficient representation of the expert skills required for design review; and
 - c) panel Chairs can fulfil the responsibilities outlined in Part 4.3 to a high standard.
4. The designated entity must provide the names of the successful applicant(s) to the Chief Executive within 10 business days of the applicant(s) being notified of the outcome of their application(s).

2.6. Engagement of Panel Members

1. The designated entity must provide each panel member with a contractual agreement.
2. A contractual agreement provided under this section must be accompanied by a copy of the code of conduct requirements under Part 7 of this Scheme.
3. The designated entity must ensure contracts for panel members are current and valid.

2.7. Induction of Panel Members

All panel members must complete an induction program prepared in accordance with the Government Architect guidelines prior to being involved in design review under this Scheme.

2.8. Administrative Requirements

A designated entity must have sufficient resources to meet the requirements outlined in this Scheme.

3. Preparing for Design Review

3.1. Documentation

1. The Chief Executive must ensure that the information required from a proponent to apply for design review under this Scheme is published on the SA planning portal.
2. The Chief Executive must ensure that the application form for design review under this Scheme is published on the SA planning portal.

3.2. Application Process

1. A proponent who is seeking to participate in design review under this Scheme must apply to the council before lodging their development application with the relevant authority.
2. The application must—
 - a) be in the form approved by the Commission; and
 - b) include any information specified in the approved form; and
 - c) be lodged via the method outlined in the approved form; and
 - d) be accompanied by any relevant fee prescribed by the *Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019*.
3. The council may require an applicant—
 - a) to provide such additional documents or information as may be reasonably required to assess the application; and
 - b) to remedy any defect or deficiency in any application or accompanying document or information required under this Scheme.
4. If an application for design review under this Scheme is made in relation to a class of development specified in the Planning and Design Code, the council must approve the application for design review.
5. If the council is not a constituent council, the council must forward the application and accompanying information to an Independent Design Review Administrator, taking into account the kind of development to which the application relates, and request that they supply a design panel.
6. After receiving a request for a design panel from a council, the Independent Design Review Administrator must take all reasonable steps to establish a design panel for the council within 5 business days.

4. Undertaking Design Review

4.1. Role of the Designated Entity

A designated entity must, on receiving a valid application for design review under this Scheme—

- a) establish a suitable design panel for the design review session from their panel member pool; and
- b) coordinate panel member and Chair attendance (and panel members and Chairs should, so far as reasonably practicable, be the same persons when undertaking multiple reviews for the same project); and
- c) assist panel members and Chairs to identify any conflicts of interest and maintaining a register of any such conflicts; and
- d) coordinate proponents and other stakeholder attendance; and
- e) coordinate and distribute design review session agendas; and
- f) prepare and provide the design panel briefing prior to the design review session; and
- g) coordinate preparation of the design review venue; and
- h) assist the panel Chair to minute the discussion from the design review session.

4.2. Role of the Design Panel

1. The design panel established for each design review session must have an understanding of local design and planning challenges, opportunities and priorities, commercial viability and government policy relevant to the proposal.
2. Panel members must—
 - a) make themselves available for design review sessions where practicable; and
 - b) review the design review agenda and briefing notes prior to the design review session; and
 - c) identify any conflicts of interest, inform the designated entity of any such conflicts before the design review session, and not participate in any design review session where a conflict exists; and
 - d) be objective when reviewing projects; and
 - e) provide constructive feedback (whether supportive or critical); and
 - f) treat all information acquired through performing any function relating to this Scheme confidentially.

4.3. Role of Design Panel Chair

In addition to the responsibilities in section 4.2, the panel Chair must—

- a) welcome attendees and begin the design review session; and
- b) facilitate the design review session in an objective and considerate manner; and
- c) demonstrate strong critical and analytical skills; and
- d) communicate clearly in an accessible manner; and
- e) respectfully manage panel members, proponents or other stakeholders who express strong or conflicting opinions; and
- f) synthesise and summarise disparate or conflicting views; and
- g) summarise the panel discussion in a clear and concise manner; and
- h) close the design review session.

5. Design Advice

5.1. Preparing Design Advice

1. The panel Chair must prepare the design advice arising from the design review session.
2. The design advice must be in the format approved by the Chief Executive and—
 - a) be an accurate summary of the design review session; and
 - b) where possible, use clear and accessible language; and
 - c) include the design review session number; and
 - d) specify the date on which the design review session occurred; and
 - e) reference any design advice resulting from previously undertaken design review sessions for the relevant development proposal; and
 - f) outline the design panel's involvement with the project, including any site visits; and
 - g) include the contact information of the council; and
 - h) remain confidential.

5.2. Provision of Design Advice

1. The panel Chair must finalise the design advice and provide a copy to the designated entity as soon as practicable after signing the design advice.
2. Where design review is carried out by an Independent Design Review Administrator, the council must provide a copy of the signed design advice to the proponent.
3. It is intended that a copy of the signed design advice be provided to the proponent within 10 business days after the design review session.

5.3. Correction of Errors

If design advice is found to contain an error, the designated entity may withdraw it and request it be corrected by the panel Chair, and then re-issue it. The report must retain its original date and be clearly marked with an explanation of reissue.

5.4. Lodging Design Advice with a Development Application

1. The proponent must provide a complete copy of the most recent design advice and previous iterations of design advice, if there have been two or more design review sessions, to the relevant authority when submitting their development application.
2. The proponent must include a response to the design advice, including a summary of any changes made to the proposal since the most recent design review session.
3. The council should undertake a concurrence check of the proponent's response to the design advice and the lodged development application before assessment, and alert the relevant authority of discrepancies.

5.5. Status of the Design Advice in the Planning System

1. In considering a development application that was subject to design review under this Scheme, the relevant authority must take into account the design advice (insofar as may be relevant to the assessment of proposed development by the relevant authority).
2. The relevant authority should consider how the lodged proposal has responded to the design advice provided by the design panel.

6. Monitoring, Performance and Complaints

6.1. Annual Evaluation

1. The designated entity must undertake an annual evaluation on the impacts and benefits of design review in a format determined or approved by the Government Architect.
2. Each annual evaluation will relate to a financial year.
3. To undertake the evaluation, the designated entity must collect data on each project that was the subject of design review in the relevant year including—
 - a) the class of development; and
 - b) the address or site of the proposed development; and
 - c) any relevant planning zone, subzones and overlays; and
 - d) the estimated development cost; and
 - e) the Panel members and Chair; and
 - f) the number of design review sessions undertaken; and
 - g) project status as at the end of the financial year (if known); and
 - h) any other information that the Government Architect thinks fit.
4. The designated entity must provide the complete evaluation report to the Government Architect within three months of the end of the financial year.

6.2. Feedback

A proponent may provide feedback to the council on their experiences of design review under this Scheme, the quality of the design advice they received, and the impact it had on the final outcome.

6.3. Data Storage

Designated entities and councils participating in this Scheme must store all data collected under this Scheme securely and take such steps as may be reasonably necessary or appropriate to keep it confidential.

6.4. Complaints

1. A proponent may lodge a complaint to the designated entity under this Scheme, if the proponent—
 - a) believes that the designated entity failed to comply with, or acted in contravention of, the Act or any regulations under the Act with respect to any matter associated with this Scheme; or
 - b) believes that there has been a breach of the code of conduct; or
 - c) believes that the written design advice is not an accurate representation of the discussion from the design review session.
2. A complaint made under this Scheme must—
 - a) be made in the form approved by the designated entity; and
 - b) contain particulars of the allegation on which the complaint is based; and
 - c) include any other information specified by the designated entity.
3. The designated entity may refuse to investigate a complaint or, having accepted a complaint for investigation, may refuse to investigate it further, if it appears that—
 - a) the matter raised by the complaint is trivial; or
 - b) the complaint is frivolous or vexatious or is not made in good faith; or
 - c) it would be more appropriate for proceedings to be initiated in a court or tribunal constituted by law, or for the matter to be handled by another authority; or
 - d) there is some other good reason not to proceed (or further proceed) with the matter under this Scheme.
4. While no action may be brought against a panel member on the basis of any advice or other action given or taken by a design panel under section 121(8) of the Act, the designated entity may, at the conclusion of any complaints resolution process—
 - a) decide to take no further action on the complaint; or
 - b) undertake any consultation or further inquiry as the designated entity thinks fit; or
 - c) amend the design advice; or
 - d) make recommendations to the panel member; or
 - e) caution or reprimand the panel member; or
 - f) recommend that a person no longer hold office as a panel member under this Scheme; or
 - g) take such other action as the designated entity thinks fit.

7. Code of Conduct

7.1. Introduction

This Part provides for standards of conduct and professionalism that are to be observed by all persons and bodies operating under the Act.

For the purposes of the Act, all persons and bodies performing a function under this Scheme must carry out, and be seen to carry out, their functions with the highest ethical standards so as to maintain public confidence in the integrity of the design review scheme under the Act.

A designated entity may also develop and maintain other code of conduct requirements for the purposes of this Scheme.

These standards and requirements constitute a code of conduct and must be read in conjunction with the requirements under the Act.

7.2. Requirements under the Act

All persons or bodies operating under this Scheme are subject to a statutory duty under section 15 of the Act as follows:

- (1) *It is expected that a person or body that—*
 - (a) *seeks to obtain an authorisation under this Act; or*
 - (b) *performs, exercises or discharges a function, power or duty under this Act; or*
 - (c) *takes the benefit of this Act or is otherwise involved in a process provided by this Act,*
will—
 - (d) *act in a cooperative and constructive way; and*
 - (e) *be honest and open in interacting with other entities under this Act; and*
 - (f) *be prepared to find reasonable solutions to issues that affect other interested parties or third parties.*
- (2) *Without limiting subsection (1), a person or body performing, exercising or discharging a function, power or duty under this Act must—*
 - (a) *exercise professional care and diligence; and*
 - (b) *act honestly and in an impartial manner; and*
 - (c) *be responsible and accountable in its conduct; and*
 - (d) *comply with any code of conduct, service benchmark or other requirement that applies in relation to the person or body.*
- (3) *The Minister may, after taking into account the advice of the Commission, establish and maintain service benchmarks for the purposes of this section.*
- (4) *The principles and benchmarks under this section—*
 - (a) *do not give rise to substantive rights or liabilities; but*
 - (b) *may lead to action being taken on account of a breach of a code of conduct or professional standard that applies in relation to a relevant person or body.*

Have your say

The draft Local Design Review Scheme is available for public comment until Friday 21 August 2020.

Feedback received will help to finalise the Local Design Review Scheme for South Australia.

Please ensure you provide your feedback on the draft Scheme through any of the following channels:

- **Email:** DPTI.ODASAconsultation@sa.gov.au
- **Online:** yoursay.sa.gov.au/local-design-review-scheme
- **Post:** ODASA Consultation, 28 Leigh Street, Adelaide SA 5000

If you would like to speak with someone about Local Design Review, please contact the Office for Design and Architecture South Australia (ODASA) on 8402 1884 during business hours (9am – 5pm, weekdays).

For more information about South Australia's new planning system, please visit the SA Planning Portal (saplanningportal.sa.gov.au).



Government of South Australia
Department of Planning,
Transport and Infrastructure

**OFFICE FOR
DESIGN+
ARCHITECTURE SA**

Attachment 2



Local Design Review Scheme for South Australia

OUR
NEW
SYSTEM

Consultation Guide

June 2020



Government of South Australia

Department of Planning,
Transport and Infrastructure

**OFFICE FOR
DESIGN+
ARCHITECTURE SA**

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Design Review is a pre-lodgement service that supports high-quality design outcomes, improves access to independent design expertise and assists with informed decision-making during development assessment.

Introduction

Design quality of the built environment not only relates to the ‘look and feel’ of buildings and places, but how successfully they meet the needs of the people who use and experience them. High-quality design helps to make buildings and places better for people, our environment and economy.

The *Planning, Development and Infrastructure Act 2016* (PDI Act) enables South Australia’s new planning system to place greater emphasis on high-quality design. One of the ways it will do this is by creating more opportunities to participate in Design Review under a new Local Design Review Scheme (the Scheme).

This draft Scheme sets out consistent procedural requirements for councils who wish to provide Local Design Review within their communities, as well as independent Design Review providers.

The Office for Design and Architecture South Australia (ODASA) has prepared the draft Scheme on behalf of the Minister for Planning in collaboration with the State Planning Commission, council staff from across the State and peak industry bodies who might provide Local Design Review.

Feedback on the draft Scheme is now being sought from councils, industry professionals and any other interested parties. It is envisaged the Local Design Review Scheme will come into operation with the Phase Three Planning and Design Code.

This consultation guide provides additional background information for the draft Local Design Review Scheme.

Design Review

Design Review is an independent evaluation process where a panel of built environment experts review the design quality of a development proposal before it is lodged for assessment.

The role of Design Review is not to redesign proposals, but rather to identify and discuss opportunities to encourage high-quality design.

Design Review provides the opportunity for proponents to obtain independent design advice from the panel. The design advice is a summary of the Design Review session and is provided to the proponent to assist with design development.

The design advice is also provided to the relevant authority for consideration during development assessment.

The benefits of Design Review include:

- supporting high-quality design
- improving access to independent and expert design advice early in the planning and design process
- supporting consistent and informed planning decisions
- facilitating collaboration between allied professionals that can positively contribute to professional development



Design discussion
Image by Sam Noonan

Design Review in South Australia

State Design Review has operated successfully in South Australia since 2011 and is currently available to larger-scale development proposals assessed by the State Commission Assessment Panel (SCAP) and referred to the South Australian Government Architect, including:

- developments with a value of \$10 million or more within the City of Adelaide
- developments with a value of \$3 million or more in Port Adelaide Regional Centre Zone (City of Port Adelaide Enfield)
- developments of five storeys or more in the:
 - » Inner Metropolitan Adelaide Urban Corridor Zones
 - » District Centre (Norwood) Zone (City of Norwood Payneham & St Peters)
 - » District Centre (Jetty Road) Zone and Residential High Density Zone (City of Holdfast Bay)

State Design Review will continue to be available for these projects in the new planning system.

For more information about State Design Review, please visit the ODASA website (odasa.sa.gov.au).



SA State Design Review session
Image by Sam Noonan



Design discussion
Image by Sam Noonan

Local Design Review

Councils across South Australia are increasingly offering design advisory services to proponents in varying formats. The draft Scheme is designed to establish a consistent approach to delivering Local Design Review that will support council staff, private sector professionals and proponents.

Local Design Review under the Scheme will be:

- optional for councils to make available
- available to classes of development that are specified in the Planning and Design Code before they are lodged for assessment
- voluntary for proponents
- advisory

The PDI Act requires that any design advice provided by a design panel under the Local Design Review Scheme must be considered by the relevant authority during development assessment.

If a proponent chooses not to participate in Local Design Review, no design advice will be provided to the proponent or the relevant authority.

The diagram on the opposite page illustrates how Local Design Review will operate within the context of South Australia's planning process.

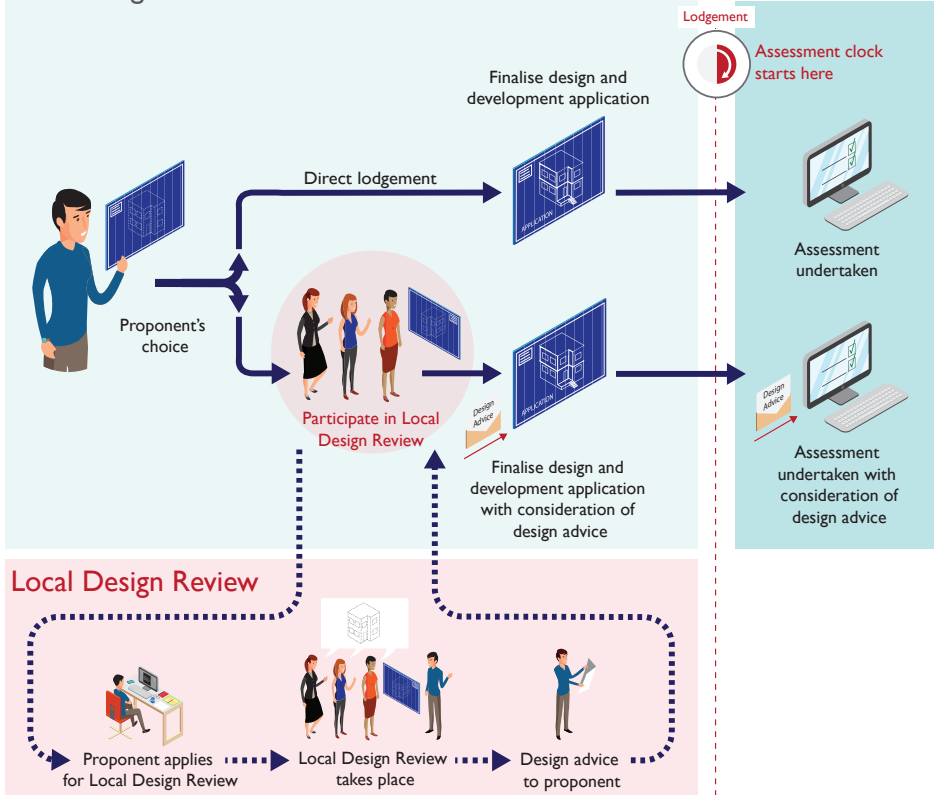


Design Review
Image by Sam Noonan

Local Design Review within the planning process

Before lodgement

Assessment



Features of the Local Design Review Scheme

Availability of Local Design Review (section 2.1 of the draft Scheme)

All councils in South Australia will have a choice whether or not to make Local Design Review available in their area. If so, the council will need to work with the State Planning Commission to specify the eligible classes of development in the Planning and Design Code (the Code). The classes of development may be identified spatially (via an Overlay) and/or by certain criteria, such as building height or development that affects a heritage place.

The process for including the eligible classes of development within the Code is currently being considered by the State Planning Commission and the Department of Planning, Transport and Infrastructure (DPTI). Views on this are encouraged during consultation.

Provision of Local Design Review (section 2.2 of the draft Scheme)

The draft Scheme provides councils with flexibility for providing Local Design Review in their area:

1. a council may establish their own design panel; or
2. a group of councils may establish a joint design panel; or
3. a council may procure a design panel from an independent provider on an 'as needs' basis.

This flexibility is designed to provide councils with options when considering the availability of Local Design Review.

Registration to carry out Local Design Review (section 2.3 of the draft Scheme)

Registration under the draft Scheme would be required by those councils or independent providers who will establish their own design panel to carry out Local Design Review.

The diagram on the opposite page summarises the options for councils in relation to Local Design Review under the draft Scheme.

Options for council registration

Availability	Provision	Registration
<p>Council decides to make Local Design Review available in their area.</p> <p><i>Council will need to work with the State Planning Commission to specify the eligible classes of development and include them within the Planning and Design Code.</i></p>	<p>Council decides to establish their own Local Design Review panel.</p>	<p>YES</p>
	<p>A group of councils decide to establish a joint Local Design Review panel.</p>	
	<p>Council decides not to establish their own Local Design Review panel.</p> <p><i>Council will need to engage an independent provider if an application for Local Design Review is made.</i></p>	<p>NO</p>
<p>Council decides not to make Local Design Review available in their area.</p>	<p>---</p>	

Features of the Local Design Review Scheme

Panel member selection process (section 2.5 of the draft Scheme)

All independent providers and any councils who choose to establish their own or a joint Local Design Review panel will need to recruit panel members. The draft Scheme sets out the competencies in relation to the qualification and experience requirements for panel members.

Training (section 2.7 of the draft Scheme)

All panel members must complete an induction program that is in accordance with guidelines provided by the South Australian Government Architect before they can be involved in Local Design Review under the Scheme.

The induction program guidelines will be set out in guidance material once the Scheme is finalised.

Applying for Local Design Review (section 3.1 of the draft Scheme)

A proponent who wishes to participate in Local Design Review must apply to the council before lodging their development application for assessment. The PDI Act requires that a council must accept an application for Local Design Review if it is for a class of development that is specified in the Code.

Undertaking Local Design Review (Part 4 of the draft Scheme)

The specific roles and responsibilities for individuals involved in a Local Design Review session are identified in the draft Scheme.

Preparing design advice (Part 5 of the draft Scheme)

The draft Scheme sets out the process for preparing design advice and providing it to the proponent in a timely manner. It is intended that design advice is provided to the proponent within 10 business days after a Local Design Review session takes place.

A standardised template for drafting design advice will be included in guidance material once the Scheme is finalised.

Data collection and sharing (section 6.1 of the draft Scheme)

Every registered council or independent body will be required to collect data on all projects that undergo Local Design Review. It is envisaged that the South Australian Government Architect will use this data to prepare a report on Local Design Review.

Complaint management (section 6.4 of the draft Scheme)

A proponent who participates in Local Design Review may lodge a complaint in relation to a process or outcome under the Scheme. The complaint must be lodged with the council or independent provider who will have the primary opportunity to manage and resolve the matter.

Code of conduct (Part 7 of the draft Scheme)

All persons or bodies who operate under the Scheme will be subject to a statutory duty outlined in Section 15 of the PDI Act.

A council or independent body registered under the Scheme may prepare additional code of conduct requirements that must be read in conjunction with the requirements under the PDI Act.

Guidance material

The finalised Local Design Review Scheme will be accompanied by a guide that will be designed to support councils and independent providers who register to carry out Local Design Review. The guide will provide centralised and up-to-date information, advice and tools that may offer assistance with:

- design panel member recruitment
- training and induction requirements
- preparing for a successful Design Review session
- drafting design advice (including any templates)
- data collection
- any other useful information

The guide will be produced and maintained by ODASA.

Have your say

The draft Local Design Review Scheme is available for public comment until Friday 21 August 2020.

Feedback received will help to finalise the Local Design Review Scheme for South Australia.

Please ensure you provide your feedback on the draft Scheme through any of the following channels:

- **Email:** DPTI.ODASAconsultation@sa.gov.au
- **Online:** yoursay.sa.gov.au/local-design-review-scheme
- **Post:** ODASA Consultation, 28 Leigh Street, Adelaide SA 5000

If you would like to speak with someone about Local Design Review, please contact the Office for Design and Architecture South Australia (ODASA) on 8402 1884 during business hours (9am – 5pm, weekdays).

For more information about South Australia's new planning system, please visit the SA Planning Portal (saplanningportal.sa.gov.au).



Government of South Australia
Department of Planning,
Transport and Infrastructure

**OFFICE FOR
DESIGN +
ARCHITECTURE SA**

Item No: **17.1**

Subject: **ECONOMIC RECOVERY TASKFORCE – TELEVISION MARKETING**

Date: 11 August 2020

Written By: Manager, City Activation

General Manager: Community Services, Ms M Lock

SUMMARY

The Economic Recovery Taskforce met on 20 July 2020, in which an action was raised to *Develop an advertising campaign to attract intrastate visitors* with a focus on Spring/Summer campaigns.

The action was responded to at the following meeting (10 August 2020), in which a range of marketing options was presented to the Taskforce for consideration. The subsequent shortlist of these options will be presented to Council in a coming meeting, however there is an urgent need to approve the below marketing action to secure the current dates, and be in market in time for peoples consideration for the September/October school holidays.

RECOMMENDATION

That Council endorse the allocation of \$50,000 from the COVID-19 Financial Fund for a television marketing campaign.

COMMUNITY PLAN

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

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

REPORT

From the action that arose from the meeting of the Economic Recovery Taskforce on 20 July 2020, was to *Develop an advertising campaign to attract intrastate visitors* with a focus on Spring/Summer campaigns, a selection of marketing options has been presented to the Taskforce.

It was requested that consideration be given to television as an advertising tool. The following option with the Nine Network was endorsed by the Taskforce.

Campaign Reach: Metropolitan Adelaide & Regional SA through TV Broadcast & Digital.

TV Broadcast:

Broadcast Dates: 16/8/2020 – 14/11/2020 (*8 Week period*)
Broadcast Spots: 222
Broadcast Impressions: estimated to reach 1,192,800
Includes: Premium placements across 9News, The Block, Paramedics, RBT, Halifax - Retribution and 60 Minutes.

Investment: \$35,000 ex GST

Digital:

Digital Dates: 16/8/20 – 14/11/20 and 7/2/21 – 1/5/21 (*20 weeks*)
Digital Impressions: 220,588 (50/50 split across above bursts)
Nines Premium Video solutions across 9Now as well as Nine & MSN.com.au shortform.

Investment: \$15,000 ex GST

Total Investment: \$50,000 ex GST

Due to the urgent timeframes with the upcoming school holidays and to secure the premium placements, it is requested that this spend be approved by Council. The remainder of the marketing options will be presented to Council for approval at a later date.

BUDGET

\$50,000 allocation from the COVID-19 Financial Fund.

LIFE CYCLE COSTS

Not applicable