

Agenda

Council

NOTICE OF MEETING

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

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

28 January 2025 at 7:00pm



Pamela Jackson
Chief Executive Officer



1. Opening

The Mayor will declare the meeting open at 7pm.

2. Kurna Acknowledgement

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

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

3. Service to Country Acknowledgement

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

4. Prayer

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

5. Apologies

5.1 Apologies received – Councillor Snewin

5.2 Absent

6. Items Presented to Council

7. Declaration Of Interest

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

8. Confirmation Of Minutes

That the minutes of the Ordinary Meeting of Council held on 10 December 2024 be taken as read and confirmed.

9. Public Presentations

9.1 Petitions - Nil

9.2 Presentations - Nil

9.3 Deputations – Nil



10. Questions by Members

10.1 Without Notice

10.2 On Notice - Nil

11. Member's Activity Reports - Nil

12. Motions on Notice - Nil

13. Adjourned Matters - Nil

14. Reports of Management Committees and Subsidiaries - Nil

15. Reports by Officers

15.1 Items in Brief (Report No: 03/25)

15.2 Independent Member Appointments to the Council Assessment Panel (Report No: 04/25)

15.3 Nomination - Libraries Board of South Australia (Report No: 07/25)

15.4 Public Interest Disclosure Policy (Report No: 05/25)

15.5 Revised Strategic Plan – Our Holdfast 2050+ (Report No: 06/25)

16. Resolutions Subject to Formal Motions

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

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

18. Items in Confidence

18.1 Transforming Jetty Road (Report No: 09/25)

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

k. tenders for the supply of goods, the provision of services or the carrying out of works.

19. Closure

Pamela Jackson
Chief Executive Officer

Item No: 15.1

Subject: ITEMS IN BRIEF

Summary

These items are presented for the information of Members.

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

Recommendation

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

- 1. Proclamation Day**
 - 2. New Year's Eve**
 - 3. Santos Tour Down Under**
 - 4. Motions to 2024 National General Assembly of Local Government**
-

Report

1. Proclamation Day

Saturday 28 December 2024 was South Australia's 188th Proclamation Day, marking the anniversary Governor Hindmarsh's reading of the Proclamation document under the Old Gum Tree to the first European settlers on 28 December 1836. It is a highly significant event in the history of South Australia.

The City of Holdfast Bay plans its annual Proclamation commemorations in close consultation with representatives of the Kurna Nation. Proclamation Day presents an opportunity to recognise the importance of the Letters Patent as a founding document for South Australia. When issued, the Letters Patent was the first time Aboriginal land rights were legislatively acknowledged in Australia's colonial history.

As they have since 2021, Kurna Nation hosted a small overnight camp on the evening of 27 December. The ceremony itself was attended by Kurna Elders Jeffery Newchurch, Lynette Crocker, Merle Simpson, Frank Wanganeen and other Kurna Nation representatives.

Formalities were led by a smoking ceremony, followed by an address by proud Kurna, Narungga and Kokatha woman Quahli Newchurch on behalf of Kurna Traditional Owners. The Proclamation of South Australia was read by Her Excellency the Honourable Francis Adamson AC, Governor of South Australia. Proclamation Day addresses were then delivered by Amanda Wilson, Her Worship the Mayor; the

Governor, Honourable Susan Close MP; Deputy Premier of South Australia. The ceremony also included the presentation of the Governor's Civic Awards for schools.

Approximately 300 people attended the commemoration, including Stephen Patterson MP - Member for Morphett representing the Leader of the Opposition; Alex Dighton MP - Member for Black; Sarah Andrews MP - Member for Gibson; Mayors and Councillors from across South Australia; and representatives of local historical societies, Defence Forces and Emergency Services.

2. New Year's Eve

New Year's Eve (NYE) celebrations in Glenelg attracted an estimated 50,000 attendees for the 9:30pm family fireworks on the Foreshore with an estimated 60,000 people being present for the midnight fireworks. A program of DJs kept crowds entertained from 6pm to midnight.

In Brighton, an estimated 12,500 people attended the 9:30pm fireworks, which were accompanied by DJ entertainment from 6pm to 10pm.

Organised celebrations are an important means of reducing risk for unplanned and unmanaged crowds converging on the area. As part of planning for NYE there was close liaison and engagement with South Australia Police (SAPOL), Metropolitan Fire Service (MFS), South Australia Ambulance Service (SAAS), St John, Surf Life Saving SA as well as local clubs and businesses. This included development of a comprehensive risk assessment and emergency management plan. During the evening an Event Operations Centre (EOC) was operational in the Glenelg Town Hall and staffed by representatives from SAPOL, Surf Life Saving SA, St John, and council administration.

The event successfully delivered a vibrant, inclusive, and safe celebration with high community engagement. Each year there is a comprehensive debrief to review any operational challenges identified. Improvements implemented this year significantly reduced the number of vehicles needing to be towed away. Traffic congestion post event was markedly reduced compared to previous years. While SAPOL and St John reported a number of incidents commensurate with the gathering of a large crowd, the event proceeded without major incident.

3. 2025 Santos Tour Down Under

On 17 January 2025, the City of Holdfast Bay hosted the start of the first race of the 2025 Santos Tour Down Under. Approximately 5,000 spectators converged on Brighton Esplanade to see off the world's best female cyclists as they departed for Aldinga competing in the Ziptrak Stage 1 women's race. In attendance were Premier Peter Malinauskas, Tourism Minister Zoe Bettison and Sarah Andrews MP, local member for Gibson. The race start was officiated by Councillor Snewin representing the Mayor of Holdfast Bay.

Tour Down Under festivities return to Holdfast Bay on Friday 24 January, with Glenelg hosting the start of the Hahn Men's Stage 4 race to Victor Harbor.

4. **Motions to 2024 National General Assembly of Local Government**

In July 2024 Mayor Amanda Wilson, Councillor Rebecca Abley and former Chief Executive Officer (CEO) Roberto Bria, attended the Australian Local Government Association National General Assembly (NGA) at the National Convention Centre in Canberra.

On 12 December 2024, Mayor Amanda Wilson received correspondence from the Australian Local Government Association regarding the progress of the two motions submitted to the Assembly by the City of Holdfast Bay.

Refer Attachment 1

Written By: Executive Officer

Chief Executive Officer: Ms P Jackson

Attachment 1



ALGA
Australian Local
Government Association

8 Geils Court
Deakin, ACT 2600
E alga@alga.asn.au
W alga.com.au

12 December 2024

Cr Amanda Wilson
Mayor
City of Holdfast Bay
24 Jetty Road
Brighton SA 5048
By email: awilson@holdfast.sa.gov.au

Dear Mayor Wilson,

Motions submitted to 2024 National General Assembly of Local Government

Thank you for submitting the following motions which were passed by delegates and became resolutions of our 2024 National General Assembly of Local Government (NGA):

Motion number 87

This National General Assembly calls on the Australian Government to strongly lead a swift realignment of housing policy to recalibrate the housing market in acknowledgement of shelter being a fundamental human need and right, urgently lead the development of alternative housing models to expand housing options, and boldly re-prioritise its infrastructure spending to address the housing crisis and arrest its continued escalation.

Motion number 156

This National General Assembly calls on the Australian Government to lead improvements in safe battery disposal including encouraging regulatory harmonisation and enforcement, ensuring safer collection, supporting education campaigns, and considering reforms such as deposit schemes or similar.

These NGA resolutions were considered by the ALGA Board at their July 2024 meeting, who resolved to forward them onto relevant federal ministers seeking a response.

Accordingly, resolution 87 has been sent to the Hon Clare O'Neil MP, Minister for Housing and Homelessness.

Resolution 156 has been sent to the Hon Tanya Plibersek MP, Minister for the Environment and Water.

We have asked Minister O'Neil and Minister Plibersek to provide a response to these resolutions within 90 days, and these responses, once received, will be published on our website.

I would encourage you to visit www.alga.com.au/motions to check on the progress of your council's resolution and the Government's response.

Thank you once again for your support of our 2024 National General Assembly, and for passionately advocating on behalf of the communities we serve.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Crawford".

Amy Crawford
CEO

cc: Mayor Heather Holmes-Ross, President LGA of South Australia

Item No: 15.2

Subject: **INDEPENDENT MEMBER APPOINTMENTS TO THE COUNCIL
ASSESSMENT PANEL**

Summary

The term of the four Independent Members appointed to the City of Holdfast Bay Council Assessment Panel expires on 31 March 2025. It is recommended that Council appoint a panel to review the submissions received in response to a call for expressions of interest to make recommendations to Council on the preferred candidates for appointment.

Recommendation

That Council appoints Councillor Fleming and Councillor Snewin, the General Manager Strategy and Corporate, and Council's Assessment Manager to review expressions of interest received for independent membership to the City of Holdfast Bay Council Assessment Panel and make a recommendation to Council on the preferred candidates for appointment.

Background

At its meeting held on 28 February 2023 Council appointed four Independent Members to serve on the City of Holdfast Bay Council Assessment Panel (C280223/7364). The appointments were made based on the recommendations of a panel appointed to review expressions of interest received during a period of recruitment. At the time, the Council appointed Councillor Fleming, the General Manager Strategy and Corporate, and Council's Assessment Manager to review expressions of interest and rank them according to merit. The panel then made its recommendation to Council on what it considered to be the four most suitable candidates for appointment to the Council Assessment Panel. Council subsequently appointed four Independent Members for a two-year term expiring on 31 March 2025.

Report

The City of Holdfast Bay Council Assessment Panel is a five-member panel consisting of one elected Council Member and four non-Council Members (Independent Members), which meets monthly to hear representations and consider the merits of specific development applications. Whilst the four Independent Members are required to have prescribed qualifications and formal accreditation, the Council Members are not. Council has also appointed a Deputy Member to serve on the CAP during the incumbent Elected Member's absence.

The Planning, Development & Infrastructure Act 2016 provides that membership on Council Assessment Panels comprise of not more than one Council Member (excluding deputy Council Members) and not less than four Independent Members. The current composition of the Holdfast Bay Council Assessment Panel consists of Yvonne Svensson (Presiding Independent

Member), Colleen Dunn, Sarah Reachill and Terry Sutcliffe. The term of each Independent Member expires on 31 March 2025.

Under the Council Assessment Panel's Operating Procedures, Independent Members are appointed for a term not exceeding two years and, on expiry, a member may be either reappointed or replaced by Council. In the interests of good governance, it is considered that the positions be open to wider expressions of interest rather than re-appointment. In this regard, a call for expressions of interest was published online through Seek on 27 January 2025, with submissions closing at 5:00pm on 7 February 2025.

Previous recruitment processes for the appointment of independent members to the City of Holdfast Bay Council Assessment Panel members have involved establishing a panel comprised of the Elected Member(s) on the Council Assessment Panel, along with members of Administration, to review all expressions of interest and rank them according to merit. The panel would then make its recommendation to Council on what it considers to be the four most suitable candidates for appointment to the Council Assessment Panel. This process has served Council well in the past and has proven to be an efficient way to shortlist candidates for Council's consideration. It is therefore recommended that a similar process is adopted for this round of recruitment.

Budget

The cost of recruiting the Independent Members to the City of Holdfast Bay Council Assessment Panel is factored into the 2024-25 budget.

Life Cycle Costs

Not applicable

Strategic Plan

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

Council Policy

City of Holdfast Bay Council Assessment Panel Operating Procedures

Statutory Provisions

Planning, Development and Infrastructure Act 2016

Written By: Manager Development Services

General Manager: Strategy and Corporate, Ms S Wachtel

Item No: 15.3

Subject: **NOMINATION – LIBRARIES BOARD OF SOUTH AUSTRALIA**

Summary

The Local Government Association of South Australia (LGA) is seeking nominations from a suitably qualified Council member, employees of Council, or other Local Government entities to one position on the Libraries Board of South Australia for a three-year term.

Any member who would like to be nominated will need to have their nomination endorsed by Council prior to submission to the LGA. Nominations close at midday on Friday 31 January 2025.

If Council does not have a nominee, it may just note the report.

Recommendation

That Council:

1. notes the report;

OR

2. nominates _____ for consideration by the LGA to be nominated for the Libraries Board of South Australia.

Background

The Libraries Board of South Australia is established by the *Libraries Act 1982* and is responsible for developing policies and guidelines for the provision of public library services, collaborating with administrative units of the Public Services for the provision of library and information services and to make recommendations to the Minister on allocation of funds for public library services.

A position on the Board has become available due to the resignation of LGA nominee Ms Megan Berghuis, City of Unley.

Report

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

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

Current LGA nominees on the Board are:

- Cr Joost den Hartog, City of Port Adelaide Enfield and
- Ms Bridget Mather, Coorong District Council.

The Board meets 10 times per year within the CBD and a sitting fee of \$590 per session is payable. Some intrastate travel is required. The appointment is for a three-year term.

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

Refer Attachment 1

In accordance with the *LGA Appointments and Nominations to Outside Bodies — Policy* (the Policy), the Nominations Committee of the LGA Board of Directors may undertake preliminary consideration of nominees and make recommendations to the LGA Board of Directors.

LGA nominations on Outside Bodies will, unless determined otherwise by the LGA Board of Directors, be currently serving council members or employees of a council or other local government entity. Only nominations submitted following a resolution of council will be considered.

Any nomination by Council requires the Nomination Form (Part B) to be completed and returned to the LGA by midday on Friday 31 January 2025. An up to date curriculum vitae and response to the selection criteria (of no more than two pages) must be supplied by the nominee.

Refer Attachment 2

The Policy also enables the LGA Secretariat to maintain a Nominees Database, which will record the details of nominees who agree to be considered for other vacancies for a period of 12 months based on the nominee's preferences. The Nomination Form (Section 2) asks nominees whether they want to be listed on the database.

Budget

There are no budget implications for Council.

Life Cycle Costs

Not applicable

Strategic Plan

Statutory compliance

Council Policy

Not applicable

Statutory Provisions

Legislation Interpretation Act 2021

Libraries Act 1982

Written By: Executive Assistant to the Chief Executive Officer

Chief Executive Officer: Ms P Jackson

Attachment 1

Libraries Board SA — Call for Nominations

Governing Statute (if applicable)	section 9, <i>Libraries Act 1982</i>
Purpose/Objective	<p>The functions of the Libraries Board SA are to:</p> <ul style="list-style-type: none"> • formulate policies and guidelines for the provision of public library services; and • establish, maintain and expand collections of library materials and, in particular, collections of such materials that are of South Australian origin, or have a particular relevance to this State; and • administer the State Library; and • establish and maintain such other public libraries and public library services as may best conduce to the public interest; and • promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others; and • collaborate with an administrative unit of the Public Service or any other public sector agency (within the meaning of the Public Sector Act 2009) and any other authority or body, in the provision of library and information services; and • make recommendations to the Minister on the allocation of funds that are available for the purposes of public libraries and public library services; and • initiate and monitor research and experimental projects in relation to public libraries and public library services; and • keep library services provided in the State under continuing evaluation and review; and • to carry out any other functions assigned to the Board under this or any other Act or by the Minister.
Administrative Details	<ul style="list-style-type: none"> • up to 10 meetings held per year • some intrastate travel required • appointments are for a period not exceeding 3 years • a sitting fee of \$590 per session is payable

<p>Selection Criteria (to be addressed by applicant)</p>	<p>LGA nominees may comprise:</p> <ul style="list-style-type: none"> • council members • librarians employed in a public library • community information officers employed by a council • any other officers or employees of a council <p>Nominees must have local government knowledge and experience</p> <p>Representatives of regional councils are encouraged to nominate.</p>
<p>Liability and indemnity cover</p>	<p><i>The LGA requires that persons appointed to Outside Bodies be appropriately insured throughout the period of their appointment and seeks to collect details of the insurances provided by the Outside Body on an annual basis.</i></p>

For more information contact: LGA Nominations Coordinator at nominationscoordinator@lga.sa.gov.au or 8224 2000

Attachment 2

Libraries Board SA — Nomination Form

Instructions

This form:

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

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

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

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

SECTION 1: COUNCIL to complete

Libraries Board SA	
Council Details	
Name of Council submitting the nomination	City of Holdfast Bay
Contact details of council officer submitting this form	Name:
	Position:
	Email:
	Phone:
Council meeting date and minute reference	28 January 2025
Nominee Full Name	
elected member <input type="checkbox"/> OR employee of council <input type="checkbox"/> OR employee of local government entity <input type="checkbox"/>	
<i>Note: by submitting this nomination council is recommending the nominee is suitable for the role.</i>	

SECTION 2: NOMINEE to complete

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

Item No: 15.4

Subject: **PUBLIC INTEREST DISCLOSURE POLICY**

Summary

The *Public Interest Disclosure Act 2018* commenced on 9 July 2019.

Amendments came into effect on 7 October 2021 due to changes to the *Independent Commissioner Against Corruption Act 2012* (ICAC Act), making the Office for Public Integrity (OPI) a standalone independent body and creating an Independent Commission Against Corruption (ICAC).

Recommendation

It is recommended that the Council endorses the revised Public Interest Disclosure Policy.

Background

The current Council Public Interest Disclosure Policy is out of date (endorsed previously by Council on 9 July 2019 - C090719/1547) and is required to be reviewed due to significant legislative amendments. Furthermore, due to the significant number of changes the policy has been completely re-drafted and a marked-up version of the former policy is not included.

Refer Attachment 1

On 16 October 2024, the Audit and Risk Committee approved the Policy for submission to the Council. While Council acknowledged the minutes of the Audit and Risk Committee on 22 October 2024, the Policy was not explicitly highlighted during the meeting. Consequently, it still requires formal endorsement to be fully enacted.

Report

Corruption

Under the legislation, Public Officers must report to the OPI any conduct in public administration they think is corrupt. This includes a Public Officer breaching their duty to act honestly in their role at all times, as well as:

- abuse of public office
- bribery or corruption of Public Officers
- threats of reprisals against Public Officers
- demanding or requiring a benefit on the basis of public office
- offences relating to appointment of public office.

Misconduct and maladministration

ICAC will no longer investigate complaints about misconduct and maladministration in public administration, with these matters instead referred to the South Australian Ombudsman for investigation.

The Ombudsman has issued directions and guidelines outlining the reporting requirements for South Australian Public Officers and authorities to report relevant matters.

Public Officers are also no longer mandated to report misconduct or maladministration in public administration. However, for the benefit of the public sector, local government and the South Australian community, all Public Officers are strongly encouraged to report any breaches of these matters to the OPI.

The definition of misconduct has also changed and must meet all four criteria:

1. The Public Officer's breach contravened a Code of Conduct
2. The breach was intentional and serious
3. The breach happened while acting in their capacity as a Public Officer
4. The Public Officer's breach could result in disciplinary action.

For the avoidance of any doubt, the above amendments to the ICAC Act do not alter the definition of misconduct under common law.

Revised Council Public Interest Disclosure Policy

The purpose of this Policy is to ensure that Council:

- properly fulfils its legislative responsibilities;
- encourages and facilitates disclosures of public interest information in accordance with the objects and requirements of the PID Act;
- ensures there is appropriate oversight of public interest disclosures about corruption, misconduct and maladministration in public administration;
- provides appropriate protection for those who make disclosures in accordance with the PID Act; and
- acknowledges the need to appropriately support informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate disclosure.

Refer Attachment 2

Organisational Public Interest Disclosure Procedure

An Organisational Public Interest Disclosure procedure has also been reviewed, and details how an appropriate disclosure can be made and outlines how the City of Holdfast Bay will ensure compliance with *the Public Interest Disclosure Act 2018*. The procedure sets out the roles and responsibilities for those making and receiving these disclosures. Council does not endorse organisational procedures however the procedure is attached for information only.

Refer Attachment 3

Should members of the public or employees of council wish to make a disclosure for the purposes of the *Public Interest Disclosure Act 2018*, Council has previously nominated the following Responsible Officers:

- General Manager, Business Services
- General Manager, Community Services.

As a result of organisational restructuring, the following positions are currently recommended for endorsement by Council:

- Marnie Lock, General Manager Community and Business
- Sharon Wachtel, General Manager, Strategy and Corporate.

Budget

Not applicable

Life Cycle Costs

Not applicable

Strategic Plan

Council's vision for 2050+ is, in part, to create "South Australia's most sustainable city". Sustainability includes judicious use of resources and ensuring policy positions are clear, relevant and contemporary.

Council Policy

Council Public Interest Disclosure Policy

Statutory Provisions

Local Government Act 1999

Planning, Development and Infrastructure Act 2016

Written By: Manager Strategy and Governance

General Manager: Strategy and Corporate, Ms S Wachtel

Attachment 1

Trim Container	FOL/17/1660
First Issued / Approved:	1 July 2019
Last Reviewed:	NA – New Legislation
Next Review:	30 June 2021

Contents

1. Introduction
2. Scope
3. Definitions
4. Confidentiality
5. Disclosure Process
6. The Role of the Responsible Officer
7. Information to Elected Body
8. Protection for the Informant
9. Availability of the Policy

The *Model Public Interest Disclosure Policy* has been prepared by HWL Ebsworth Lawyers for the Local Government Association of SA (LGA) for the guidance of and use by member Councils.

Further additions have been made to this policy to accommodate situations specific to City of Holdfast Bay. **These additions are marked in red.**

1. Introduction

- 1.1. City of Holdfast Bay is committed to upholding the principles of transparency and accountability in its administrative and management practices and, therefore, encourages the making of disclosures that reveal public interest information.
- 1.2. The purpose of this Policy is to ensure that City of Holdfast Bay:
 - properly fulfils its responsibilities under the *Public Interest Disclosure Act 2018*
 - encourages and facilitates Disclosures of Public Interest Information in accordance with the objects and requirements of the PID Act
 - ensures there is appropriate oversight of public interest disclosures about corruption, misconduct and maladministration in public administration
 - provides appropriate protection for those who make Disclosures in accordance with the Act
 - acknowledges the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.
- 1.3. The Council will review and update this Policy ~~each year as part of its annual~~ in accordance with its policy review schedule.

2. Scope

- 2.1. This Policy applies to appropriate Disclosures of Public Interest Information that are made in accordance with the PID Act by public officers including Council Members, Officers and Employees of the Council, and by members of the public, and is intended to complement the reporting framework under the ICAC Act.

Pursuant to section 4 of the the PID Act and Schedule 1 of the Independent Commission Against Corruption Act 2012 (ICAC Act), employees of Alwyndor Aged Care are “public officers” for the purposes of the PID Act.

Council established the Alwyndor Management Committee (AMC) and Jetty Road Mainstreet Committee (JRMCM), under section 41 of the Local Government Act 1999, for purposes which include ‘to assist the Council in the performance of its functions’ and to provide advice. As committee members are acting within the roles and responsibilities assigned under the Terms of Reference for each committee, then all members of the Council’s section 41 committees are considered to be ‘public officers’ for the purposes of ICAC Act.

- 2.2. This Policy is also designed to complement the existing communication channels within Council, and operate in conjunction with other existing policies, including:

- Fraud & Corruption Prevention Policy
- Code of Conduct for Council Employees
- Code of Conduct for Council Members
- Internal Review of Council Decisions Policy under section 270 of the *Local Government Act 1999*.

2.3. The Council is committed to:

- referring, as necessary, appropriate Disclosures to another Relevant Authority
- where the Disclosure relates to Corruption, or serious or systemic Misconduct or Maladministration in public administration, reporting the Disclosure directly to the OPI in accordance with the Guidelines and the requirements of the ICAC Act
- otherwise facilitating the investigation of appropriate Disclosures in a manner which promotes fair and objective treatment of those involved
- rectifying any substantiated wrongdoing to the extent practicable in all the circumstances.

3. Definitions

- For the purposes of this Policy the following definitions apply.

3.1. **Commissioner** means the person holding or acting in the office of the Independent Commissioner Against Corruption.

3.2. **Corruption in public administration** is defined in section 5(1) of the ICAC Act and means:

3.2.1. an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:

- (i) bribery or corruption of public officers
- (ii) threats or reprisals against public officers
- (iii) abuse of public office
- (iv) demanding or requiring benefit on basis of public office
- (v) offences relating to appointment to public office

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- (vi) an offence against the *Public Sector (Honesty and Accountability) Act 1995* or the *Public Corporations Act 1993*, or an attempt to commit such an offence
- 3.2.2. an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence
- 3.2.3. any other offence (including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence
- 3.2.4. any of the following in relation to an offence referred to in a preceding paragraph:
- (i) aiding, abetting, counselling or procuring the commission of the offence
 - (ii) inducing, whether by threats or promises or otherwise, the commission of the offence
 - (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence
 - (iv) conspiring with others to effect the commission of the offence.
- 3.3. **Council** means City of Holdfast Bay including Alwyndor Aged Care and Council section 41 *Local Government Act 1999* committees i.e. Alwyndor Management Committee and Jetty Road Mainstreet Committee.
- 3.4. **Detriment** includes:
- injury, harm (including psychological harm), damage (including damage to reputation) or loss;
 - intimidation or harassment;
 - discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or
 - threats of reprisal (which may be express or implied, and/or conditional or unconditional).
- 3.5. **Directions and Guidelines** is a reference to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner's website (www.icac.sa.gov.au).

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- 3.6. **Disclosure** means an appropriate disclosure of public interest information made by an Informant to a Relevant Authority.

A person makes an **appropriate disclosure of environmental and health information** if:

- (a) the person:
 - i. believes on reasonable grounds that the information is true; or
 - ii. is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated; and
- (b) the disclosure is made to a Relevant Authority.

A person makes an **appropriate disclosure of public administration information** if:

- (a) the person:
 - i. is a public officer;
 - ii. reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and
- (b) the disclosure is made to a Relevant Authority.

- 3.7. **Employee** refers to all Council employees including Alwyndor Aged Care employees, whether they are working in a full-time, part-time or casual capacity.

- 3.8. **Environmental and health information** means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

- 3.9. **Fraud** includes an intentional dishonest act or omission done with the purpose of deceiving.

- 3.10. **ICAC Act** is the *Independent Commissioner Against Corruption Act 2012*.

- 3.11. **Independent Assessor** means the person designated by the Responsible Officer as being responsible for investigating a disclosure made to City of Holdfast Bay in accordance with the Public Interest Disclosure Procedure.

- 3.12. **Informant** means a person who makes an appropriate disclosure of public interest information to a Relevant Authority.

- 3.13. **Maladministration in public administration** is defined in section 5(4) of the ICAC Act and

- 3.13.1. means:

(i) conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources; or

(ii) conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions; and

3.13.2. includes conduct resulting from impropriety, incompetence or negligence; and

3.13.3. is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.

3.14. **Misconduct in public administration** is defined in section 5(3) of the *ICAC Act* and means:

3.14.1. contravention of a code of conduct by a public officer while acting in his or her capacity as a public officer that constitutes a ground for disciplinary action against the officer; or

3.14.2. other misconduct of a public officer while acting in his or her capacity as a public officer.

3.15. **Office for Public Integrity (OPI)** is the office established under the *ICAC Act* that has the function to:

3.15.1. receive and assess complaints about public administration from members of the public;

3.15.2. receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman, the Council and public officers;

3.15.3. refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated;

3.15.4. give directions or guidance to public authorities in circumstances approved by the Commissioner;

- 3.15.5. perform other functions assigned to the Office by the Commissioner.
- 3.16. **Public administration** defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.
- 3.17. **Public administration information** means information that raises a potential issue of corruption, misconduct or maladministration in public administration.
- 3.18. **Public interest information** means environmental or health information, or public administration information.
- 3.19. **PID Act** means the *Public Interest Disclosure Act 2018*.
- 3.20. **Principal Officer** for the purposes of the PID Act means the Chief Executive Officer of the Council.
- 3.21. **Public Officer** has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes:
- a Council member;
 - all employees or officers of Council including Alwyndor Aged Care employees; and
 - Section 41 Local Government Act 1999 Committee Members including Alwyndor Management Committee and Jetty Road Mainstreet Committee.
- 3.22. **Relevant Authority** means the person or entity that receives an appropriate disclosure of public interest information in accordance with the PID Act, as set out in Appendix A to this Policy.
- 3.23. **Responsible Officer** is a person who has completed any training courses approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by the Council as responsible officer under section 12 of the PID Act.
- 3.24. **Victimisation** occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of public interest information.

4. Confidentiality

- 4.1. The identity of an Informant will be maintained as confidential in accordance with the PID Act.

-
- Address

Confidential

Responsible Officer, Public Interest Disclosure

PO Box 19

BRIGHTON SA 5048

6. The Role of the Responsible Officer

6.1. A person designated as a Responsible Officer for the Council:

6.1.1. must:

6.1.1.1. receive appropriate Disclosures relating to the Council and ensure compliance with the PID Act, and the Public Interest Disclosure Procedure, in relation to any such Disclosures;

6.1.1.2. make appropriate recommendations to the principal officer of the Council in relation to dealing with Disclosures, including any suggested changes to this Policy or the Public Interest Disclosure Procedure; and

6.1.1.3. provide advice to officer and employees of the Council in relation to the administration of the PID Act; and

6.1.1.4. complete any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations; and

6.1.2. may carry out any other functions relating to the PID Act.

6.2. Upon the receipt of a Disclosure, the Responsible Officer will deal with the disclosure in accordance with the Public Interest Disclosure Procedure.

6.3. In making any determination or taking any action under this Policy or pursuant to the Public Interest Disclosure Procedure:

6.3.1. the Responsible Officer may seek legal advice from Council's lawyers and/or guidance from SAPOL or the Ombudsman in relation to the most appropriate course of action to pursue; and

6.3.2. is authorised to incur costs in accordance with the Council's Budget for that purpose.

6.4. The Responsible Officer will liaise as required with the Informant and any Independent Assessor in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure, and will ensure that the Informant is provided with

support and protection as necessary and appropriate in the circumstances of the Disclosure.

7. Information to Elected Body

- 7.1. As a matter of discretion, the Chief Executive Officer may inform the elected body, on a confidential basis, of the fact that an investigation of a Disclosure took place and the outcome of the investigation.
- 7.2. Factors the Chief Executive Officer will take into account in determining whether to inform the elected body under paragraph 7.1 above and the level of detail provided in doing so are to include:
 - 7.2.1. if known, the identity of the Informant, and whether the Informant has consented to his/her identity being divulged;
 - 7.2.2. if applicable, the identity of any person the subject of the Disclosure;
 - 7.2.3. the impact (if any) of the investigation upon the Council's achievement of its objectives under its Strategic Plan and/or policies; and
 - 7.2.4. the impact of any action taken to finalise the matter upon the Council's operations and/or budget.
- 7.3. In the event the Disclosure and/or any subsequent investigation process is confined to issues that impact only upon Council staff and human resource processes, the Chief Executive Officer will not inform the elected body of the fact of the Disclosure and/or investigation (since these matters fall outside the roles and responsibilities of elected members under the *Local Government Act 1999*).

8. Protection for the Informant

- 8.1. An Informant who makes an appropriate Disclosure is protected by:
 - 8.1.1. immunity from criminal or civil liability as provided for in section 5(1) of the PID Act;
 - 8.1.2. a prohibition on disclosure of his/her identity as provided for in section 8 of the PID Act;
 - 8.1.3. a prohibition against Victimisation as provided for in section 9 of the PID Act; and
 - 8.1.4. a prohibition against hindering, obstructing or preventing an Informant from making an appropriate Disclosure as provided for in section 11 of the PID Act.
- 8.2. The PID Act does not provide any protection to people who knowingly make disclosures that are false or misleading in a material particular (whether by reason of the inclusion or omission of a particular).

- 8.3. A person who knowingly makes a Disclosure that is false or misleading in a material particular is guilty of an offence and may be prosecuted.
- 8.4. A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.
- 8.5. The Council will take action as appropriate in the circumstances of the relevant Disclosure/s to protect Informants from Victimisation. Such action may include acting in accordance with the risk minimisation steps set out in the Public Interest Disclosure Procedure and/or referring the matter to the SA Police.
- 8.6. Any Council Member or employee or officer of the Council who:
 - 8.6.1. knowingly makes a disclosure that is false or misleading in a material particular;
or
 - 8.6.2. commits an act of Victimisation in relation to an Informant; or
 - 8.6.3. acts otherwise than in accordance with this Policy or the Public Interest Disclosure Procedure (including with respect to divulging the identity of an Informant) in relation to a Disclosuremay also face disciplinary action by the Council or the Chief Executive Officer (as appropriate).

9. Availability of the Policy

- 9.1. This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.holdfast.sa.gov.au . Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

Appendix A
Relevant Authorities

Where the information relates to...	the relevant authority is...
a public officer* *as defined and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes members, officers and employees of local government bodies	either: the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or the person who is in fact responsible for the management or supervision of the public officer; or the relevant responsible officer (as designated by the Council in accordance with section 12 of the PID Act)
a public sector agency or public sector employee	either: the Commissioner for Public Sector Employment; or the responsible officer for the relevant public sector agency
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular council established under the <i>Local Government Act 1999</i>	a member, officer or employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class ¹	an authority declared by the regulations to be a relevant authority in relation to such information

¹ at this stage, no prescribed persons or classes have been identified

Where the information relates to...	the relevant authority is...
public interest information - being: environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration)	the OPI; a Minister of the Crown; or any other prescribed person or person of a prescribed class

SIGNED:
 Chief Executive Officer

NAME:

DATE: ____/____/____

Attachment 2

PUBLIC INTEREST DISCLOSURE

1. Purpose

The purpose of this Policy is to ensure that Council:

- properly fulfils its legislative responsibilities
- encourages and facilitates disclosures of public interest information in accordance with the objects and requirements of the PID Act
- ensures there is appropriate oversight of public interest disclosures about corruption, misconduct and maladministration in public administration
- provides appropriate protection for those who make disclosures in accordance with the PID Act, and
- acknowledges the need to appropriately support informants, the responsible officer and, as appropriate, those public officers affected by any appropriate disclosure.

2. Scope

This Policy applies to appropriate disclosures of public interest information that are made in accordance with the PID Act by public officers including Elected Members, Council Committee Members, officers and employees of the Council (including Alwyndor), and by members of the public.

It should be noted that any matters relating to clients of Alwyndor are also subject to notification provisions in the *Aged Care Act 1997* (Cth) (*Aged Care Act*), which have shorter reporting timeframes than the PID Act.

Anyone can receive the protection of the PID Act if an appropriate disclosure is made of environmental and health information in accordance with the PID Act. Only public officers are eligible for the protections under the PID Act if making an appropriate disclosure of public administration information.

Nothing in this policy relieves public officers of other reporting requirements, namely:

- public officers must report to the Office for Public Integrity (OPI) any conduct in public administration they reasonably suspect involves corruption unless they know it has already been reported to OPI, and
- public officers are no longer mandated to report misconduct or maladministration in public administration however, the Ombudsman expects breaches of these matters to be reported to them.

3. Roles and Responsibilities

Elected Members, Council Committee Members, officers and employees of the Council (including Alwyndor), and by members of the public	Report disclosures of public interest information in accordance with requirements detailed within policy and procedure.
Responsible Officers: General Manager Community & Business General Manager Strategy & Corporate	Will liaise as required with the informant and any independent assessor in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure, and will ensure that the informant is provided with support and protection as necessary and appropriate in the circumstances of the disclosure.

4. Policy Statement

Council is committed to:

- referring appropriate disclosures to another relevant authority when necessary
- reporting the disclosure directly to the OPI in accordance with the requirements of the *Independent Commissioner Against Corruption Act 2012* (ICAC Act) and relevant guidelines where a disclosure relates to corruption, or serious or systemic misconduct or maladministration in public administration
- otherwise facilitating the investigation of appropriate disclosures in a manner which promotes fair and objective treatment of those involved, and
- rectifying any substantiated wrongdoing to the extent practicable.

This policy is designed to complement existing communication channels within Council, and operates in conjunction with relevant fraud, corruption and behavioural management policies.

Confidentiality

- 4.1 With the exception of circumstances listed in 4.2, the identity of an informant will be kept confidential.
- 4.2 A recipient of an appropriate disclosure may only divulge the identity of an informant where:
- on reasonable grounds, the recipient believes that it is necessary to divulge the identity of the informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, and the identity of the informant is then divulged to a person or authority that the recipient believes is the most appropriate authority or person to be able to take action to prevent or minimise the risk
 - the recipient has been issued with a notice from the Office for Public Integrity (OPI) advising that the identity of the informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI
 - doing so is necessary for the matter to be properly investigated (but only to the extent necessary to ensure proper investigation), or
 - the informant consents to his/her identity being disclosed.
- 4.2 In considering whether to further disclose other information provided as part of an appropriate disclosure, council will be mindful of the prohibition against victimisation in the PID Act.

- 4.3 An informant may wish to remain anonymous, but in that event must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

Disclosures

- 4.4 Disclosures are to be handled in accordance with the Public Interest Disclosure Procedure.
- 4.5 Nothing in this Policy prevents a person from making a disclosure to a relevant authority external to council (i.e., the Ombudsman, ICAC or OPI). This is a choice to be made by the informant.
- 4.6 A disclosure may be made to the council's designated responsible officer in person, by telephone or in writing. The relevant contact details are:

General Manager Community & Business, or
General Manager Strategy & Corporate
8299 9999
PID@holdfast.sa.gov.au, or

CONFIDENTIAL Public Interest Disclosure
Attention: Responsible Officer [include position title]
PO Box 19
BRIGHTON SA 5048

- 4.7 It should be noted that any disclosures relating to clients of Alwyndor must also be managed under the Aged Care Act, via the General Manager, Alwyndor.

Protection for an Informant

- 4.8 An informant who makes an appropriate disclosure is protected by the PID Act via:
- immunity from criminal or civil liability, as provided for in section 5(1)
 - a prohibition on disclosure of their identity, as provided for in section 8
 - a prohibition against victimization, as provided for in section 9, and
 - a prohibition against hindering, obstructing or preventing an informant from making an appropriate disclosure, as provided for in section 11.
- 4.9 Protections do not extend to people who knowingly make disclosures that are false or misleading in a material particular (whether by reason of the inclusion or omission of a particular). Disclosures that are false or misleading in a material particular are an offence.
- 4.10 Victimising informants is an offence and Council will take action as appropriate to protect Informants from victimisation.
- 4.11 Any Elected Member or employee or officer of council who:
- knowingly makes a disclosure that is materially false or misleading, or
 - commits an act of victimisation in relation to an informant, or
 - acts otherwise than in accordance with this Policy or the Public Interest Disclosure Procedure (including, but not limited to, divulging the identity of an informant) in relation to a disclosure
- may also face disciplinary action by the Council or the Chief Executive Officer (as appropriate) in accordance with relevant policies and codes of conduct.

Role of the Principal Officer

- 4.12 The Principal Officer (Chief Executive Officer) is responsible for:
- ensuring that one or more appropriately qualified officers or employees of the council are designated as responsible officers of the council for the purposes of the PID Act and undertake any training required by the relevant Regulations
 - ensuring that the name and contact details of each responsible officer of the council are made available to officers and employees
 - as a matter of discretion, informing elected members on a confidential basis of investigations of a disclosure that have taken place and the outcome of an investigation. Factors that the Principal Officer can take into account in determining whether to inform elected members, and the level of detail provided, include:
 - (i) whether the informant has consented to their identity being divulged
 - (ii) if applicable, the identity of any person that is a subject of the disclosure
 - (iii) any impact of the investigation upon the council's achievement of its objectives under its strategic plans or policies
 - (iv) the impact of any action taken to finalise the matter on council's operations or budget.
- 4.13 Where a disclosure or subsequent investigation process is related to council employees and human resource processes, elected members will not be informed of the disclosure or investigation as these matters fall outside their roles and responsibilities under the *Local Government Act 1999*.

Role of the Responsible Officer

- 4.14 The responsible officer will liaise as required with the informant and any independent assessor in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure, and will ensure that the informant is provided with support and protection as necessary and appropriate in the circumstances of the disclosure.
- 4.15 A person designated as a responsible officer for the council must:
- receive and manage disclosures and ensure compliance with the PID Act, and the Organisational Public Interest Disclosure Procedure
 - make appropriate recommendations to the principal officer of the council in relation to dealing with disclosures, including any suggested changes to this Policy or the Organisational Public Interest Disclosure Procedure
 - provide advice to officer and employees of council in relation to the administration of the PID Act, and
 - complete any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations.
- 4.16 A person designated as a responsible officer for council may:
- carry out any other functions relating to the PID Act.
 - seek legal advice from council's lawyers and/or guidance from SAPOL or other relevant authority in relation to the most appropriate course of action to pursue,
 - incur costs for that purpose in accordance with the council's Budget and delegations.

4.17 The responsible officer must ensure accurate records of an appropriate disclosure are securely and confidentially maintained including notes of all discussions, phone calls, and interviews. In performing their duties, the responsible officer will maintain a confidential file of information (including written documents, disks, tapes, film or other objects that contain information) that relates to disclosure and/or is a product of the associated investigation/reporting process. All such information will be securely stored in ECM and accessible only to responsible officers. In the event that a person's appointment as a responsible officer ends, the person must provide this information to the newly-appointed responsible officer and having done so will continue to be bound by a duty of confidentiality in respect of an informant's identity and the information received as a result of the disclosure. These provisions extend to any independent assessor.

5. Definitions

Refer to Appendix A on page 7.

6. Administration Use Only

Reference Number:	Document Set ID: 4846352
Strategic Alignment:	Council's vision for 2050+ is, in part, to create "a welcoming and healthy place for all in South Australia's most sustainable city". Both sustainability and wellbeing are built on a foundation of trust. The public interest disclosure policy contributes to building trust in public governance and Council.
Strategic Risk:	Poor or ineffective management of legislative and regulatory obligations and ongoing changes.
Responsible Officer(s):	General Manager Strategy & Corporate Manager Strategy & Governance
First Issued / Approved:	9 July 2019
Minutes Date and Council Resolution Number:	C090719/1547
Last Reviewed:	X January 2024
Next Review Date:	X January 2028
Applicable Legislation:	<i>Independent Commission Against Corruption Act 2012</i> <i>Ombudsman Act 1972</i> <i>Public Interest Disclosure Act 2018 and Regulations 2019</i> <i>Local Government Act 1999</i> <i>Criminal Law Consolidation Act 1935</i> <i>Aged Care Act 1997 (Cth)</i>
Related Policies:	<ul style="list-style-type: none"> • Council Fraud, Corruption, Misconduct and Maladministration Policy • Model Public Interest Disclosure Policy and Procedures (issued by the LGA)
Other Reference Documents:	<ul style="list-style-type: none"> • Ombudsman SA Directions and Guidelines • Office of Public Integrity Direction and Guidelines • Public Interest Disclosure Guidelines (issued by the ICAC)

	<ul style="list-style-type: none">• Codes of Conduct and associated policies for employees and Elected Members• Organisational Public Interest Disclosure Procedure.
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Appendix A

- Commissioner -** the person holding or acting in the office of the Independent Commissioner Against Corruption.
- Corruption -** in public administration is defined in section 5(1) of the ICAC Act and means:
- an offence against Part 7 Division 4 (Offences relating to public officers) of the *Criminal Law Consolidation Act 1935*, which includes the following offences:
 - (i) bribery or corruption of public officers;
 - (ii) threats or reprisals against public officers;
 - (iii) abuse of public office;
 - (iv) demanding or requiring benefit on basis of public office;
 - (v) offences relating to appointment to public office; or
 - an offence against the *Public Sector (Honesty and Accountability) Act 1995* or the *Public Corporations Act 1993*, or an attempt to commit such an offence; or
 - an offence against the *Lobbyists Act 2015*, or an attempt to commit such an offence; or
 - any other offence (including an offence against Part 5 (Offences of dishonesty) of the *Criminal Law Consolidation Act 1935*) committed by a public officer while acting in his or her capacity as a public officer or by a former public officer and related to his or her former capacity as a public officer, or by a person before becoming a public officer and related to his or her capacity as a public officer, or an attempt to commit such an offence; or
 - any of the following in relation to an offence referred to in a preceding paragraph:
 - (i) aiding, abetting, counselling or procuring the commission of the offence
 - (ii) inducing, whether by threats or promises or otherwise, the commission of the offence
 - (iii) being in any way, directly or indirectly, knowingly concerned in, or party to, the commission of the offence
 - (iv) conspiring with others to effect the commission of the offence.
- Council -** the City of Holdfast Bay.
- Detriment** includes:
- injury, harm (including psychological harm), damage (including damage to reputation) or loss
 - intimidation or harassment
 - discrimination, disadvantage or adverse treatment in relation to a person's employment, and/or
 - threats of reprisal (which may be express or implied, and/or conditional or unconditional).
- Directions/
Guidelines –** refers to the Directions and Guidelines issued pursuant to section 20 of the ICAC Act and/or section 14 of the PID Act, which are available on the Commissioner's website (www.icac.sa.gov.au).
- Disclosure -** an appropriate disclosure of public interest information made by an informant to a relevant authority.
- A person makes an appropriate disclosure of environmental and health information if:
- (a) the person:

- believes on reasonable grounds that the information is true, or
 - is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated, and
- (b) the disclosure is made to a relevant authority.

A person makes an appropriate disclosure of public administration information if:

(a) the person:

- is a public officer
- reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration, and

(b) the disclosure is made to a relevant authority.

Employee - refers to all the Council's employees, whether they are working in a full-time, part-time or casual capacity.

Environmental & health info - means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

Fraud - includes an intentional dishonest act or omission done with the purpose of deceiving.

Independent Assessor - means the person designated by the responsible officer as being responsible for investigating a disclosure made to the City of Holdfast Bay in accordance with the Organisational Public Interest Disclosure Procedure.

Informant - means a person who makes an appropriate disclosure of public interest information to a relevant authority.

Maladministration - in public administration is defined in section 4 of the *Ombudsman Act 1972* Act and means:

- conduct of a public officer, or a practice, policy or procedure of a public authority, that results in an irregular and unauthorised use of public money or substantial mismanagement of public resources, or
- conduct of a public officer involving substantial mismanagement in or in relation to the performance of official functions, and includes conduct resulting from impropriety, incompetence or negligence, and is to be assessed having regard to relevant statutory provisions and administrative instructions and directions.

Misconduct - in public administration is defined in section 4 of the *Ombudsman Act 1972* and means an intentional and serious contravention of a code of conduct by a public officer while acting in their capacity as a public officer that constitutes ground for disciplinary action against the officer.

Office for Public Integrity (OPI) - is the office established under the *ICAC Act* that has the function to:

- receive and assess complaints about public administration from members of the public
- receive and assess reports about corruption, misconduct and maladministration in public administration from the Ombudsman, the council and public officers
- refer complaints and reports to inquiry agencies, public authorities and public officers in circumstances approved by the Commissioner or make recommendations as to whether and by whom complaints and reports should be investigated
- give directions or guidance to public authorities in circumstances approved by the Commissioner, and

- perform other functions assigned to the Office by the Commissioner.

Public administration - defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972* will be taken to be carried out in the course of public administration.

Public administration information -

means information that raises a potential issue of corruption, misconduct or maladministration in public administration.

Public interest information -

means environmental or health information, or public administration information.

Principal Officer -

for the purposes of the PID Act means the Chief Executive Officer of the Council.

Public Officer -

has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes:

- a Council member; and
- an employee or officer of the Council.

Relevant Authority -

means the person or entity that receives an appropriate disclosure of public interest information in accordance with the PID Act, as follows:

Where the information relates to...	the relevant authority is...
a public officer* <small>*as defined and set out in Schedule 1 of the <i>Independent Commissioner Against Corruption Act 2012</i> - relevantly, this includes members, officers and employees of local government bodies</small>	either: <ul style="list-style-type: none"> • the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or • the person who is in fact responsible for the management or supervision of the public officer; or • the relevant responsible officer (as designated by the Council in accordance with section 12 of the PID Act)
a public sector agency or public sector employee	either: <ul style="list-style-type: none"> • the Commissioner for Public Sector Employment; or • the responsible officer for the relevant public sector agency
an agency to which the <i>Ombudsman Act 1972</i> applies	the Ombudsman
a location within the area of a particular council established under the <i>Local Government Act 1999</i>	a member, officer or employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class ¹	an authority declared by the regulations to be a relevant authority in relation to such information

<p>public interest information - being:</p> <ul style="list-style-type: none"> • environmental and health information (information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public); or • public administration information (information that raises a potential issue of corruption, misconduct or maladministration in public administration) 	<ul style="list-style-type: none"> • the OPI; • a Minister of the Crown; or • any other prescribed person or person of a prescribed class
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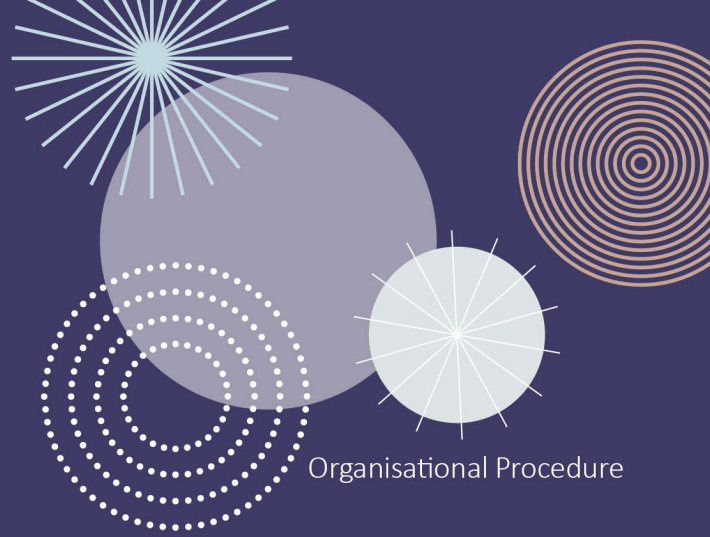
¹ at this stage, no prescribed persons or classes have been identified.

Responsible Officer - is a person who has completed any training courses approved by the Commissioner for the purposes of the Public Interest Disclosure Regulations 2019 and has been designated by the Council as responsible officer under section 12 of the PID Act.

Victimisation - occurs when a person causes detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of public interest information.

Attachment 3

Public Interest Disclosure



As Chief Executive Officer (CEO) of the City of Holdfast Bay (the council) and designated Principal Officer for the purposes of the Public Interest Disclosure Act 2018 (PID Act), the intent of this procedure is to encourage and facilitate further transparency and accountability in the council's administrative and management practices; and the disclosure of information of interest to the public about substantial risks to public health or safety, or to the environment and about corruption, misconduct and maladministration in public administration.

This procedure has been prepared in accordance with the requirements of sections 12(4) and (5) of the PID Act and is designed to ensure proper procedures are in place for the making, and dealing with, public interest disclosures and for providing appropriate protections for informants who make such disclosures.

The council is committed to the protection of informants who make public interest disclosures and to the genuine and efficient consideration and action in relation to information provided to the council via a public interest disclosure, as contemplated and demonstrated by this procedure.

Any questions about this procedure should be directed in the first instance to a Responsible Officer, whose details are in section 3 of this procedure.

*Pamela Jackson
Chief Executive Officer*

1. Purpose

This document outlines procedures for making and managing appropriate disclosures of public interest information, and to provide appropriate protections for those who make such disclosures.

This Procedure should be read in conjunction with the Council's Public Interest Disclosure Policy (the Policy).

2. Scope

This Procedure applies to appropriate disclosures of public interest information that are made in accordance with the *Public Interest Disclosure Act 2018* (PID Act) by public officers including Elected Members, Council Committee Members, officers and employees of the Council (including Alwyndor), and by members of the public.

It should be noted that any matters relating to clients of Alwyndor are also subject to notification provisions in the *Aged Care Act 1997* (Cth) (Aged Care Act), which have shorter reporting timeframes than the PID Act.

Anyone can receive the protection of the PID Act if an appropriate disclosure is made of environmental and health information in accordance with the PID Act. Only public officers are eligible for the protections under the PID Act if making an appropriate disclosure of public administration information.

Nothing in this procedure relieves public officers of other reporting requirements, namely: public officers must report to the Office for Public Integrity (OPI) any conduct in public administration they reasonably suspect involves corruption unless they know it has already been reported to OPI, and public officers are no longer mandated to report misconduct or maladministration in public administration however, the Ombudsman expects breaches of these matters to be reported to them.

3. Roles and Responsibilities

Elected Members, Council Committee Members, officers and employees of the Council (including Alwyndor), and by members of the public.	Report disclosures of public interest information in accordance with requirements detailed within policy and procedure.
Responsible Officers: General Manager Community & Business General Manager Strategy & Corporate.	Will liaise as required with the informant and any independent assessor in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure, and will ensure that the informant is provided with support and protection as necessary and appropriate in the circumstances of the disclosure.

4. Procedure

4.1 Making an appropriate disclosure of public interest information

- i Refer to the Policy to determine whether the information you have is public interest information (see definition of 'disclosure') and who the relevant authority is that you should disclose the information to.
- ii If you want to make an appropriate disclosure of public interest information related to council or a council officer you have a number of options. You can contact:
 - Council's responsible officer, who will provide assistance and advice
 - the officer's supervisor or manager, who will seek guidance from Council's responsible officer
 - the Office for Public Integrity (OPI), who have a number of responsibilities in relation to corruption, misconduct and maladministration in public administration
 - the Ombudsman, for any intentional and serious misconduct or maladministration, or
 - any other relevant authority as outlined in the Policy.
- iii Once you make an appropriate disclosure of public interest information in accordance with section 5, the person to whom you made the appropriate disclosure must take certain steps as set out in section 7 of the PID Act, which includes taking reasonable steps to notify you of their assessment and any actions arising.
- iv If you have any concerns about your disclosure not being dealt with appropriately, the determinations made or any other related concerns, you can contact Council's responsible officer if they were not the original receiving person. If your disclosure was made to Council's responsible officer and you have concerns, contact another relevant authority (refer to the Policy).
- v If the responsible officer fails to notify you in accordance with the prescribed timeframes (ie, 30 days for the preliminary assessment and 90 days for the investigation), you may be entitled to protection in relation to any subsequent disclosure of that information to a journalist or member

of Parliament in accordance with the PID Act.

4.2 Receiving and preliminary assessment of an appropriate disclosure of public interest information

- i) If you are not a responsible officer and have received a potential disclosure of public interest information,
 - a) ask whether the informant wishes to remain confidential
 - b) ask the informant how they wish to be contacted to be kept informed
 - c) do not disclose the identity of the information or information that could reveal who they are, unless the informant consents
 - d) seek advice from one of Council's responsible officers or a relevant authority.
- ii) If you are a responsible officer and have received an appropriate disclosure of public interest information,
 - a) assess for imminent risk. If the content of the disclosure suggests that there is an imminent risk of serious physical injury or death to any person or the public generally, the recipient of the disclosure must immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency (eg. South Australia Police, SafeWork SA, SA Ambulance, Environment Protection Authority)
 - b) if the matter relates to a client of Alwyndor, advise the General Manager Alwyndor immediately, as the Aged Care Act requires notifications within shorter timeframes
 - c) Complete the rest of your evaluation, guaranteeing that all paperwork is stored in the council's records management platform, accessible solely to the pertinent responsible officer, inform the informant of your initial evaluation findings and any forthcoming actions within 30 days of receiving the disclosure.
 - d) assess whether the matter relates to corruption, misconduct or maladministration in public administration. If the recipient of the disclosure forms a reasonable suspicion that the matter disclosed involves corruption in public administration the recipient of the disclosure must comply with his or her reporting obligations under the *Independent Commission Against Corruption Act 2012* (ICAC Act), including reporting to OPI and/or the Ombudsman
 - e) assess whether an independent assessor and/or legal advice is required
 - f) assesses whether the content of the disclosure requires further action. You must ensure that:
 - such action as may be appropriate in the circumstances is taken by you to ensure the matter the subject of the disclosure is properly addressed, or
 - such information as is necessary to enable action to be taken is communicated to the most appropriate person or relevant authority to take such action (bearing in mind confidentiality requirements).
 - g) notify OPI as soon as reasonably practicable after the receipt of an appropriate disclosure by making an electronic notification via the dedicated notification form on the OPI website (publicintegrity.sa.gov.au). The unique reference number issued by OPI upon the making of a notification should be retained and provided to any other person or authority to whom the disclosure is referred
 - h) report the outcome of your preliminary assessment to the principal officer (unless the disclosure relates to that person), bearing in mind confidentiality requirements.

4.3 Investigating appropriate disclosures of public interest information

- i) If, as responsible officer, you have determined that an independent assessor is required to undertake a formal investigation, one can be selected from Council's legal panel. For more minor matters, the responsible officer may investigate.

- ii) The objectives of an investigation process, which must be completed within 90 days of receipt of the disclosure, are:
 - a) to investigate the substance of the disclosure and to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made
 - b) to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment
 - c) to consider the information collected and to draw conclusions objectively and impartially
 - d) to observe procedural fairness in the treatment of any person who is subject of the disclosure
 - e) to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.
- iii) Whoever undertakes the investigation will observe the principles of natural justice throughout the process. The investigation will be conducted in an efficient manner and will involve a thorough and balanced assessment of the available evidence and any other factors deemed relevant to making a fair and reasonable judgement about the matter.
- iv) The investigator will bring the fact of the disclosure to the attention of the person who is the subject of it in writing within five days of receiving it and will provide them with an opportunity to respond to the disclosure within a reasonable timeframe (either in writing or in person). (Note - the full details of any allegations contained in the disclosure need not be brought to the person's attention if the Independent Assessor considers that doing so will compromise the investigation.)
- v) During any interview with an investigator, the person who is the subject of a disclosure may be accompanied by any person providing support to them (including a lawyer) as they consider fit. Any costs incurred in relation to obtaining the assistance of a support person are the personal expenses of the person subject of the disclosure. The support person is bound by a duty of confidentiality in relation to any matter discussed during such interview.
- vi) Investigation are undertaken in confidence. So long as the identity of the informant is known to the responsible officer or is reasonably ascertainable, the investigator will keep the identity of the informant confidential unless consent has been given by the informant to divulge their identity.
- vii) If an independent assessor is being used, they must keep the responsible officer informed of the expected timeframes for completion of the investigation and the provision of their investigation report.
- viii) On finalising an investigation, an investigator will prepare an investigation report that will contain the following details:
 - the allegation(s)
 - an account of all relevant information received including any rejected evidence, and the reasons why the rejection occurred
 - the conclusions reached and the basis for them and
 - any recommendations arising from the conclusions, including any remedial action which should be taken by the council.

The report is to be accompanied by transcripts or other records of any verbal evidence taken, including tape recordings, all documents, statements or other exhibits received by the investigator and accepted as evidence during the course of the investigation. Any report prepared in accordance with this part will not disclose particulars that will or are likely to lead to the identification of the informant unless consent has been given by the informant to divulge their identity or legislative exemptions/exceptions apply.

- ix) On receiving the investigation report, as the responsible officer, take whatever action you consider appropriate in the circumstances, having regard to the matters identified in investigation report.
- x) As the responsible officer, notify the informant (or referring authority) of the outcome of investigation in writing as soon as is reasonably practicable after further action has been taken. You must include information on any action that has been, or will be, taken in relation to the disclosure or, if no action is being taken in relation to the disclosure, the reason/s why.

4.4 Final report

- i) Upon finalising any action required in relation to a disclosure, the responsible officer will prepare a report, bearing in mind confidentiality requirements, to the principal officer that will contain:
 - the subject of the disclosure
 - an account of the steps taken by the responsible officer in accordance with this procedure, including, where appropriate, enclosing a copy of any independent assessor's report
 - conclusions reached as a result of the steps taken in response to the disclosure and the basis for them and any recommendations arising from the conclusions, including any remedial action which should be taken by the council.
- ii) The principal officer may, in accordance with the Policy, inform Elected Members regarding the disclosure, investigation and outcomes.

5. REFERENCES

- *Independent Commission Against Corruption Act 2012*
- ICAC Public Interest Disclosure Guidelines
- Public Interest Disclosure Act 2018 and Regulations 2019
- Model Public Interest Disclosure Policy and Procedures (issued by LGA)
- Roles and Responsibilities under the PID Act (issued by LGA)
- PID Act – Frequently Asked Queries (issued by LGA).

6. DEFINITIONS

Refer to definitions in the Policy.

7. ADMINISTRATION USE ONLY

Reference Number:	Document Set ID: 4852935
Strategic Alignment:	Council's vision for 2050+ is, in part, to create "a welcoming and healthy place for all in South Australia's most sustainable city". Both sustainability and wellbeing are built on a foundation of trust. The public interest disclosure policy contributes to building trust in public governance and Council.
Strategic Risk:	Poor or ineffective management of legislative and regulatory obligations and ongoing changes.
Responsible Officer(s):	General Manager Strategy & Corporate Manager Strategy & Governance
First Issued / Approved:	Xx/xx/2024
Last Reviewed:	N/A
Next Review Date:	Xx/xx/2027
Applicable Legislation:	<i>Independent Commission Against Corruption Act 2012</i> <i>Ombudsman Act 1972</i> <i>Public Interest Disclosure Act 2018 and Regulations 2019</i>

	<p><i>Local Government Act 1999</i> <i>Criminal Law Consolidation Act 1935</i> <i>Aged Care Act 1997 (Cth)</i></p>
Related Policies:	<ul style="list-style-type: none"> • Council Fraud, Corruption, Misconduct and Maladministration Policy • Model Public Interest Disclosure Policy and Procedures (issued by the LGA)
Other Reference Documents:	<ul style="list-style-type: none"> • Ombudsman SA Directions and Guidelines • Office of Public Integrity Direction and Guidelines • Public Interest Disclosure Guidelines (issued by the ICAC) • Codes of Conduct and associated policies for employees and Elected Members • Organisational Public Interest Disclosure Procedure.

Item No: 15.5

Subject: REVISED STRATEGIC PLAN – OUR HOLDFAST 2050+

Summary

Section 122(4)(b) of the *Local Government Act 1999* (the Act) requires that Council “undertake a comprehensive review of its strategic management plans within two years after each general election of the council”.

As the last general election was in November 2022, a review of the strategic plan *Our Holdfast 2050+* was completed and considered by Council at its meeting on 12 November 2024.

Based on this review, a revised version of *Our Holdfast 2050+* is attached and is recommended for Council adoption.

Recommendation

That Council adopts the revised strategic plan *Our Holdfast 2050+* which appears as Attachment 1 to this report, subject to design and minor alterations.

Background

Section 122(4)(b) of the *Local Government Act 1999* (the Act) requires that Council “undertake a comprehensive review of its strategic management plans within two years after each general election of the council”.

At a workshop in March 2024 Council considered the scope of the review of the Strategic Management Plan *Our Holdfast 2050+*. At this workshop it was acknowledged that the review will need to comply with all requirements of the Act. It was also noted that Council invested a significant amount of energy into the Plan’s vision, which provides a clear horizon for the organisation to align to. It is not intended that the vision will be revisited.

As the last general election was in November 2022, a review of *Our Holdfast 2050+* was completed and considered by Council at its meeting on 12 November 2024.

Report

Council’s Strategic Plan titled *Our Holdfast 2050+* commenced operation in January 2022, following a statutory review in 2020. That review had found that conditions had changed substantially since the previous strategic plan had been adopted, and therefore a comprehensive reconstitution of the Plan was undertaken. This resulted in the creation of *Our Holdfast 2050+* which is Council’s long-term vision for the City.

To comply with the requirements of the Act, a comprehensive review of *Our Holdfast 2050+* has been undertaken, along with separate reviews of Council's Asset Management Policy, Strategy and associated plans; and the Long-Term Financial Plan 2024 - 2034.

In line with the Council workshop in March, it was recommended that the vision and general framework of *Our Holdfast 2050+* be retained. At its meeting on 12 November Council considered possible changes, including:

- a simple explanation of how *Our Holdfast 2050+* fits within the overall planning framework be included.
- descriptors of the various elements of *Our Holdfast 2050+* be included.
- a diagram showing how the three focus areas interrelate be included.
- waste, health and wellbeing, heritage and development be included in the 2020–2030 Objectives and Measures.
- the 2020–2030 Objectives and Measures be updated, along the lines of those in the Strategic Plan Review Report.

These changes have been made and are included in a revised version of *Our Holdfast 2050+* which appears as Attachment 1.

Refer Attachment 1

The revised *Our Holdfast 2050+* retains the vision for the City which is:

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

It also retains the three Focus Areas and associated goals which are:

- Wellbeing: Good health and economic success in an environment and a community that supports wellbeing
- Sustainability: A city, economy and community that is resilient and sustainable
- Innovation: A thriving economy and community that values life-long education, research, creativity and entrepreneurialism.

The 2020-30 Objectives and Measures have been updated. They include some new areas of Council activity and clarifies some existing objectives and measures.

It is acknowledged the development of a Four Year Delivery Plan is required, especially to enable Administration to operationalise the Strategic Plan. This is expected to be completed in 2025. In the Four Year Delivery Plan the specific roles and 'owner' for each 2020 – 30 Objective will be identified for internal governance.

Reporting on progress for *Our Holdfast 2050+* will be incorporated into the Annual Business Plan and Four Year Delivery Plan reports. With this in mind, new capabilities will be developed that allow for information to be collected, analysed and visualised to assist in better decision making and integrated planning and reporting. The Annual Report will also be adjusted to

more accurately report against the performance against the Annual Business Plan, Four Year Delivery Plan and *Our Holdfast 2050+*.

In line with legislative requirements, the suite of Strategic Plans will be reviewed again within two years following the next Council election. This will include reviews of *Our Holdfast 2050+*, the Asset Management Policy, Strategy and associated plans and the Long Term Financial Plan.

Budget

There are no direct budgetary implications arising from this report.

Life Cycle Costs

Not applicable

Strategic Plan

Statutory compliance

Council Policy

Not applicable

Statutory Provisions

Local Government Act 1999

Written By: Corporate and Service Planning Lead

General Manager: Strategy and Corporate, Ms S Wachtel

Attachment 1

Strategic Plan

Our Holdfast

2050+





TOWN HALL

DISCOVERY CENTRE

LOCAL HISTORY MUSEUM
PERIODS OF LIFE IN THE WEST

Perth
DISCOVERY CENTRE

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Welcome to Kurna Country

Marni Niina Pudni – Kurna Yarta–Ana

Kurna Nation have a unique and lasting cultural relationship to land and water and a responsibility to care for the spiritual and environmental wellbeing of our country. We acknowledge and pay respect to the spirit ancestors who created the land and embrace our customs, dreamtime and language.

For thousands of years, the coastal plains of Pathawilyangga (Glenelg), Wituwaringga (Brighton), Tulukutangga (Kingston Park) and Witawaringga (Seacliff Park) provided a hospitable environment for the Kurna people. Today, sites and ancient dreamtime stories throughout Holdfast Bay, continue to hold a strong spiritual and cultural significance and connection for traditional owners.

The Tjilbruke Spring site, located along the Kingston Park Coastal Reserve is of great cultural importance to the Kurna people and to the wider Aboriginal population. The sacred spring site is part of the extensive Tjilbruke Dreaming Story and a place of reflection and mourning, which remains sacred to the Kurna people today. In 2019, Kurna Nation held a special Repatriation Ceremony at Kingston Park to lay to rest the remains of eleven Old People, who had been returned for reburial to country from the Natural History Museum, United Kingdom and the South Australian Museum.

It is important that Aboriginal people continue to be the custodians of country and have a voice and active role in the protection, rejuvenation and care of culturally significant sites. Over the years, Kurna Nation and Council have forged a partnership built on trust, respect and reconciliation with a strong focus on truth-telling and our joint history. Together we embrace the opportunity to sit at the table and work to deliver goals, projects and initiatives that strengthen our shared cultural heritage.

“Once you start that journey with accepting each other’s truths, accepting the truths of the past, then you start that journey of talking together, walking together.”

Jeffrey Newchurch

Kurna Elder



Message from the Mayor

What ambitions do we have for our city today, tomorrow and beyond?

This is the question we asked as we developed our strategic plan in 2021 and again in 2024 when we asked the community to review it.

Engineer and futurist Jacque Fresco said, “while we cannot predict the future, we will most surely live it. Every action and decision we take—or don’t—ripples into the future.”

Such ripples are particularly meaningful to us as a coastal community. We need to consider the long-term challenges we face—like climate change and rising sea levels—and how these will affect our community and environment.

As responsible community leaders, we must start acting on these many challenges now.

It’s up to us to take immediate action to protect the future of our city for our children, grandchildren and great-grandchildren.

It’s not an easy task, but it is an essential one.

These challenges are often best approached with strong regional cooperation and a coordinated and forward-looking effort.

We have partnered with nearby councils to form Resilient South, which allows us to work towards southern Adelaide being climate resilient with healthy environments and connected communities.

We also work with a network of metropolitan coastal councils coordinating our efforts to sustainably manage our coastline.

The Southern Region Waste Resource Authority (SRWRA) is an example where greater sustainability outcomes are being achieved through three councils combining resources to manage community waste and recycling.

I believe we are fortunate to call Holdfast Bay home with its significant heritage, amazing coast and a strong community with valuable ideas and willingness to work together to achieve great things. These strengths are reflected in the vision articulated in this strategic plan.

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia’s most sustainable city.

This document refines the key strategies to support us in achieving our vision over the next five years. It provides ‘signposts’ beyond 2030 to guide our decision-making into the future.



Amanda Wilson
Mayor
City of Holdfast Bay

Message from the CEO

Careful planning for the future is a vital function of all councils.

Council is required by law to periodically review its strategic and future plans. This version of the Strategic Plan *Our Holdfast 2050+* is the outcome of the latest review undertaken in 2024.

The first version of *Our Holdfast 2050+* was developed in 2021 and was influenced by the COVID-19 pandemic. This time of disruption and uncertainty prompted us to re-examine our priorities and contemplate what may be possible in the future.

By understanding longer term trends and possibilities, we can address major challenges which lie ahead of us. These challenges, which includes climate change and population growth, can also present opportunities for positive change if we respond with clear action.

Our Holdfast 2050+ showed an increased focus on community - the people of Holdfast Bay as well as our infrastructure and assets.

The 2024 review of *Our Holdfast 2050+* has confirmed its sound vision and framework and sharpened the objectives to 2030 to ensure purposeful delivery. This revised version, with a focus on refining the objectives and measures for 2020–30, will benefit everyone who lives, works and plays in the City of Holdfast Bay.

A Four Year Delivery Plan is proposed to help shape our efforts over a rolling four year period to deliver on this strategic plan.

Part of this delivery emphasises working with other regions cooperatively to achieve common outcomes. These collaborations achieve efficiencies and outcomes that the City of Holdfast Bay could not achieve on its own.

Our Holdfast 2050+ sets the vision and provides the focus needed to deliver for the future while being flexible enough to adjust as new challenges and opportunities emerge.



Pamela Jackson
Chief Executive Officer
City of Holdfast Bay

Welcome to Pine Gully

Marni naa pudni
kaurna yarta-ana



Our Vision

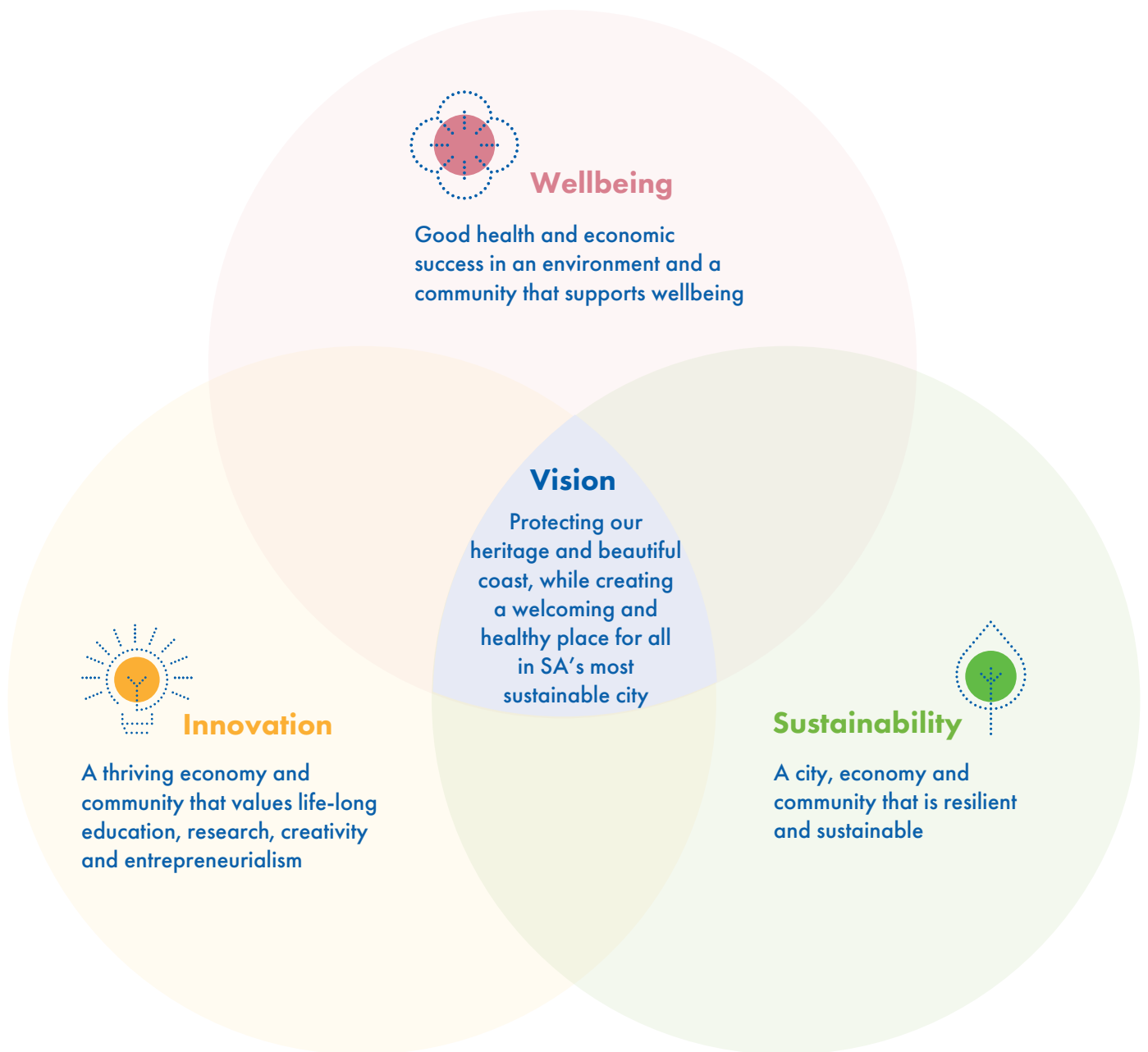
Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

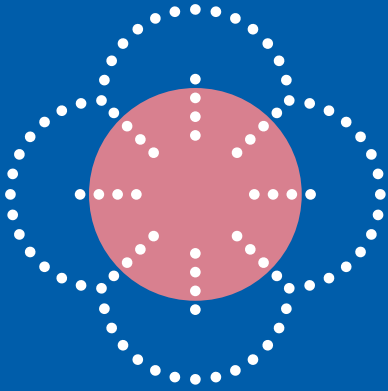


To pursue this vision, Council has identified three focus areas:



Council's Strategic Plan Vision and Integrated Focus Areas





Wellbeing

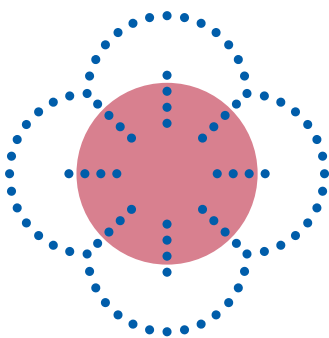
Goal

Good health and economic success in an environment and a community that supports wellbeing.

Wellbeing Outcome Statement

In 2050, when we achieve our goal, the City will look like this:

- › Our residents and visitors feel safe, healthy and connected no matter their age or abilities
- › This includes feeling connected to where they live, being able to offer their expertise, voice their views, and collaborate with Council and each other to implement ideas
- › There are local public spaces that are welcoming and accessible, and people feel nurtured by nature
- › Arts and culture create vibrancy, celebrate creativity, and encourage people to connect with country, place, and each other
- › Multi-use recreation spaces are designed for use by people of all ages and abilities
- › Technology is used to enable independence, improve convenience and support health and sustainability
- › People’s physical and mental wellbeing are important considerations in driving development
- › Opportunities are extended for those who have barriers to active participation in their community. This includes young people, older adults (especially those over 75), people with disabilities, cultural and linguistically diverse groups and Aboriginal and Torres Strait Islanders.



Wellbeing

Actions 2020–30

OBJECTIVES

Design, build and manage public places that actively facilitate positive interaction and provide access to all people.

Support ‘ageing in place’ through direct service provision and partnerships with community organisations and businesses.

Promote active citizenship where all people are encouraged to be heard and contribute to decision-making in their community, especially those who are normally excluded.

Advocate for small businesses to be able to operate in mixed-use neighbourhoods to increase local employment opportunities, improve local access to goods and services, and reduce transport distances.

Increase the range of people who take part in lifelong learning and benefit from council-run community hubs (Libraries and Community Centres) by targeting those who normally don’t or can’t access them.

Enhance the capacity and capability for community-run, openly accessible hubs (such as sport, recreation and community facilities) to promote healthy lifestyles, positive community connection and a sense of belonging for people of all backgrounds and abilities.

Expand impacts through community partnerships to grow the number and variety of programs and services that improve general well-being and reduce preventable health issues.

Local arts and culture are celebrated and supported, while barriers to participation (such as costs, infrastructure, access to audiences, etc) are lowered, to encourage typically excluded people to participate.

MEASURES

All project plans and policies address universal design and social inclusion.

- › Successful delivery of programs and collaborations with external organisations
- › Increase in number of older people supported to stay in their homes.

The range of people of different ages and backgrounds having their voices heard in council and community organisation decision-making increases year after year.

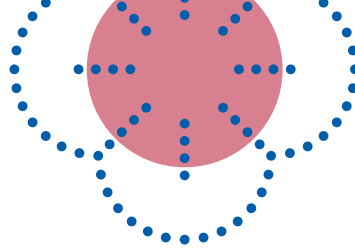
- › The number of small businesses that operate in mixed use areas increases
- › All residents live within a 10–15 minute walk to shops and services.

The number and range of people of different ages, abilities and backgrounds who access Council facilities, programs and services increases.

The number and range of people from different backgrounds and abilities who access community-run facilities increases.

- › Increases in reported well-being and reductions in health issues as per State health data
- › The number of improvements made in private enterprises for better public health outcomes.

The range and number of council and community-run arts and cultural activities and events that are assessed as being fully accessible increases year on year.



Aspirations

2030s

- › Our beaches and Council-controlled public areas are accessible and inclusive
- › A range of sustainable housing options are available to enable social and cultural diversity and affordability without negatively affecting the heritage values of the city
- › Our play spaces are intergenerational and inclusive for all abilities.

2040s

- › We have the highest physical activity rates in Greater Adelaide (as reported in the National Health Survey) by facilitating active transport options such as walking and cycling, and supporting sports and recreation infrastructure and programs
- › We are the leading city in Greater Adelaide for the use of assistive technologies in public areas
- › The City of Holdfast Bay is recognised as the most vibrant arts and culture hub outside of Adelaide city centre.

2050s+

- › Holdfast Bay is internationally recognised as a leader in inclusion and participation
- › We are the healthiest city in South Australia as measured by Population Health Profiles.





Sustainability

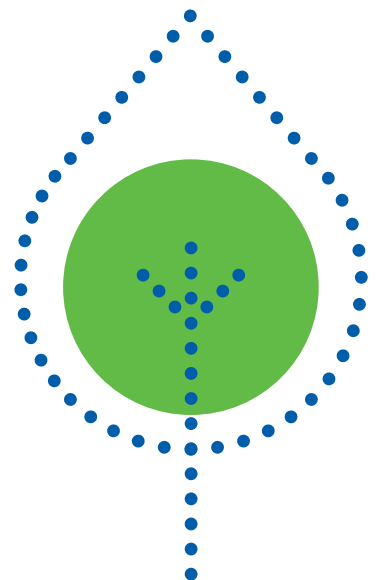
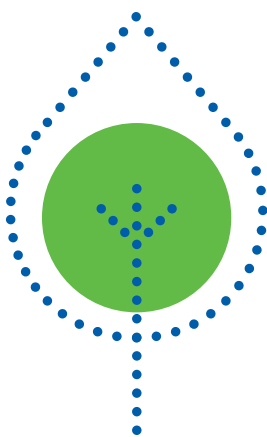
Goal

A city, economy and community that is resilient and sustainable.

Sustainability Outcome Statement

In 2050, when we achieve our goal, the City will look like this:

- › Sustainability means that we carefully manage our resources, for the benefit of future generations while maintaining our quality of life
- › We encourage socially responsible, sustainable and innovative economic development (including circular, blue and green economies) by supporting local, inclusive, Aboriginal and green businesses, and innovators
- › We preserve resources and minimise our individual and collective environmental footprint as we live and travel around our city
- › Safe and accessible public spaces are valued
- › Heritage is honoured, alongside new developments in architecture, design and sustainability
- › Legacies are celebrated through philanthropic partnerships providing opportunities for people to co-invest in the city
- › Multi-faceted, green, mixed-use neighbourhoods are connected through a range of healthy modes of transport
- › Our natural environment is seen as one of our greatest assets. The coastline is valued and protected
- › We have minimised risks from climate change. Our role in reducing climate change impacts has been well recognised.



Sustainability

Actions 2020–30

OBJECTIVES

MEASURES

Become a carbon-neutral organisation by 2030.

Council's direct emissions are reduced every year and emissions of suppliers are influenced to be reduced.

Increase walking and cycling across the city through better infrastructure (paths, lock-up areas etc) and incentives.

Establish a baseline of cycling use and walking to create a target.

Increase shady pathways and nature by reclaiming parts of road reserves through better design.

- › Increase the percentage of tree canopy coverage of council roads
- › The number of street trees planted per year.

Reduce traffic by improving safe access to public and community transport.

- › The percentage of car trips by residents decreases
- › The use of public and community transport increase.

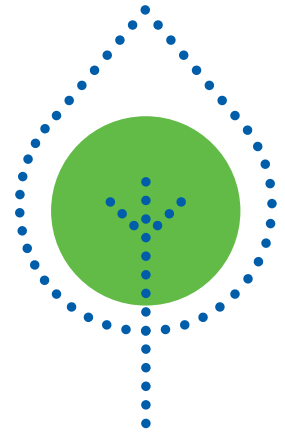
Support walkability to parks and beaches by providing good open spaces.

- › Residents live within a 10–15 minute walk to reserves, parks and/or beach
- › Improvement in Council's Walkscore walkability rating.

Support built heritage protection and enhancement while promoting quality infill development.

- › Number of new properties listed on various heritage registers
 - › Increases in the number and diversity of dwellings created through the consolidation and adaptive reuse of existing buildings and sites.
-





OBJECTIVES

Increase levels of biodiversity through initiatives including Water Sensitive Urban Design in public spaces and encouraging the use of Kurna knowledge.

Decrease the level of household and business waste that goes to landfill.

Create vibrant precincts that contribute to economic success and social vitality and provide unique experiences for locals and visitors alike.

Maximise use of open space (including coastal areas) for all, while protecting environmental habitats and ensuring landscapes are adaptive to climate change.

MEASURES

- › Increase the average biodiversity score from 12.8 in 2018 to 14 in 2025 and 16 in 2030
- › Areas of Biodiversity and Water Sensitive Urban Design increase each year.

- › Increase the use of FOGO for residents
- › Increase in the percentage of kerbside waste that is recycled or composted to 75% by 2030
- › Increase in the number of circular economy businesses.

- › Business confidence increases in these precincts
- › Positive community perception of precincts increases.

- › The number of people from different backgrounds who use open spaces increases
- › Measures for environmental protection and climate change adaptation are to be developed.

Aspirations

2030s

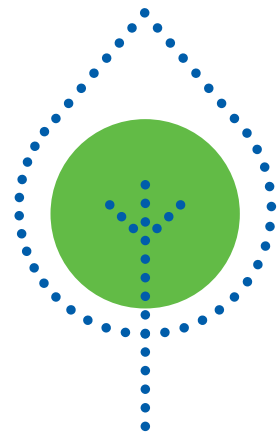
- › We have achieved our key environmental objectives, including becoming a carbon-neutral community and increasing our tree canopy
- › Local businesses have adopted sustainable practices and technologies, and we have attracted more green businesses
- › Stormwater discharge has been reduced and more stormwater is re-directed for use on Council-controlled property
- › The amount of waste sent to landfill has reduced by 75 per cent on 2020 levels.

2040s

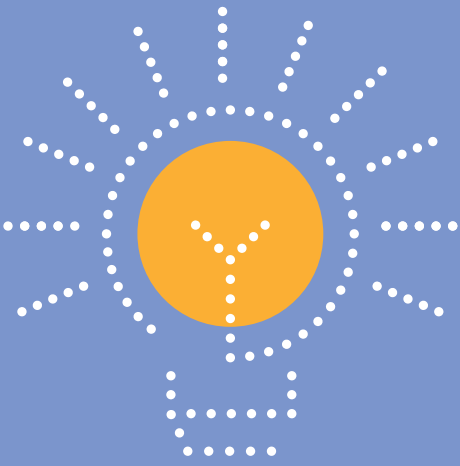
- › Council properties feature green roofs and vertical gardens where feasible
- › The majority of businesses in the city employ a circular or cradle-to-cradle philosophy (including for their supply chain) to minimise waste where possible
- › 30 per cent of the city's local roads are set aside for active transport and green space.

2050s+

- › 80 per cent of local trips are undertaken using active transport
- › We send zero waste to landfill.







Innovation

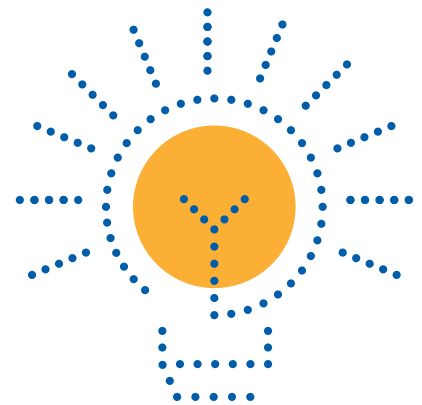
Goal

A thriving economy and community that values life-long education, research, creativity and entrepreneurialism.

Innovation Outcome Statement

In 2050, when we achieve our goal, the City will look like this:

- › We apply creativity in all aspects of thought and action to build an economy and community that are inclusive, diverse, sustainable and resilient
- › We work with our schools and tertiary education providers to extend education opportunities and encourage lifelong learning, entrepreneurialism, experimentation and 'citizen science' approaches
- › We welcome entrepreneurs to use the city's assets, develop and implement creative ideas to solve our problems, enhance our city and strengthen our competitive advantage
- › Cutting-edge technologies support economic diversity and provide opportunities for everyone to get involved
- › New forms of cooperation evolve in transport, housing, energy supply, waste management and other fields to enable resource sharing and sustainable development.



Innovation

Actions 2020–30

OBJECTIVES

MEASURES

Create an environment (raise the profile of the city and precincts) that is attractive for startup, entrepreneurial and home-based businesses.

The number of startup and home-based businesses increases.

Improve the community's digital access and literacy through facilities and programs in council's libraries and community centres.

The number of people who take part in digital programs increases year after year.

Partner with schools to build innovator/entrepreneur programs for young people.

Program participation rates trend upwards.

Maintain exemplary models of care at Alwyndor to ensure high quality residential and community end-of-life and dying well experiences.

The number of partnerships developed in pursuing exemplary models of end-of-life care.

Partner to facilitate the provision of technological infrastructure to support creative, innovative and entrepreneurial activity.

The number of creative and technology-related businesses in the city increases.

Collaborate with others to assist local businesses to access resources, develop knowledge and improve capability in emerging digital and online technologies.

The number of local businesses that are supported in accessing avenues for emerging technologies.

Stimulate creative, arts and cultural talent, skills and opportunities in distinctive places and precincts for community connection, jobs, business and tourism.

- › The number of local arts/creative businesses and jobs increases (Heritage, Creative and Performing Arts category)
- › Increase the number of people and organisations participating in council's arts and culture programs.

Enhance online and digital methods for customer experience when utilising Council services.

Customer satisfaction with council interactions improves.

Aspirations

2030s

- › Holdfast Bay is recognised as a start-up hub within Greater Adelaide
- › A number of education and research and development hubs are established in the city
- › Conditions exist for early adoption and experimentation with beneficial technologies, including green and smart technology that support wellbeing and community connections to eliminate social isolation
- › The Kurna people's cultural and spiritual relationship to the area is honoured in meaningful, collaboratively agreed ways.

2040s

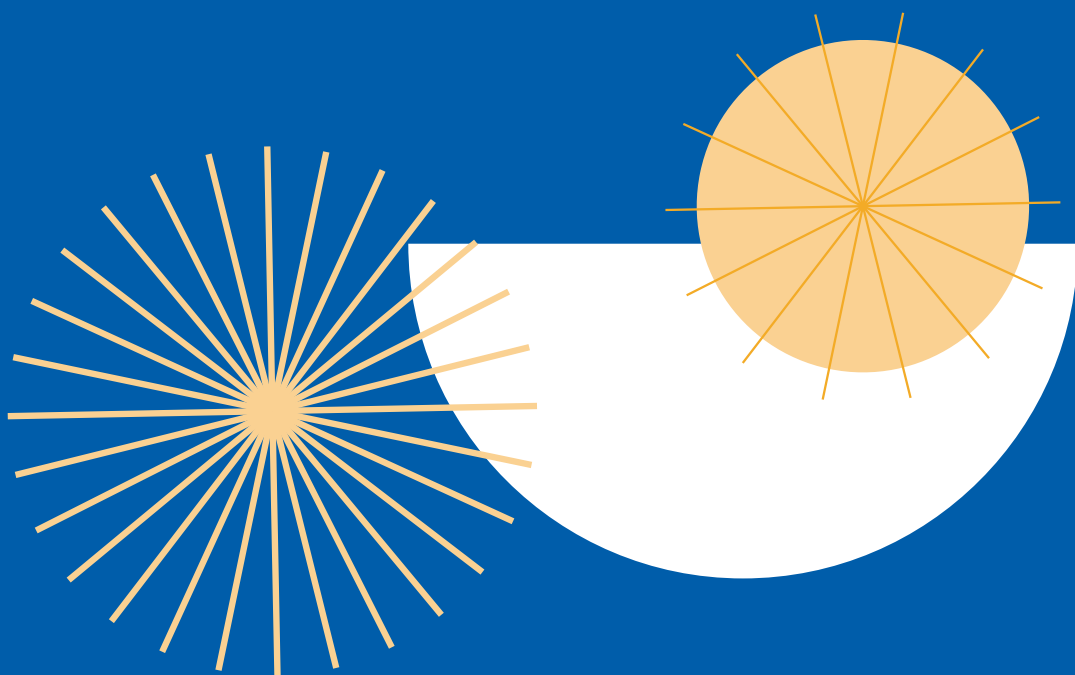
- › We lead the way in open government, using digital tools to create transparency and enable direct participation
- › Products manufactured in the City of Holdfast Bay are durable and recyclable, and their production processes are essentially waste and pollutant-free
- › 'Urban labs' at the neighbourhood level have been created to pilot new ideas and build local connections in our community.

2050s+

- › Sustainable and inclusive sea-based infrastructure supports tourism and increased business opportunities
- › Council-owned buildings adapt to innovative uses and support healthy and active living.



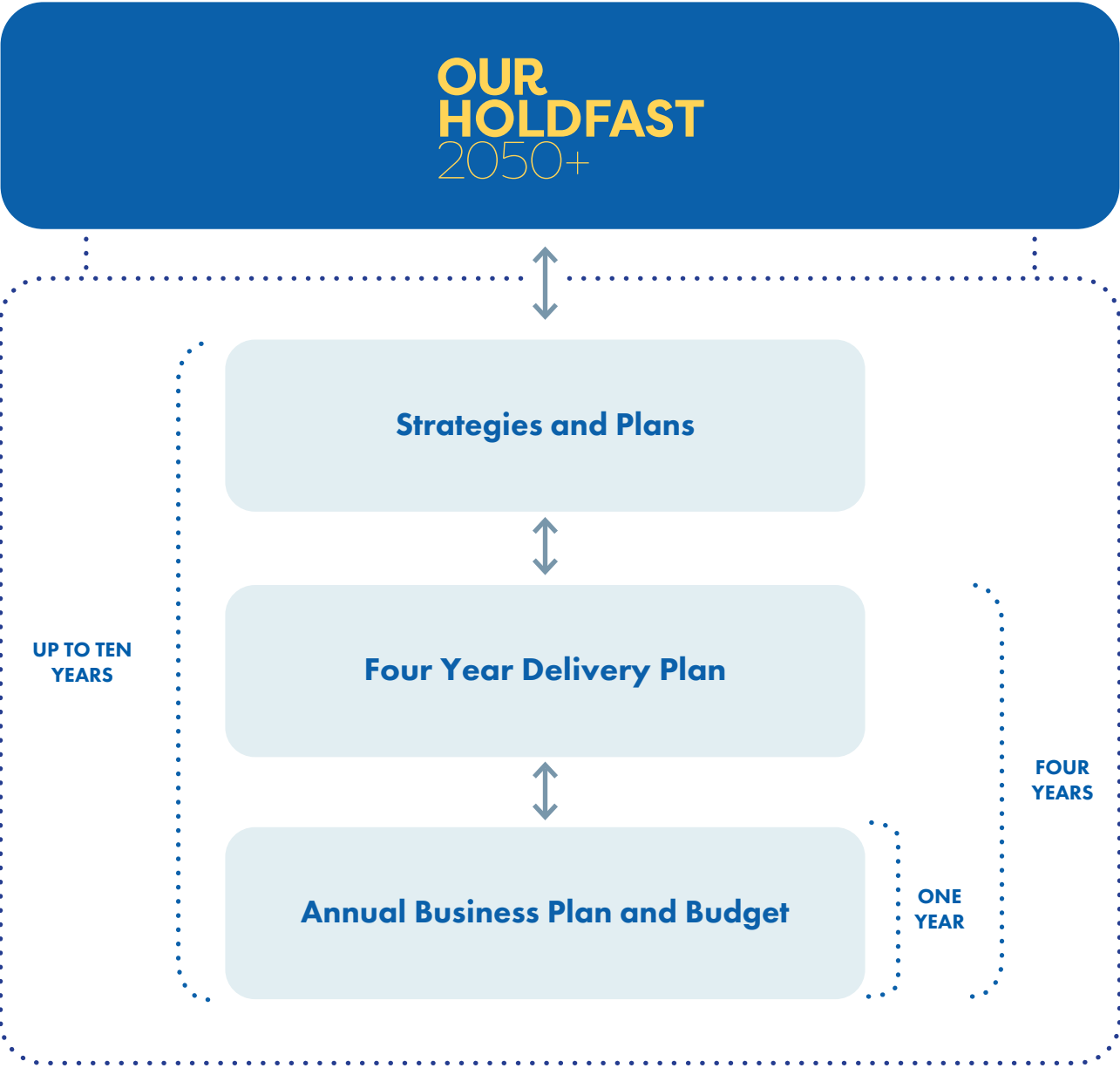
Council's Planning Framework



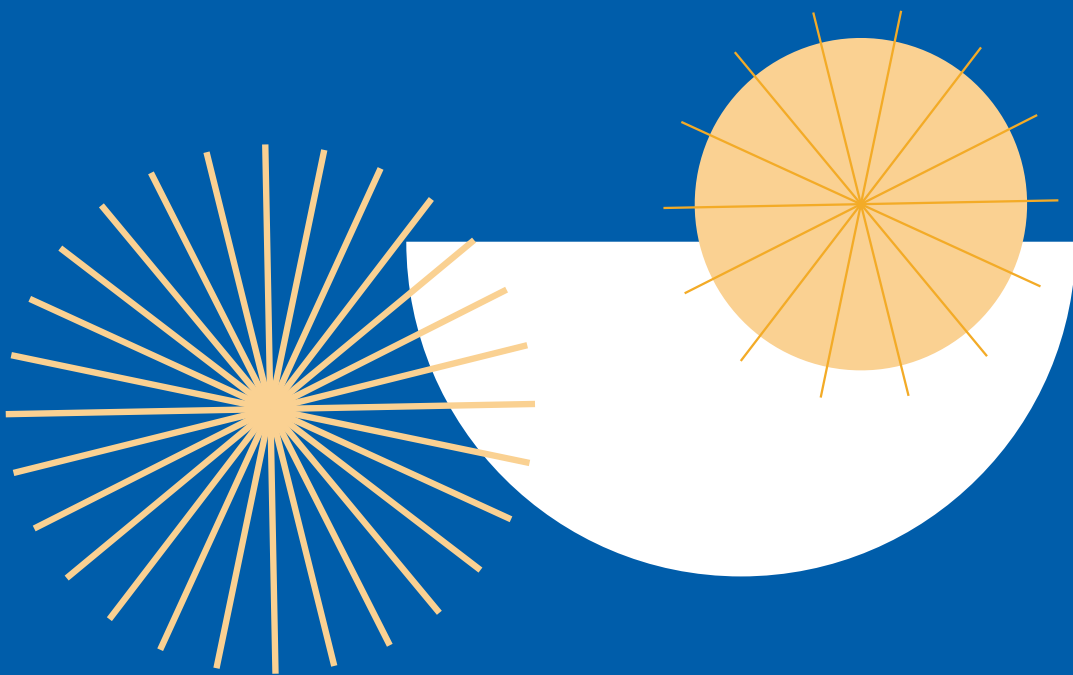
Our Holdfast 2050+ as Council's strategic plan, is the principal planning document. It sets a vision for the city and provides overall direction for Council operations and various strategies and plans.

To ensure delivery of services and projects, a new Four Year Delivery Plan will be developed. This will be adjusted each year in line with the adoption of Council's Annual Business Plan and Budget.

City of Holdfast Bay planning framework



How to Read *Our Holdfast 2050+*



This Strategic Plan is designed to describe Council’s vision for the City and how this will be pursued.

Elements of the City of Holdfast Bay Strategic Plan

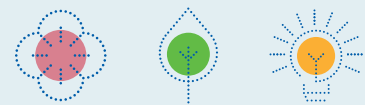
Our Vision

Is our picture of the future that we aspire to create with our community.
It is ambitious, yet attainable, and encapsulates the ideals and values guiding our actions

Focus Areas

Wellbeing, Sustainability and Innovation

These are the fundamental elements that direct our work and help to fulfill the vision



Goal

The desired result for this focus area

Outcome Statement

In 2050, when we achieve our Goal, this city will be like this

Actions 2020–2030

To achieve the goal and arrive at our outcomes we will pursue these

Objectives

What we aim to achieve

Measures

Tracking how we are going

Aspirations 2030s and 2040s

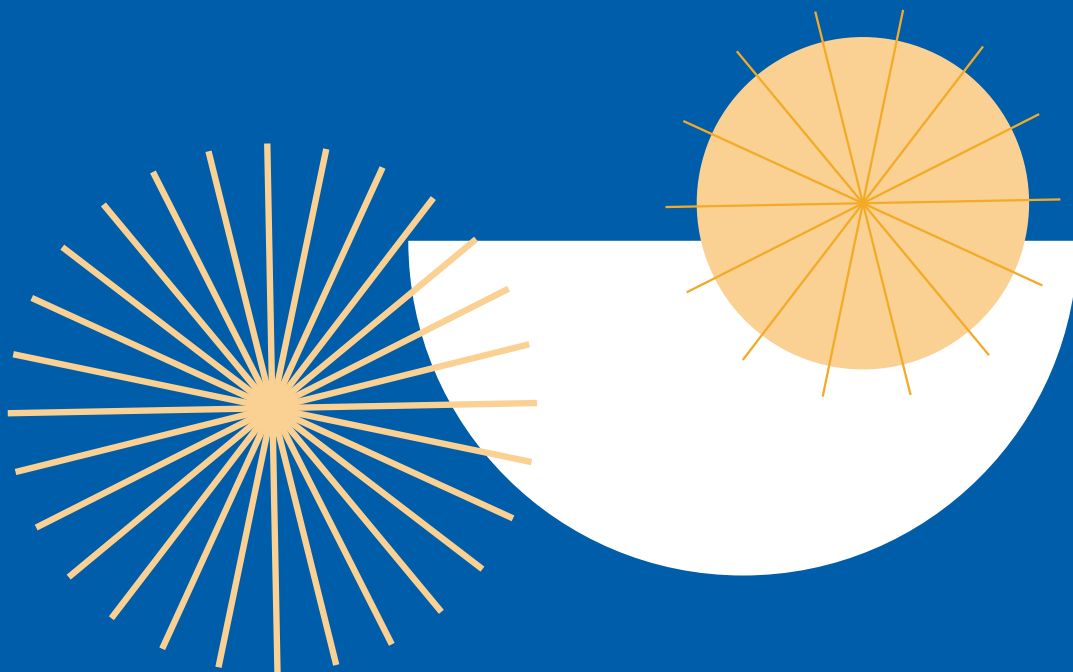
While we pursue more immediate objectives we won’t lose sight of these

Aspirations 2050s+

Our work will enable these to be realised

Strategic Alignment

Council's strategic plan is subject to global, national and state commitments and provides a framework for subject-specific Council plans.



Wellbeing

Council Plans

- › Open Space and Public Realm Strategy 2018–2030
- › Disability Access and Inclusion Plan 2020–2024
- › CoHB Regional Public Health Plan 2020–2025
- › Dog and Cat Management Plan 2022–2026
- › Playspace Action Plan 2019–29
- › Creative Holdfast Arts and Culture Strategy 2019–2024
- › Youth Action Plan 2018–2023
- › Glenelg Oval Masterplan
- › Environment Strategy 2020–2025.

State and National Plans

State Plans

- › Health and Wellbeing Strategy 2020–2025
- › Public Health Plan 2019–2024
- › The Greater Adelaide Regional Plan 2025 (draft)
- › Healthy Parks Healthy People South Australia 2021–2026
- › Plan for Ageing Well 2020–2025
- › Disability Access and Inclusion Plan 2020–2024
- › Walking Strategy 2022–2032
- › Youth Action Plan 2024–2027 (draft).

National Plans

- › Australia's Disability Strategy 2021–2031
- › National Children’s Mental Health and Wellbeing Strategy
- › National Preventative Health Strategy 2021–2030
- › National Mental Health Workforce Strategy 2022–2032
- › National Digital Health Strategy 2023–2028.

UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS



Sustainability

Council Plans

- › Open Space and Public Realm Strategy 2018–2030
- › Disability Access and Inclusion Plan 2020–2024
- › CoHB Regional Public Health Plan 2020–2025
- › Dog and Cat Management Plan 2022–2026
- › Playspace Action Plan 2019–29
- › Creative Holdfast Arts and Culture Strategy 2019–2024
- › Youth Action Plan 2018–2023
- › Glenelg Oval Masterplan
- › Environment Strategy 2020–2025
- › Carbon Neutral Plan.

State and National Plans

State Plans

- › The Greater Adelaide Regional Plan 2025 (draft)
- › 20 Year State Infrastructure Strategy
- › Climate Change Actions Plan 2021–2025
- › Circular Economy Plan 2020–2025
- › Green Adelaide: A new approach to managing our urban environment
- › Adelaide Living Beaches 2005–2025.

National Plans

- › Australian Infrastructure Plan
- › Infrastructure Australia Urban Transport Strategy 2013
- › Net Zero Plan.

UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS



Innovation

Council Plans

- › Economic Activation Plan 2018–2023
- › Tourism Plan 2023
- › Environment Strategy 2020–2025
- › Creative Holdfast Arts and Culture Strategy 2019–2024
- › Youth Action Plan 2018–2023
- › Disability Access and Inclusion Plan 2020–2024.

State and National Plans

State Plans

- › South Australian Economic Statement
- › International Tourism Strategy 2025
- › Tourism Plan 2030
- › Visitor Economy Sector Plan 2030
- › Small Business Strategy 2023–2030
- › Growth State agenda and priority industry sector strategies
- › Hi-Tech Sector Plan 2030
- › EXCITE Strategy
- › Creative Industries Strategy 2020 Growth State
- › Supporting the Circular Economy SA Waste Strategy 2020–2025.

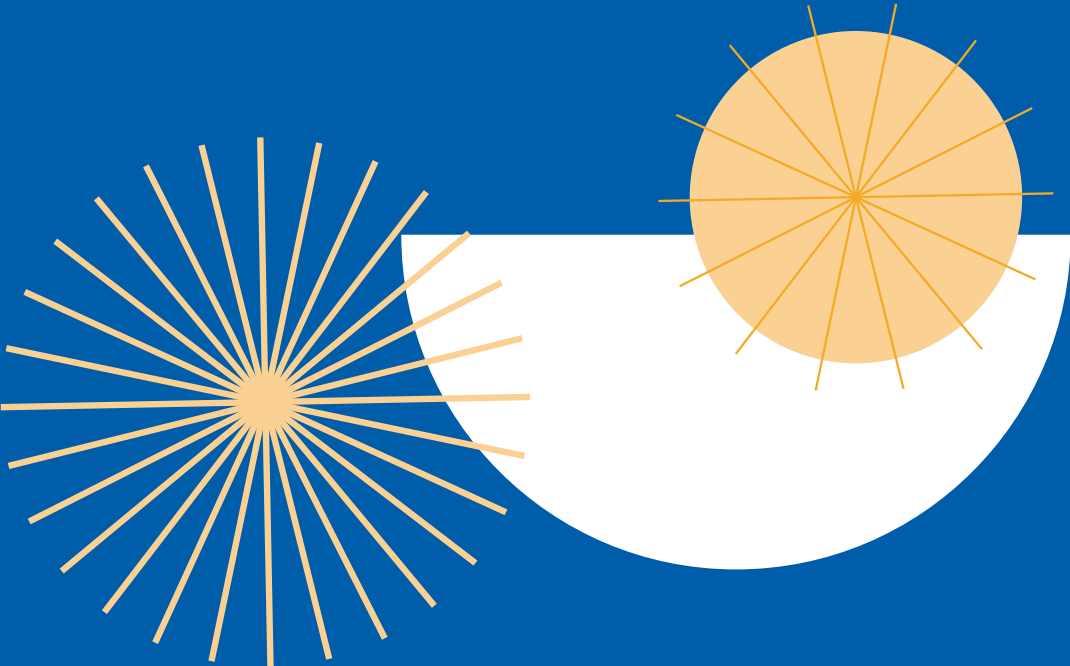
National Plans

- › Future Made in Australia
- › Australia 2030: Prosperity through Innovation Technology Investment Roadmap
- › Australia’s National Hydrogen Strategy.

UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS



The Many Roles of Council





Council plays a central role in planning for the development and future requirements of our city. We also provide a broad range of services and facilities in response to the needs and priorities of our community. Our many roles include:

Leading

We seek to lead by planning and investing in ways that consider current and intergenerational needs and aspirations.

Building

We build and maintain community infrastructure and amenities such as footpaths, parks, playgrounds, public buildings, and sporting facilities.

Managing

We manage infrastructure on behalf of the community and other tiers of government, including stormwater infrastructure, jetties, and roads.

Advocating

We advocate for and with the community, promoting the needs and interests of the Holdfast Bay community to state and federal governments and other bodies.

Educating

At times, we undertake an educational role to assist the community, for example, educating households about waste recycling.

Providing Services

We provide a wide range of services, including aged care and disability support, business and community programs, libraries, events and visitor services such as the Bay Discovery Centre.

Regulating

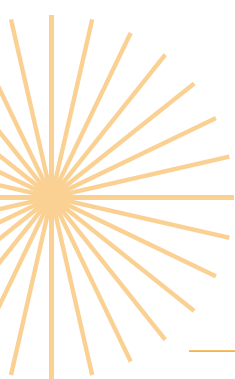
We establish by-laws and administer several state and Commonwealth acts.

Collaborating

We build networks and partnerships with other councils (for example, the Southern and Western alliances), other tiers of government, community groups and the private sector to ensure consistency and achieve economies of scale

Coordinating

We help to bring services together and connect people to services provided by other tiers of government, not for profit, and private providers.



The Many Roles of Council

As the layer of government closest to the community, we aim to be accessible and responsive to the needs and aspirations of residents, visitors and businesses.

To ensure that we understand our community's views, we provide a range of opportunities for people to get involved and share their ideas.

Council routinely seeks to engage the community on projects, significant strategies and policies via a number of tools, including the website www.yourholdfast.com.

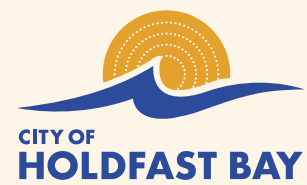
Depending on the nature of the project or activity, we may also create displays, hold workshops, undertake surveys, or invite written submissions to gather community input.

In addition, this strategic plan foreshadows new ways to engage, for example, through encouraging more people to use council buildings and civic spaces.

If you have any ideas about how we can engage with you or views about council services or facilities, you can email us at mail@holdfast.sa.gov.au or telephone 8229 9999.







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