

Agenda

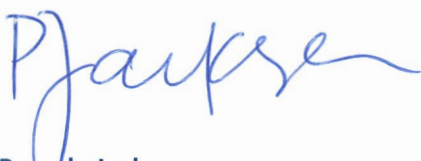
Council

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**

24 June 2025 at 7:00pm



Pamela Jackson
Chief Executive Officer



1. Opening

The Mayor will declare the meeting open at 7pm.

2. Kurna Acknowledgement

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

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

3. Service to Country Acknowledgement

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

4. Prayer

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

5. Apologies

5.1 Apologies received

5.2 Absent

6. Items Presented to Council

7. Declaration Of Interest

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

8. Confirmation Of Minutes

That the minutes of the Ordinary Meeting of Council held on Tuesday 10 June 2025 be taken as read and confirmed.

9. Public Presentations

9.1 Petitions

9.2 Presentations



9.3 Deputations

10. Questions by Members

10.1 Without Notice

10.2 On Notice

- 10.2.1 Transforming Jetty Road – Councillor Miller (Report No: 189/25)
- 10.2.2 Subsidies and Relief Provided to Developers – Councillor Miller (Report No: 194/25)
- 10.2.3 Accessible Parking near Brighton and Somerton Surf Clubs – Councillor Fleming (Report No: 198/25)

11. Member's Activity Reports - Nil

12. Motions on Notice

- 12.1 Crossing on Bowker Street – Councillor Fleming (Report No: 199/25)

13. Adjourned Matters - Nil

14. Reports of Management Committees and Subsidiaries

- 14.1 Minutes - Jetty Road Mainstreet Committee – 4 June 2025 (Report No: 184/25)

15. Reports by Officers

- 15.1 Items in Brief (Report No: 188/25)
- 15.2 Monthly Financial Report – as at 31 May 2025 (Report No: 195/25)
- 15.3 Feasibility of Expanding Community Safety Services (Report No: 185/25)
- 15.4 Partridge House Playspace Consultation Results (Report No: 190/25)
- 15.5 Office of Local Government Community Engagement Charter (Report No: 193/25)
- 15.6 Seacliff Recreation Centre (Report No: 191/25)
- 15.7 Trinity Bay Incorporated – Extension of Lease (report No: 192/25)
- 15.8 Review of Items Held in Confidence (Report No: 196/25)

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 Beach Activation (Report No: 197/25)

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:

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which –
 - i. could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - ii. would, on balance, be contrary to the public interest.

19. Closure

Pamela Jackson
Chief Executive Officer

Item No: 10.2.1

Subject: QUESTION ON NOTICE – TRANSFORMING JETTY ROAD – COUNCILLOR MILLER

Question

Councillor Miller asked the following questions:

“Can administration please provide information on:

- 1. Current heritage place markers within the Jetty Road precinct; and***
- 2. Mitigation plans for the replacement of cigarette butt bins outside the Colley Hotel in the event of the removal of fencing as part of Transforming Jetty Rd project.”***

Background

1. As heritage markers are to be retained as part of the Transforming Jetty Road project, it is important to take stock of what currently exists so that we can plan for appropriate future recognition of these sites.
2. As there is a standing motion to provide cigarette butt bins to safeguard against cigarette disposal into stormwater drains, it is important Council has a plan to ensure their continued access as part of the Transforming Jetty Road project to protect our environment.

Answer – Principal Project Officer

1. Over the past six months the History Centre has recorded all Local Heritage Place plaques located along Jetty Road Glenelg. Only one existing plaque is affected in the City zone, with the bulk of the plaques existing in the Transition and Coast zones. As work along the street is completed, new plaques with text revised by the History Centre will be installed at all existing Local Heritage locations.
2. The detailed design of the Coast and Transition zones will incorporate cigarette disposal bins into the proposed separation infrastructure between the vehicle and pedestrian areas. Current design considerations include integration with bollards, seating and hard structures that delineate the garden beds. Final designs will be presented to Council for consideration along with the other urban design elements.

Item No: 10.2.2**Subject:** QUESTION ON NOTICE – SUBSIDIES AND RELIEF PROVIDED TO DEVELOPERS

Question

Councillor Miller asked the following question:

“Can administration advise the value of subsidies and fee reliefs provided to developers over the past decade in the City of Holdfast Bay?”

Background

It is a transparent governance measure for the community to know how the council has provided relief to spur investment and growth in the city.

Answer – Manager Finance, Manager Development Services

Based on information registered in the council’s records management system, Administration can advise that fee relief was provided to developers on three separate occasions in the past decade, all endorsed via resolution of Council. The details of these concessions are as follows:

Developer	Property	Council Resolution No.	Quoted Fee	Discounted Fee	Reduction	Comments
Taplin Property Pty Ltd	The George Hotel (Colley Tce /Jetty Rd, Glenelg)	C141221/2516 & C250723/7506	\$219,000 (excl. GST)	\$76,000 (excl. GST)	\$143,000 (excl. GST) or 65%	Strategic value to community. A further 6-month extension was granted equating to an additional \$31,075 (excl GST) discount.
Karidis Group Pty Ltd	Avista Retirement (Durham Street, Glenelg)	C250122/2532	\$465,216 (excl. GST)	\$185,000 (excl. GST)	\$280,216 (excl. GST) or 60%	Strategic value to community Locational precedent
Lucy Commercial	19 St Johns Row, Glenelg	C220425/8038	Currently held in confidence			Extenuating financial circumstances

Item No: 10.2.3

Subject: QUESTION ON NOTICE – ACCESSIBLE PARKING NEAR BRIGHTON AND
SOMERTON SURF CLUBS

Question

Councillor Fleming asked the following question:

“Can Administration provide an update on the installation of disabled parking near Brighton and Somerton Surf Clubs?”

Background

Councillor Fleming raised a motion (C221024/7905) in relation to Accessibility Parking for Brighton and Somerton Surf Life Saving Clubs.

Answer – Manager Engineering

We recognise the concerns raised, particularly regarding the lack of designated disability parking spaces at the Brighton and Somerton SLSC’s.

Administration have developed concepts for an additional disability parking bay at both Brighton Surf Lifesaving Club and Somerton Surf Lifesaving Club.

Options are currently being assessed with a report to be provided to Council in August to include detail of the proposed locations, feasibility, and costs.

Item No: 12.1

Subject: **MOTION ON NOTICE – CROSSING ON BOWKER STREET –
COUNCILLOR FLEMING**

Proposed Motion

Councillor Fleming proposed the following motion:

1. **That Council approves for Administration to undertake an investigation of the feasibility of installing a Koala Crossing on Bowker Street, located out the front of the Paringa Park Primary North School, Brighton.**
 2. **That the investigation considers alternatives that improve safety for the school and tables a report providing associated costings for consideration in the 2026-27 Annual Business Plan process.**
-

Background

Currently there is a crossing without lights. Bowker Street runs between Diagonal and Brighton roads with no traffic calming measures between and drivers travel at higher speeds than other streets. The street runs west to east so during school drop off and pick up the sun is directly in the eyes of drivers and can make it difficult to see this crossing in its current form.

Some staff will not work on the crossing because they feel very uncomfortable manning such an unsafe crossing.

Item No: 14.1

Subject: MINUTES – JETTY ROAD MAINSTREET COMMITTEE – 4 JUNE 2025

Summary

The Minutes of the Jetty Road Mainstreet Committee meeting held 4 June 2025 are attached and presented for Council's information.

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

Recommendation

That Council notes the minutes of the Jetty Road Mainstreet Committee of 4 June 2025

Background

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

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

Report

Minutes of the meetings of the Jetty Road Mainstreet Committee held 4 June 2025 are attached for member's information.

Refer Attachment 1

Budget

Not applicable

Life Cycle Costs

Not applicable

Strategic Plan

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

Council Policy

Not applicable

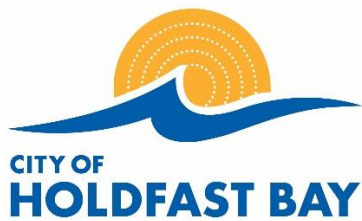
Statutory Provisions

Not applicable

Written By: General Manager, Community and Business

General Manager: Community and Business, Ms M Lock

Attachment 1



Minutes of the Jetty Road Mainstreet Committee Held in the Mayor's Parlour, Glenelg Town Hall on Wednesday 4 June 2025 at 7.00pm

ELECTED MEMBERS PRESENT

Mayor Amanda Wilson
Councillor A Kane

COMMITTEE REPRESENTATIVES PRESENT

Attitudes Boutique, Ms G Martin
Beach Burrito, Mr A Warren
The Colley Hotel, Ms K Bailey
Cibo Espresso, Mr T Beatrice
RD Jones Group, Mr R Shipway
Theodorakakos Property Group, Mr J Theodorakakos
Yo-Chi, Ms B Millard
Ikos Holding Trust, Mr A Fotopoulos
Independent Member, Ms S Mills
Independent Member, Mr S Smith

STAFF IN ATTENDANCE

Chief Executive Officer, Ms P Jackson
General Manager, Community and Business, Ms M Lock
Manager, City Activation, Ms N Reynolds (via virtual connection)
Business Development Partner, Ms V Miller

1. OPENING

The Chair, Ms G Martin declared the meeting open at 7.12pm

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Chair, Ms G Martin stated:

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

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

3. APOLOGIES

3.1 Apologies Received: Mr M Gilligan, Councillor Abley

3.2 Absent: Nil

4. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Jetty Road Mainstreet Committee held on 7 May 2025 to be taken as read and confirmed.

Moved T Beatrice, Seconded S Mills

Carried

6. QUESTIONS BY MEMBERS

6.1 **Without Notice:** Nil

6.2 With Notice:

6.2.1 Partridge Street Carpark Usage Report

(Report No: 160/25)

Jetty Road Mainstreet Committee Chair, G Martin asked the following question:

“A usage report over the last 12 months and uptake by traders in the city end during construction”

Background

Free parking in the Partridge Street car park was offered to traders affected by construction at the city end.

Answer - Manager, Community Safety

Free parking

A total of 80 free parking permits were issued to traders. Of these, 37 were used during the two-month period, with an average of 11 uses per permit.

Usage varied significantly with some traders having used their permit just once a month, while others used it almost daily.

See below for a table on usage of the free parking permits per month using February and March 2025 data.

Free parking permit use for 1 February 2025 – 31 March 2025

<i>Permit Number</i>	<i>Usage from 1/2/25-31/3/25</i>
138	1
139	9
142	25
144	3
149	7
150	8
153	2
161	4
164	1
174	19
175	21
176	10
178	4

180	1
181	14
183	18
184	1
209	16
213	3
217	15
218	19
220	3
222	24
225	21
226	24
227	16
228	3
229	8
230	31
231	30
232	16
233	4
234	6
236	4
237	27
241	7
37 permits used	Average use - 11 days

Partridge Street Parking Annual Summary

Below is a summary of car park use over the last 12 months. The vehicle numbers include both East and West carpark.

Partridge Street Parking from April 2024 – March 2025

<i>Month</i>	<i>Number of vehicles</i>
April 2024	23,151
May 2024	18,521
June 2024	23,645
July 2024	20,486
August 2024	21,257
September 2024	18,297
October 2024	19,453

November 2024	22,488
December 2024	25,504
January 2025	23,645
February 2025	22,507
March 2025	23,151

6.2.2 Community Safety Officer Beach Patrol Extension (Report No: 162/25)

Committee Chair, G Martin asked the following question:

“Seeking an update from the Community Safety Officer’s progress of the extended beach patrol”

Background

An update following the additional support provided by the Community Safety Officer (Liaison Officer) to provide extended beach patrols to Jetty Road, Glenelg.

Answer - Manager, Community Safety

In addition to monitoring dog-leash compliance on beaches, officers undertook patrols down the main street precincts of Glenelg and Brighton at the beginning of each beach patrol shift, looking for:

- rough sleepers
- items such as trolleys, or items belonging to people sleeping rough in public places
- people begging
- drunk or other disorderly behaviour, and
- any matters indicative of crime risks.

Council officers also undertook extra drive-bys around community centres and surrounding areas.

Due to the presence of SA Police (SAPOL) officers as part of Operation Jericho, a Western District Operation, focused on behavioural offending around licenced premises in Glenelg and along the foreshore, anti-social behaviour was reduced.

There was also a reduction in the numbers of people sleeping rough through this period. Those known to officers as regular homeless residents in the area do not leave possessions in public places and are generally orderly. While major interventions were not frequently required in relation to people experiencing homelessness, Council officers connected a small number of individuals to relevant support services.

Monthly coordination meetings were held throughout the patrol period with strong and consistent attendance. Participating stakeholders included:

- Library staff
- Community Wellbeing staff
- Jetty Road Mainstreet representatives
- SAPOL
- Sonder
- Department of Human Services, particularly for remote visitors

The above stakeholders meet on a monthly basis, which is well attended resulting in valuable information sharing. The meetings are currently continuing.

Lessons learned

Should patrols be extended in 2025, the following additional actions are proposed, based on experiences during the 2024-25 period:

- monthly coordination meetings to continue, as these provide invaluable information sharing and an informal opportunity to collaboratively solve problems arising, in a coordinated manner; and
- Officers will proactively connect with businesses who have previously raised complaints, checking in more frequently and gather more insights into their past and current experiences.

6.2.3 Draft Annual Business Plan update relevant to Jetty Road Mainstreet Committee and/or Transforming Jetty Road (Report No: 163/25)

Committee Member, Ms S Mills asked the following question:

“Seeking an update of the relevant matters for the Jetty Road Mainstreet Committee on the Draft Annual Business Plan associated with JRMC and/or Transforming Jetty Road. This includes the timings and delivery method in relation to the consultation.”

Background

Upon reading the Audit and Risk Report, published via the Audit and Risk Committee meeting on 14 May 2025, stating the Draft Annual Business Plan's consultation is to commence on 28 May 2025. As such requesting Council Administration provides an overview of the relevant matters associated with the Jetty Road Mainstreet Committee and/or Transforming Jetty Road project and associated council actions.

Answer - Strategy and Governance

The draft Annual Business Plan was published in the 27 May 2025 Council report [Council-Agenda-and-Reports-27-May-2025.pdf](#) , page 57 with community engagement commenced Wednesday 28 May 2025.

Feedback on the Annual Business Plan and Long-Term Financial Plan must be received by 5pm, Friday 20 June 2025 via the following methods:

- Online - yourholdfast.com/ABP25-26
- Email - abp@holdfast.sa.gov.au
- In writing - Draft Annual Business Plan, PO Box 19, Brighton SA 5048
- In person at the:
 - Brighton Civic Centre, 24 Jetty Road, Brighton
 - Glenelg Library, 2 Colley Terrace, Glenelg
 - Brighton Library, 20 Jetty Road, Brighton
 - By phone - 8229 9999 during office hours
 - Making a deputation - Make a deputation to Council at its meeting on Tuesday, 10 June 2025.

In addition, this year introduces two new methodologies:

- Letterbox distribution - A DRAFT ABP Summary leaflet will be distributed via letterbox drop across all households of Holdfast Bay
- Drop in sessions at Glenelg North, Hove and Seacliff -This engagement methodology provides multiple opportunities for stakeholders to meet face to face with staff. Stakeholders can ask questions and seek clarification on matters of interest. They can also contribute feedback directly at these sessions.

The proposed rate increase of 4.95% comprises of:

- 2.5% (which aligns with Adelaide CPI at December 2024) to allow Council to deliver on its current program of services, renewal works and community activities and events
- 2.3% for Transforming Jetty Road, Glenelg (year 2 of 3)
- 0.15% to fund and deliver up to six community projects.

The Jetty Road Mainstreet Separate Rate is applied to properties within the Jetty Road Mainstreet precinct to promote and enhance business viability and trade. Revenue from this separate rate is expected to raise \$724,790 in 2025–26, representing an increase of 2.5% on the rate levied in 2024–25.

The Transforming Jetty Road Coast and Transition Zone draft concept design community engagement concluded 5pm 16 April 2025, with the Section 32 Road Traffic Act 1961 engagement remaining open until the Council meets to decide on the concepts. The timing of the council meeting has not yet been determined and or scheduled.

6.2.4 Progress update of the Jetty Road Mainstreet

Coordinator (or similar) position

(Report No: 164/25)

Jetty Road Mainstreet Committee Member, Ms S Mills asked the following question:

“Seeking an update on the progress of the Jetty Road Mainstreet Coordinator (or similar) position.”

Background

Following the recent budget workshop held 16 April 2025, I am seeking a status update on how this is progressing

Answer - General Manager, Community and Business

The Jetty Road Mainstreet Coordinator role has been vacant since 20 December 2024. The Business Development Partner has been overseeing the role in the interim as a planned approach occurs to fulfill the Jetty Road Mainstreet Committee’s expectations of this role. The vacancy provided an opportunity to review the functionality of the role against best practice models from similar precincts nationally to ensure the position can best meet the needs of the precinct during this transformational period. Businesses have been supported in the interim with additional assistance and mentoring from Southern Business Mentoring program.

Following the budget workshop held on 16 April 2025, the Jetty Road Mainstreet Committee agreed to outsource marketing to a consultancy. A request for expressions of interest has been released with responses due by 30 May 2025 COB. It has not yet been determined how other aspects of the role, including governance and business support, will be managed at this stage.

7. PRESENTATIONS:

7.1 Tram Grade Separation Project Alliance

Members of the Tram Grade Separation Project Alliance introduced the project team, providing an overview of the construction activity, timing and answered questions about the project.

7.2 Adelaide Economic Development Agency (AEDA) Summit

Mr S Smith, Jetty Road Mainstreet Committee Member provided an update following attendance at the AEDA Summit.

7.3 Transforming Jetty Road Entrance Statement

Motion – Exclusion of the public -Section 90(3)(d) Order

1. That pursuant to Section 90(2) of the Local Government Act 1999 Jetty Road Mainstreet Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to the Transforming Jetty Road Entrance Statement Presentation in confidence.
2. That in accordance with Section 90(3) of the Local Government Act 1999 Jetty Road Mainstreet Committee is satisfied that it is necessary that the public be excluded to consider the information contained in the Transforming Jetty Road Entrance Statement Presentation on the following grounds:
 - k. pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to the presentation and discussion are tenders for the: supply of goods, and the provision of services, and the carrying out of works, in the delivery of the entrance statement.
3. The Jetty Road Mainstreet Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved A Fotopoulos, Seconded T Beatrice

Carried

Ms M Lock presented the timing of the installation and associated communications for the Entrance Statement

RETAIN IN CONFIDENCE – Section 91(7) Order

1. That having considered in the Transforming Jetty Road Entrance Statement Presentation confidence under section 90(2) and (3)(k) of the Local Government Act 1999, the Jetty Road Mainstreet Committee, pursuant to section 91(7) of that Act orders that the presentation be retained in confidence until the Chief Executive Officer authorises the release of the documents.

This order is subject to section 91(8)(b) of the Act which provides that details of the identity of the successful tenderer must be released once Council has made a selection. In addition, section 91(8)(ba) of the Act requires details of the amount(s) payable by the Council under a contract for the provision of cleaning services must be released once the contract has been entered into by all concerned parties.

Moved A Warren, Second A Fotopoulos

Carried

8. REPORTS/ITEMS OF BUSINESS:

- 8.1 **Monthly Finance Report** (Report No: 157/25)

This report provides an update on the Jetty Road Mainstreet income and expenditure as at 30 April 2025.

Motion

That the Jetty Road Mainstreet Committee notes this report.

Moved A Warren, Seconded S Smith

Carried

- 8.2 **Jetty Road Events Update** (Report No: 158/25)

The Jetty Road Mainstreet Committee (JRMCI), in partnership with the City of Holdfast Bay, is responsible for implementing and managing a variety of major events to support economic stimulus in the precinct in accordance with the annual marketing and business plan.

This report provides an overview of recent and upcoming events.

Motion

That the Jetty Road Mainstreet Committee notes this report.

Moved J Theodorakakos,, Seconded R Shipway

Carried

8.3 Marketing Update

(Report No: 159/25)

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

Motion

That the Jetty Road Mainstreet Committee notes this report.

Moved A Fotopoulos, Seconded T Beatrice

Carried

Leave of the meeting

The Chair sought leave of the meeting to propose that Confidential Agenda Item 9.1 Forward Planning Jetty Road Mainstreet Committee to be considered after item 8.3.

Leave of the meeting was granted.

9.1 Forward Planning Jetty Road Mainstreet Committee

Motion – Exclusion of the public -Section 90(3)(d) Order

1. That pursuant to Section 90(2) of the Local Government Act 1999 Jetty Road Mainstreet Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to the Forward Planning Jetty Road Mainstreet Committee Workshop in confidence.
2. That in accordance with Section 90(3) of the Local Government Act 1999 Jetty Road Mainstreet Committee is satisfied that it is necessary that the public be excluded to consider the information contained in the Forward Planning Jetty Road Mainstreet Committee Workshop on the following grounds:
 - k. pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to the presentation and discussion are tenders for the: supply of goods, and the provision of services, and the carrying out of works, in the delivery of the entrance statement.
3. The Jetty Road Mainstreet Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved K Bailey, Seconded T Beatrice

Carried

Chief Executive Officer, Ms P Jackson, facilitated a workshop on the Jetty Road Mainstreet Committee forward planning of activities.

8.4 **Future Support Model**

(Report No: 165/25)

Following the Jetty Road Development Coordinator position becoming vacant in mid-December 2024, a review was initiated by the Jetty Road Mainstreet Committee to assess the function and effectiveness of the current model and investigate other methods of resource delivery, aligned with the Terms of Reference.

Motion

That the Jetty Road Mainstreet Committee:

1. **adopts an outsourcing model of service provision for the provision of marketing, promotions and social media, to support JRMC key deliverables;**
2. **Council Administration prepare a draft Service Level Agreement for the oversight of contracts and communications/engagement with traders on behalf of the JRMC, to be tabled at the meeting of 2 July 2025; and**
3. **the provision of governance and administration support to be provided by Council Administration.**

J Theodorakakos left the meeting at 10.11pm

Moved R Shipway Seconded S Smith

Carried

9. **CONFIDENTIAL ITEM**

Item 9.1 Future Planning Jetty Road Mainstreet Committee was considered after Item 8.3 as per leave of the meeting granted.



10. DATE AND TIME OF NEXT MEETING

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 2 July 2025 to commence at 6.00pm in the Mayor's Parlour Glenelg Town Hall.

11. CLOSURE

The meeting closed at 10.15pm.

CONFIRMED 2 July 2025

CHAIR

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. **Letter to Department for Environment and Water, sand pumping machinery**
 2. **Letter to Premier regarding replacement bus service during Tram Grade Separation Project tram closure**
-

Report

1. **Letter to Department for Environment and Water, sand pumping machinery**

On 27 May 2025, motion C270525/8064 proposed that a letter of thanks be sent to the Department for Environment and Water for securing the sand pumping machinery during the storm on 26 May. This letter has now been written and sent to the Manager of the Coastal Management Team.

Refer Attachment 1

2. **Letter to Premier regarding replacement bus service during Tram Grade Separation Project tram closure**

On Tuesday, 13 May 2025, Mayor Amanda Wilson and the General Manager, Community and Business, met with Premier South Australia, the Hon Peter Malinauskas MP and Minister Koutsantonis MP. It was at this meeting the Mayor requested an express bus service from Adelaide to Glenelg to complement the planned replacement bus service timetable during the Tram Grade Separation Project's tram closure (August 2025 to January 2026). This is to include departures from Adelaide hourly from 9.30am to 12.30pm Friday to Monday. These proposed times mirror key visitor arrival time statistics gathered from the Glenelg Visitor Information Outlet and precinct traders. Following this meeting a formal letter was sent to the Premier's office on Tuesday 10 June 2025.

Refer Attachment 2

Written By: Executive Officer

Chief Executive Officer: Ms P Jackson

Attachment 1

2 June 2025

Mr David Osborn
Manager, Coast Protection
Department for Environment and Water
81-95 Waymouth Street
ADELAIDE SA 5000

David.Osborn2@sa.gov.au


Dear David

Thanks for action in extreme storm

On Monday 26 May, South Australia experienced extreme storms across its coasts. The City of Holdfast Bay highly values its coast and is fully aware of how important it is to the economic, environmental and social health of the Adelaide coastline, and how vulnerable it is to events such as this.

We would like to thank the Coastal Management Team for their swift action to move the sand pumping plant and equipment off Glenelg Beach. We look forward to a smooth and successful completion of the sand pumping program this year and thank the Department for Environment and Water for their continued commitment to keeping our coastline sandy and healthy.

Yours sincerely



Amanda Wilson
Mayor

Cc: Ben Bruce, CEO, Department for Environment and Water: ben.bruce@sa.gov.au
Cc: Paul Caica, Chair, Coast Protection Board: DEWcoastprotectionboard@sa.gov.au

Attachment 2

10 June 2025

Hon. Peter Malinauskas MP
Premier of South Australia
GPO Box 2343
ADELAIDE SA 5001

Email: Premier@sa.gov.au

Dear Premier

RE: Express bus services (Adelaide - Glenelg) during tram closure

The City of Holdfast Bay writes to you regarding the imminent disruption to the Glenelg tram service due to the Tram Grade Separation Project. While this essential infrastructure upgrade will ultimately make tram journeys safer and more reliable, in the short term it will have significant economic repercussions for tourism and businesses in Glenelg.

The tram provides the most popular and accessible transportation between Adelaide and Glenelg, directly linking visitors from the CBD to Adelaide's premier seaside tourism destination. The Glenelg line carries over **3,562 passengers per day** or **1.3 million passengers per year** who make the full journey between Adelaide and Glenelg. Based on Department for Infrastructure and Transport - Integrated Public Transport Services data from February 2025, the annual number of passengers into and out of Glenelg on weekdays is approximately 850,000; on weekends and public holidays it is 450,000 (total 1.3 million).

This reflects the line's popularity and its role as a vital component of the city's public transport network. The line's patronage has seen significant growth and is by far the most popular mode of transport for people visiting Glenelg. Holdfast Bay currently receives **1,118,200 visitors** per year (*Tourism Research Australia - year ending December 2024*) and it is estimated over 50% travel to Glenelg from Adelaide CBD by tram. No tram transport for almost six months will impact visitation to Glenelg and our visitor economy, currently worth **\$328 million**.

We acknowledge that substitute buses will replace trams from South Terrace, servicing the existing tram route as closely as practicable, from Monday 4 August 2025 to last service Monday 26 January 2026. The City of Holdfast Bay proposes additional express bus services during the temporary closure, that enable visitors to take a shorter, more direct route from the Adelaide CBD to Glenelg via Anzac Highway.

Statistics from the Glenelg Visitor Information Outlet, and precinct traders, show most visitors arrive in Glenelg between 9am and 1pm to maximise their day at the Bay during key trading hours of the precinct's retail and hospitality businesses. The proposed times mirror this with recommended departures from Adelaide hourly from 9.30am to 12.30pm Friday to Monday. It is anticipated afternoon and evening visitors, and those returning to the city on those days would use existing services.

While we acknowledge the long-term benefits of the Tram Grade Separation Project this initiative aims to maintain accessibility to Glenelg, support local tourism and ensure continued visitor engagement during this period of disruption. Your office can contact Marnie Lock, General Manager Community and Business mlock@holdfast.sa.gov.au to discuss details further and we welcome the opportunity to explore how the City of Holdfast Bay and State Government can work together to sustain visitation to Glenelg during this time.

Yours sincerely



Amanda Wilson
Mayor

cc: Hon. Zoe Bettison MP, Minister for Tourism, MinisterBettison@sa.gov.au
Hon. Tom Koutsantonis MP, Minister for Infrastructure and Transport, Minister.Koutsantonis@sa.gov.au

Item No: 15.2

Subject: MONTHLY FINANCIAL REPORT – AS AT 31 MAY 2025

Summary

The financial report for municipal activities to the 31 May 2025 confirms that Council is on target to meet its estimated surplus of \$1,310,763 in 2024-25. Favourable minor variances indicate a positive financial position for the remainder of the year.

Recommendation

That Council receives the financial report for Municipal activities for the eleven months to 31 May 2025.

Background

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

Report

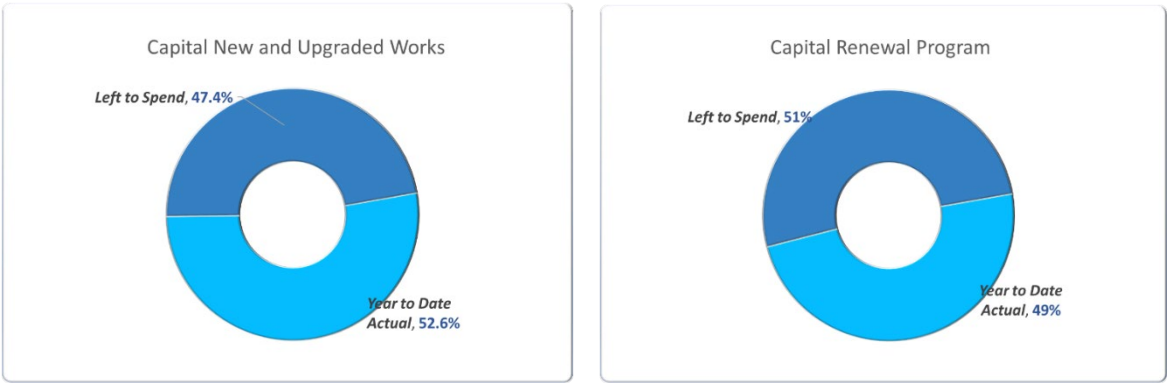
A summary of Council's financial performance to 31 May 2025 is provided in the following table.

All amounts in \$000	2024-25 Adopted Budget	2024-25 Year to date Budget	2024-25 Year to date Actuals	Variance	
Operating revenue	60,324	58,344	58,886	542	↑
Operating expenditure	(59,014)	(50,229)	(48,965)	1,264	↑
Result from Operational Activities	1,310	8,115	9,921	1,806	
Capital renewal Program (Net)	(14,596)	(12,178)	(6,978)	5,200	↑
Capital New and Upgraded Works (Net)	(21,020)	(15,851)	(9,655)	6,196	↑
Loan Repayments	(2,029)	(771)	(771)	-	
Loans repaid by community clubs	521	544	545	1	↑
Result from Capital Activities	(37,124)	(28,256)	(16,859)	11,397	
Add back non-cash items	9,383	10,849	(2,354)	(13,203)	
Funding (Requirement)/Surplus	(26,431)	(9,292)	(9,292)	-	

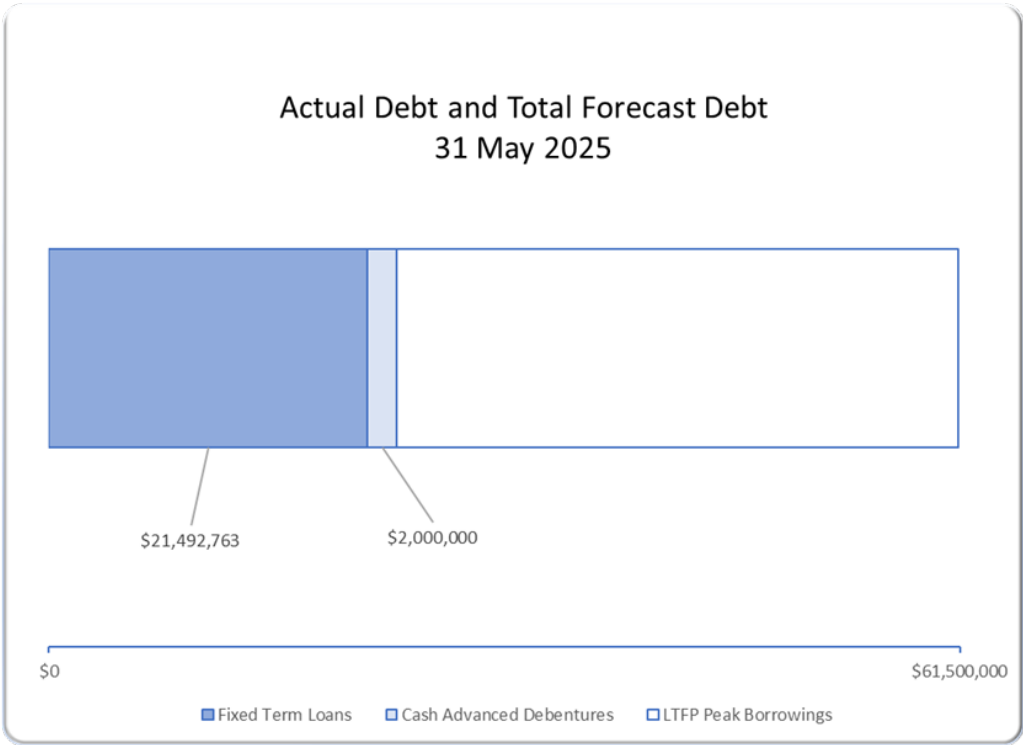
Operational activities are currently ahead of budget with additional revenue raised through car parking related revenue. Similarly, year to date expenditure is lower than budget due to a range of favourable variances including savings on waste management costs and operational projects which will be carried forward to 2025-26. More detailed explanations of major variances by individual business units are provided in Attachment 1.

Refer Attachment 1

A detailed progress report on Council’s program of works is provided each quarter, however, in the interim the following graphs represent the percentage of total capital works financially completed by 31 May 2025. The timing of these works has resulted in a positive variance and deferred when new borrowings will be required. A number of projects are forecast to be incomplete as at 30 June 2025 and the remaining budget will be requested to be carried forward to 2025-26.



At the date of this report, borrowings, as forecast in the current Long Term Financial Plan, will peak at \$61.4 million in 2025-26. The following graph depicts Council’s current debt position and illustrates this as a proportion of that peak forecast debt.



On 15 May 2025, Council secured a new \$10 million fixed-term loan over 15 years at 5.39% from the Local Government Finance Authority. Council also secured access to a new \$15 million Cash Advance Debenture (CAD) for flexible, short-term cashflow management. These borrowings align with Council's Treasury Management Policy, which promotes a diversified and flexible debt approach.

Budget

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

Life Cycle Costs

Not applicable

Strategic Plan

Statutory compliance

Council Policy

Not applicable

Statutory Provisions

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

Written By: Management Accountant Lead

General Manager: Strategy and Corporate, Ms S Wachtel

Attachment 1



City of Holdfast Bay Municipal Funds Statement as at May 2025

2024 - 2025 Original Budget \$'000	Year to Date				2024 - 2025 Adopted Forecast \$'000	Note
	Adopted Forecast \$'000	Actual \$'000	Variance \$'000			
245	230	216	14	Cemeteries	286	
(1,449)	(1,336)	(1,180)	(156)	Council Administration	(1,449)	1
(992)	(784)	(685)	(99)	Development Services	(995)	2
1,795	2,556	2,556	-	- FAG/R2R Grants	2,804	
(2,106)	(1,987)	(1,938)	(49)	Financial Services	(2,086)	
(11,685)	(9,589)	(9,555)	(34)	Financial Services-Depreciation	(12,785)	
(292)	-	-	-	- Financial Services-Employee Leave Provisions	(407)	
(1,743)	(436)	(437)	1	Financial Services-Interest on Borrowings	(763)	
146	-	-	-	- Financial Services-SRWRA	300	
44,718	45,099	45,118	(19)	General Rates	44,738	
(3,339)	(3,979)	(3,934)	(45)	Innovation & Technology	(4,264)	
(735)	(686)	(638)	(49)	People & Culture	(802)	
(989)	(892)	(888)	(3)	Strategy & Governance	(989)	
(1,404)	(1,166)	(1,011)	(155)	City Activation	(1,358)	3
17	31	24	7	Commercial - Partridge House	17	
(631)	(608)	(623)	15	Communications and Engagement	(658)	
(395)	(344)	(353)	9	Community and Business Administration	(384)	
(1,092)	(1,018)	(948)	(69)	Community Events	(1,101)	4
1,132	1,912	2,314	(401)	Community Safety	1,772	5
(640)	(554)	(520)	(34)	Community Wellbeing	(697)	
(592)	(544)	(553)	9	Customer Service	(592)	
0	(38)	155	(194)	Jetty Road Mainstreet	(88)	6
(1,800)	(1,643)	(1,631)	(12)	Library Services	(1,800)	
(361)	(332)	(338)	5	Assets & Delivery Administration	(361)	
591	560	579	(19)	Commercial & Club Leases	578	
(1,374)	(1,408)	(1,111)	(297)	Engineering & Traffic	(1,589)	7
(846)	(663)	(626)	(38)	Environmental Services	(836)	
(9,145)	(8,625)	(8,673)	48	Field Services & Depot	(9,401)	
(2,486)	(2,209)	(2,164)	(45)	Property Management	(2,504)	
(504)	(445)	(426)	(19)	Public Realm and Urban Design	(487)	
1,461	1,377	1,470	(93)	Commercial - Brighton Caravan Park	1,531	8
(700)	(564)	(547)	(16)	Street Lighting	(687)	
(4,684)	(3,800)	(3,731)	(68)	Waste Management	(4,614)	9
1,074	-	-	-	- Less full cost attribution - % admin costs capitalised	983	
1,193	8,115	9,921	(1,807)	=Operating Surplus/(Deficit)	1,311	
11,685	9,589	9,555	34	Depreciation	12,785	
146	-	-	-	- Other Non Cash Items	107	
11,831	9,589	9,555	34	Plus Non Cash Items in Operating Surplus/(Deficit)	12,892	
13,023	17,703	19,476	(1,773)	=Funds Generated from Operating Activities	14,202	
-	3,803	3,780	23	Amounts Received for New/Upgraded Assets	4,533	
26	20	154	(135)	Proceeds from Disposal of Assets	26	
26	3,822	3,935	(112)	Plus Funds Sourced from Capital Activities	4,559	
(9,537)	(12,198)	(7,132)	(5,065)	Capital Expenditure on Renewal and Replacement	(14,622)	
(12,413)	(19,654)	(13,435)	(6,219)	Capital Expenditure on New and Upgraded Assets	(25,553)	
(21,950)	(31,852)	(20,568)	(11,284)	Less Total Capital Expenditure	(40,175)	10
21	544	545	(1)	Plus:Repayments of loan principal by sporting groups	521	
21	544	545	(1)	Plus/(less) funds provided (used) by Investing Activities	521	
(8,879)	(9,782)	3,388	(13,170)	= FUNDING SURPLUS/(REQUIREMENT)	(20,893)	
Funded by						
-	(793)	(793)	-	- Increase/(Decrease) in Cash & Cash Equivalents	-	
-	(1,260)	11,910	(13,170)	Non Cash Changes in Net Current Assets	3,509	
(10,909)	(10,000)	(10,000)	-	- Less: Proceeds from new borrowings	(26,431)	
-	1,500	1,500	-	- Less: Net Movements from Cash Advance Debentures	-	
2,029	771	771	-	- Plus: Principal repayments of borrowings	2,029	
(8,879)	(9,782)	3,388	(13,170)	=Funding Application/(Source)	(20,893)	

Note 1 – Council Administration - \$156,000 favourable

Employment cost savings due to temporary vacancies.

Note 2 – Development Services - \$99,000 favourable

Planning fee revenue higher than forecast.

Note 3 – City Activation - \$155,000 favourable

Higher donations at the Bay Discovery Centre (\$10,000) along with year to date savings on the Economic Development Plan (\$77,000) and a lower than budgeted number of shopfront character grants processed (\$60,000).

Note 4 - Community Events - \$69,000 favourable

Savings on completed events (\$42,000) and additional revenue from events (\$27,000).

Note 5 – Community Safety - \$401,000 favourable

Higher than forecast revenue for car parking (\$219,000), hoarding fees (\$99,000), food registrations and licences (\$31,000) and dog management fees (\$23,000).

Note 6 – Jetty Road Mainstreet- \$194,000 favourable

Year to date savings on marketing (\$103,000), employment costs (\$53,000) and event management (\$42,000). Due to separate rate funding arrangements unspent budget will be carried forward as in previous years.

Note 7 – Engineering & Traffic - \$297,000 favourable

Employment costs savings due to temporary vacancies (\$12,000) along with positive variances on three operational projects; Buildings condition audit (\$125,000), Integrated Transport Strategy Priorities (\$100,000) and the Stormwater Management Plan (\$37,500), these projects will be continued in 2025-26 and unspent budget will be carried forward.

Note 8 – Commercial - Brighton Caravan Park- \$93,000 favourable

Year to date savings on repairs and maintenance (\$60,000) and higher Caravan Park revenue (\$30,000).

Note 9 – Waste Management- \$68,000 favourable

Year to date savings on waste disposal and collection costs.

Note 10 – Capital Expenditure - \$11,284,000 favourable

There are positive variances on a number of capital projects mainly due to the timing of projects. A review of the capital program was undertaken as part of the March 2025 budget update and a number of major projects are forecast to be incomplete as at 30 June 2025 including the following:

- Brighton Caravan Park - Stage 2 redevelopment
- Kingston Park Stages 4 & 6 - Detailed Design
- Patawalonga Lock - renewal

Item No: 15.3

Subject: FEASIBILITY OF EXPANDING COMMUNITY SAFETY SERVICES

Summary

Following a Council resolution in December 2024 (Motion C101224/7964), community safety patrols were extended to Jetty Roads Glenelg and Brighton for a trial period from December 2024 until March 2025.

This report highlights the successes and insights from the trial and recommends its continuation throughout the upcoming summer peak season, with an annual recurrence thereafter.

Recommendation

1. That Council endorses the continuation of summer peak season, community safety patrols along Jetty Road, Glenelg, and Brighton, conducted by the Beach Patrol Officer.
 2. That the annual operating budget for beach patrols be increased by \$5,000 to support this initiative ongoing.
-

Background

As per motion C101224/7964, raised during the Council meeting on 10 December 2024, Council requested a follow-up report on the trial period. This report outlines the outcomes of the extended patrols conducted along Jetty Roads, Glenelg, and Brighton during the summer of 2024-25. It includes insights from stakeholder meetings focused on overseeing citywide community safety efforts and an evaluation of the performance of Council's CCTV network.

Report

In accordance with the motion, additional patrols were undertaken in the period December 2024 to March 2025.

In addition to monitoring dog leash compliance on beaches, Officers undertook patrols on Jetty Road of Glenelg and Brighton at the beginning of each beach patrol shift, looking for:

- people sleeping rough
- personal items belonging to people sleeping rough stored in public places
- people begging
- drunk or other disorderly behaviour
- any matters indicative of crime risks.

Council officers also undertook additional patrols around community centres and surrounding areas.

Due to the presence of SA Police (SAPOL) Officers as part of Operation Jericho, a Western District Operation which focused on behavioural offending around licenced premises in Glenelg and along the foreshore, it was reported that anti-social behaviour was significantly reduced.

It was noted that there was a reduction in the number of people sleeping rough in this period. The people known to our officers did not leave possessions in public places and were generally orderly. Council officers were able to connect a small number of individuals to relevant support services, and major interventions were not frequently required.

Monthly coordination meetings were held throughout the patrol period with the following stakeholders:

- City of Holdfast Bay Library and Community Wellbeing staff
- Jetty Road Mainstreet representative, (Council, Business Development Partner)
- SAPOL
- Sonder
- Department of Human Services, particularly for remote visitors.

Meetings were well attended and resulted in valuable information sharing. Due to its success, monthly meetings are planned to continue throughout the year.

Lessons learned

Based on experiences during the 2024-25 period, the following additional actions are proposed should patrols be extended in 2025:

- monthly coordination meetings to continue, as these provide invaluable information sharing and an informal opportunity to collaboratively solve problems arising, in a coordinated manner, and
- Officers will proactively connect with businesses that have previously raised complaints, to check in more frequently and gather insights into their past and current experiences.

Network Improvements and Planned Upgrades

As part of the evaluation of the season, SAPOL provided feedback on the performance of Council's CCTV network.

The performance of the CCTV network is actively monitored and optimised by Administration as additional cameras are added to the system and software and firmware updates become available.

As part of the Transforming Jetty Road project, there are plans to transition CCTV cameras currently operating on a wireless network along Jetty Road Glenelg to a high-speed fibre network. This transition will significantly enhance video stability, reduce latency, and improve overall system reliability, particularly for footage playback and live monitoring.

A report will follow discussing this in more detail at the conclusion of the summer season.

Budget

The seasonal increase in patrols conducted by Beach Patrol Officers during peak periods totals \$5,000 annually. This funding is intended to be accommodated within the existing Community Safety annual budget, ensuring continued support for enhanced community safety without requiring additional financial resources.

Life Cycle Costs

Not applicable

Strategic Plan

Council's Strategic Plan – Our Holdfast 2050+ - aspires to valuing safe and accessible public spaces, and residents and visitors feeling safe, healthy and connected in our city. This initiative directly delivers on these aspirations by contributing to crime reduction, as well as connections to services.

Council Policy

Not applicable

Statutory Provisions

Local Government Act 1999, section 6(c) – one of the principal roles of a council is “to encourage and develop initiatives within its community for improving the quality of life of the community”. And, section 7(c), the functions of a council include “to provide for the welfare, well-being and interests of individuals and groups within its community”.

Written By: Manager Community Safety

General Manager: Community and Business, Ms M Lock

Item No: 15.4

Subject: **PARTRIDGE HOUSE PLAYSPACE CONSULTATION RESULTS**

Summary

A capital renewal budget of \$200,000 is included in the draft 2025-26 budget from the Asset Management Plan to replace the Partridge House Playspace. This budget provided Council with the opportunity to replace the existing end of asset life equipment with nature-based play features that will be more in keeping with the natural setting of Partridge House and will be able to integrate and help protect the significant Ombu tree. Based on this consideration, Administration engaged an experienced nature play designer to produce a draft design for the playspace renewal.

The community were invited to provide their feedback on the proposed design between 10 and 30 April 2025. As a result of the consultation feedback, the design has been adjusted and finalised and are within budget.

Recommendation

That Council:

- 1. endorses the final concept design for the Partridge House Playspace renewal as shown in Attachment 1;**
 - 2. notes the Community Engagement Findings Report regarding the Partridge House Playspace renewal as per Attachment 2; and**
 - 3. notes approval has been granted under CEO delegation for a procurement exemption to engage Climbing Tree Creations for the Supply and Installation of the playspace renewal as per final concept design.**
-

Background

The existing playspace at Partridge House was installed in 2002 with an asset life of 15 years. Since 2021-22, the asset life has been extended through preventative maintenance of the equipment to ensure safety standards are met. The playspace is identified as high priority renewal in the Playspace Action Plan 2019-29.

As per the Asset Management Plan, the 2025-26 capital renewal budget included a sum of \$200,000 to replace the Partridge House playspace equipment. Whilst this budget is only sufficient for replacement of a similarly sized playspace, it presented an opportunity to not only remove and replace the deteriorated equipment but also improve the interface between the Ombu tree and the new play equipment and create a more natural play environment.

Given the uniqueness of the site, Administration engaged Climbing Tree Creations, an experienced nature-based playspace design and construction company to draft a concept design. Climbing Tree Creations have extensive experience working with the Australian Standard AS 4970-2009 associated with developments near significant trees and Tree Protection Zone (TPZ) challenges.

Report

Partridge House Playspace

Council undertakes quarterly in-house inspections and has undertaken annual independent condition audits to rectify any issues with equipment and immediate surrounds as they are identified. The Playspace Action Plan 2019-29 identified the Partridge House Playspace for renewal in 2021-22 and has continued to maintain the playspace in safe and serviceable condition while renewing higher priority playspaces in recent years. The main non-compliance item is the proximity of the Ombu tree branches being physically too close to the play equipment. Australian Standards AS 4685 stipulates a 2500mm vertical clearance above any platform or structure where people stand and given it is a significant tree on the National Trust Register, pruning the tree is not preferential.

Considerations were made to relocate the playspace to the northern end of the turf area within Partridge House Reserve, however, with experienced designers engaged we were able to retain the current location whilst also protecting the Ombu tree. To establish a new site including soft fall, new seating, remediation of the existing playspace site would require significantly more budget, separate from Council's 2025-26 capital renewal budget.

The feedback received during consultation also demonstrated the popularity of the existing site, as children and parents mentioned the enjoyment of playing in and around the tree. As such, the new playspace will remain in the current location, while ensuring no damage is done to the tree root zone.

Playspace Design

Administration commissioned Climbing Tree Creations to develop two concept options for a nature-based playspace within the available renewal budget of \$200,000. Of the two concepts produced, Administration selected the best value option in terms of equipment and play value which was presented to the community for consultation and feedback. Following consultation, the concept was refined and responded to community feedback and finalised as per Attachment 1 – Concept Design.

Refer Attachment 1

Community Engagement

The community were invited to view the concept and provide feedback by filling out the online survey form, providing a formal submission in writing via post, email, phone and by attending an on-site drop-in session.

During the 21-day consultation period between 10 April and 30 April 2025, a variety of tools and methods were used to promote the consultation including:

- email notification to Yourholdfast project page subscribers

- engagement project posts to the City of Holdfast Bay Facebook page
- news articles
- a letterbox drop to 300 surrounding residents (including QR code link to Yourholdfast)
- corflute signs at Partridge House Playspace area with QR code.

The project page on Yourholdfast was visited 336 times by 284 visitors. 45 people feedback via the online engagement survey. 23 attended the drop-in session and there were two hard copy surveys received. Two email submissions were received.

Consultation Results

Throughout the consultation period, the main themes raised by the community were:

- positive sentiment towards the Ombu tree
- that the designs were for older children and should consider toddlers
- that there needs to be alternative access to the slide for younger children
- positive reaction towards a nature based playspace.

Further details of the consultation results have been provided in Attachment 2.

Refer Attachment 2

Adopted Design Changes in final design

In consideration of the consultation results, the design as per Attachment 1 has been refined to include:

- The addition of a communication board to enable inclusion, interaction and successful communication for all (reference image 12 shown in Attachment 1). A communication board is a large board with words and symbols to support the expression of thoughts, needs, wants and ideas for people with a communication disability.
- A timber ladder for easier access to the top of the platform of the log scramble (reference image 11 shown in Attachment 1) that would be more suited for younger children.
- A baby/toddler seat for the swing set which will also include a basket seat and a standard swing seat (reference image 1 shown in Attachment 1).
- Slight location adjustment to the proposed central garden bed and stepping logs (reference image 4 shown in Attachment 1) with the addition of another sensory play feature (reference image 13 shown in Attachment 1).
- Additional seating nooks to be located on the eastern side of the playspace (reference image 8 shown in Attachment 1).
- Relocation of rock steppers (reference image 7 shown in Attachment 1) to ensure minimal impact to the root zone of the Ombu tree.

Slight adjustments to the location of the play elements will be undertaken on site to ensure the projected growth of the Ombu tree canopy will not be obstructed. In addition, plant species will be selected by council's Environment team prior to project commencement.

Other items raised through consultation were considered as per table below.

Consultation Theme	Consideration
Accessibility	Due to the significance of the Ombu tree, council must retain organic softfall (bark chips) to ensure maximum permeability of the ground to reduce harmful impact on the health of the tree. No sealed pathways were able to be constructed within the playspace area.
Retain the trampoline	Organic softfall (bark chip) causes maintenance implications in the trampoline hardware and therefore a trampoline is no longer viable in this location. The ideal scenario is to install rubber softfall, with a minimum 2.5m fall zone on all sides, however due to the significance of the Ombu tree, rubber softfall is not recommended given it is not conducive to the health of the root system of the tree.
Water Play	Water play requires significant plumbing requiring backflow prevention which can be more complex and costly to install and maintain. Due to the limited budget available for the playspace replacement, this new feature would be unfeasible to achieve at this location.
Do not upgrade	The existing playspace is presenting several challenges. The existing playspace is currently centred around one of Holdfast Bay's most unique and iconic Ombu trees. It is evident that the existing playspace is causing impact by way of increasing compaction, leading to long-term stress on the tree. At present, council is required to prune the tree to reduce safety risks and accommodate the existing playspace. The new design considers the Tree Protection Zone (TPZ) and does not exceed 10% of the total TPZ area, as defined under AS 4970-2009. In addition, the new design layout considers projected canopy growth, reducing risk to the tree and future playspace. Additional challenges include wear and tear, structural and safety concerns of the physical equipment.

Procurement

Council's Procurement Policy states that purchases between \$100,000 to \$500,000 (excluding GST) require approval of the Chief Executive Officer (CEO) if a tender, panel contract or strategic alliances are not to be used, and an exemption is required. It is at the CEO's discretion to determine whether Council (the elected body) should be notified of the exemption at a following Council meeting.

In relation to the Partridge House Playspace, the specific knowledge and skill set required for construction in this environmentally sensitive location needs to be undertaken by an experienced contractor with a proven track record delivering custom playspaces. This specific skill set is difficult to source for the installation of customised equipment.

Therefore, under CEO delegation, approval has been granted to directly engage Climbing Tree Creations to undertake supply and installation of the playspace at Partridge House Reserve.

Next Steps

Administration will close the loop with community engagement results and final concept design with interested stakeholders. Following Council adoption of the 2025-26 budget, Administration will engage Climbing Tree Creations and enter a works agreement to deliver the playspace renewal. It is anticipated that works could commence soon after, with the aim to complete the playspace installation by October 2025.

Budget

Total budget for this project in Council's asset renewal plan is \$200,000. The concept developed and proposed throughout community engagement was quoted at \$159,489.21 ex GST, resulting in a project contingency of \$40,510.79 (approximately 20%).

Following consultation and refinement of the concept design to include additional play features requested by the community, the final quote for supply and installation has been quoted at \$175,000 ex GST, leaving a project contingency of \$25,000 (approximately 12.5%).

Life Cycle Costs

Life cycle costs have been considered in the material selections for the equipment and installation of all play equipment and ancillary assets. Appropriate maintenance is imperative to ensure the integrity, longevity and safety of any equipment, and the equipment selected is designed for coastal environments to extend life span. The equipment will be maintained in line with manufacturers guidelines ensuring longevity and maximum life span is achieved. It is expected that life cycle costs for the new playspace would not exceed the current equipment and would be subject to regular inspections to ensure compliance, therefore no additional operating budget is required.

Strategic Plan

Wellbeing – Establish community hubs that integrate community support, recreational and commercial services in multi-purposes spaces.

Provide Local playground facilities in walking distance for local residents, that align with and support the strategic direction for the City of Holdfast Bay's Playspace Action Plan 2019 - 2029.

Wellbeing – Increase participation rates in community engagements across all age groups, particularly underrepresented demographics such as children and young people by using methods that are appealing and appropriate.

Council Policy

Community Consultation and Engagement Policy
Procurement Policy

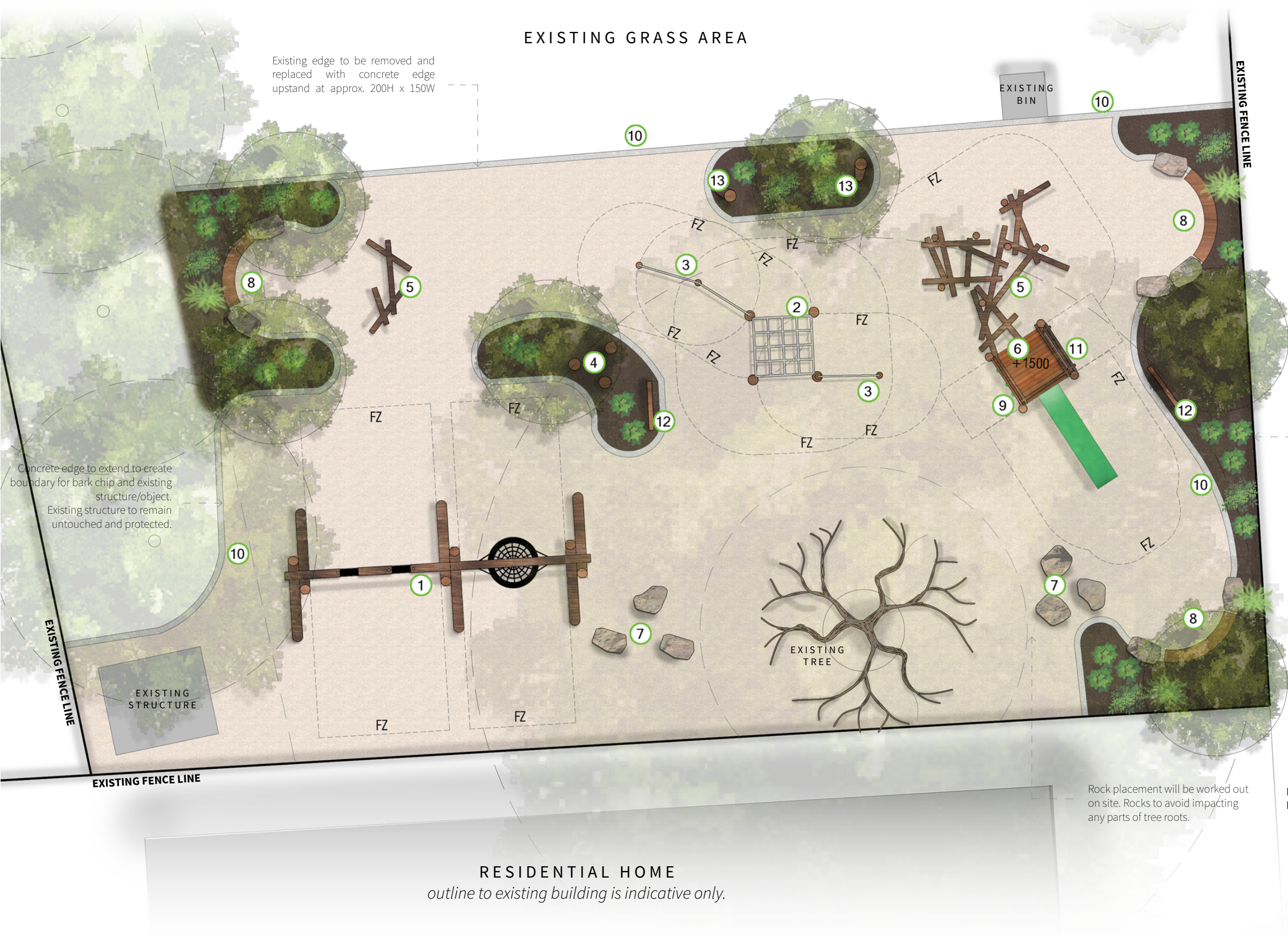
Statutory Provisions

Not applicable

Written By: Recreation and Sport Planning Lead

General Manager: Assets and Delivery, Ms C Hughes

Attachment 1



DESIGN INTENTION:

The design intent behind the concept is to rejuvenate the initial area with new additions of natural play elements that align with environment/ large tree.

The newly redeveloped space will contain additions of a double bay swing, monkey bars and a timber platform tower. The timber tower with a connected log scramble, rock climbing wall, slide and ladder will replace the existing play similarities to the old structure but with additional gross motor elements.

All elements are designed to create a free flowing connecting course that allows users to be immersed within all parts of play within the space, with encouragement to play amongst the large existing tree.

DESIGN LEGEND:

- | | |
|---|---------------|
|  | Soil/ Mulch |
|  | Barkchip |
|  | Concrete Edge |
|  | Timber Logs |
|  | Stone/ Rocks |
| ED | Concrete Edge |

Sleeper edge may be required against fence to retain mulch surfacing.

PENZANCE STREET

EXISTING
PATHWAY

Rock placement will be worked out on site. Rocks to avoid impacting any parts of tree roots.

RESIDENTIAL HOME
outline to existing building is indicative only.



Double Bay Swing

Swing that offers unique and versatile outdoor play experience. It combines the enjoyment of traditional swinging with the added thrill of basket swing, providing a play element for multiple users



Grid Monkey Bars

Spaced at random angles and varying heights for tumbling and hanging, monkey bars are a great way to develop grip and upper body strength.



Tumble Bars

A combination of gross motor skills that focus on upper body and core strength.



Stepping Logs

Logs at varying heights and distances providing a challenge for users to navigate or use them as informal seating



Log Scramble

Assortment of logs that creates a gross motor challenge that encourages climbing, problem solving and risk taking



Timber Platform - 1500mm

Challenge your gross motor and problem-solving skills as you make your ascent to the platform giving you access to a vantage point of the surroundings



Rock Steppers

Low level rocks that can be used as obstacles for chasing games or for leaping from rock to rock acting as vertical movement amongst the existing large tree



Seating Nooks

A quiet little nook shaded with multiple planted trees which can be used as a private area to escape. Seating area is surrounded by multiple native plants. Seating nooks rock and logs at 400mm H.



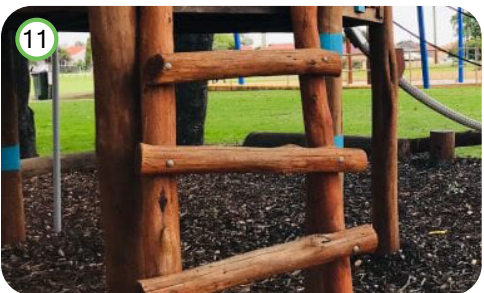
Climbing Wall

Timber wall fixed adjacent to the timber platform featuring a vertical surface with climbing holds, designed to provide a challenging and engaging climbing experience



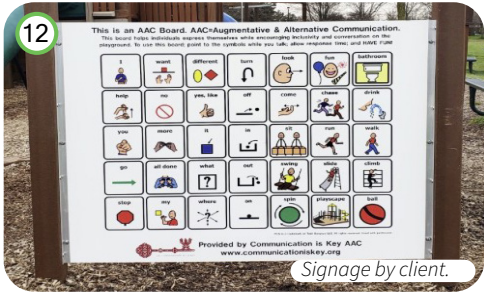
Concrete Edge

Concrete edge adjacent to the bark chip softfall and garden beds to retain the surfaces



Log Ladder

Easy accessible timber log ladder allowing accessing to fixed platform



Signage (example)

Signage to be done by client. Proposed location shown on plan.



Totem

Natural log posts carved or decorated

Attachment 2



Community Engagement Report

Partridge House Playspace

Consultation period – Wednesday 10 April to Wednesday 30 April 2025.

Purpose of engagement

To seek the views and comments from the community on the proposed draft concept plans for the renewal of Partridge House Playspace.

Overview

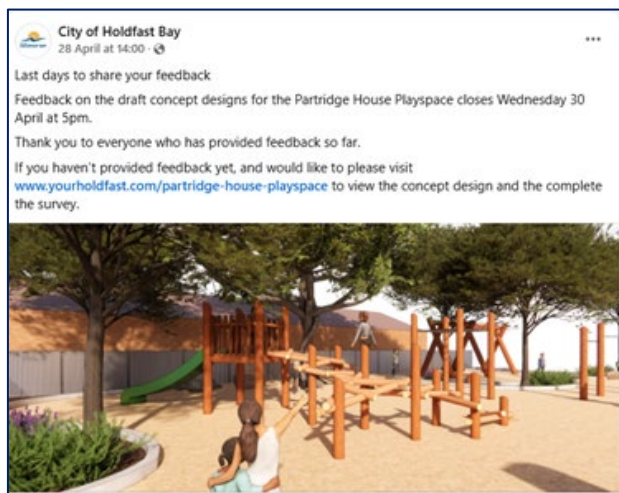
- An engagement project page was available at our engagement platform:
www.yourholdfast.com/partridge-house-playspace
- A drop-in session was held at Partridge House playground on 16 April 2025
- Letters were delivered to 350 households within a 300-metre radius of Partridge House, east of Brighton Road.
- Participants were able to provide feedback online, written feedback via mail or email or at the drop-in session
- 23 people attended the drop-in session
- 49 submissions were received:
 - 45 online surveys
 - 2 hard copy surveys (manually added to the data in this report)
 - 2 emails
- The main themes raised by the community regarding the concept plan were:
 - The designs were for older children and should consider toddlers
 - There needs to be alternative access to the slide
 - Significance of the Ombu tree
 - Positive towards a nature based playspace

Promotion of engagement

This engagement was promoted in the following ways:

- Homepage of YourHoldfast Engagement platform
- Homepage of Council website
- Four corflutes displayed onsite at Partridge House with web address and QR code
- 167 subscribers who indicated interest in Glenelg emailed via the YourHoldfast database
- Displays at Glenelg and Brighton library and the Brighton Civic Centre
- 350 letters were delivered within a 300-metre radius of Partridge House
- Holdfast News – 10 April
- Two Facebook posts (10 April and 28 April)
- One Instagram post (10 April)

Examples of promotion



Results of engagement

Participants were asked to provide general feedback on the draft concept plan provided. See Appendix 1 for the full list of comments.

Below are the results of the online and hardcopy results combined.



Sentiments

The table below provides the number of people whose sentiments are positive, negative, neutral and mixed.

- **Positive sentiments** indicate an emotional tone that is generally constructive, optimistic or confident.
- **Negative sentiments** indicate a tone that expresses denial, disagreement or refusal.
- **Neutral sentiments** indicate a response that does not strongly express an emotional tone in a positive or negative direction.
- **Mixed sentiments** indicate a tone that has both positive and negative elements

Sentiment	Number of respondents	Percentage
Positive	10	21%
Negative	9	19%
Neutral	5	11%
Mixed	23	49%

Common themes raised

Below is a table of the most common topics and concerns raised in the comments provided

Subject	Count (number of times mentioned)
Concerns design is only for older kids	21
Need to cater for toddlers	17
Alternative access to the slide	14
Inclusion/Accessibility	14
Request to retain a trampoline	11
Comments regarding the Ombu Tree	8
Request for a Baby/toddler swing seat	6
Water play request	6
Exciting (positive comments)	6
Safety concerns	5
Boring (negative comments)	5

Drop-in session feedback

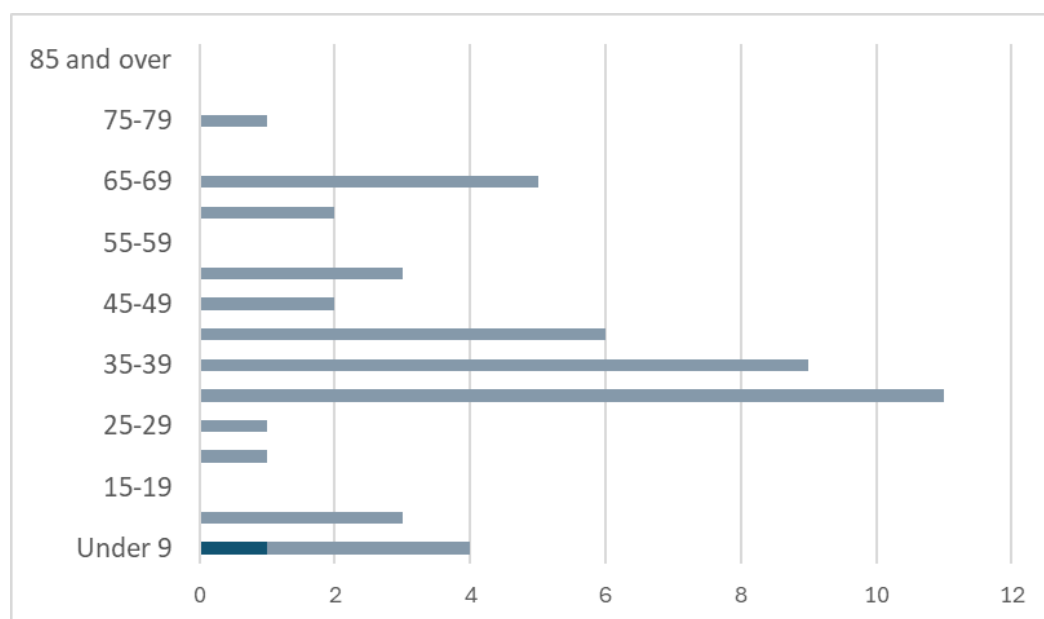
The prominent theme from feedback included the desire for inclusive play elements and the need to add items that will cater for the younger age group (pre-school/toddlers). Waterplay and shade were requested several times.

Majority of visitors had either already provided feedback online or were not interested in submitting formal feedback. Some were just seeking further information about the project. Most of the visitors lived within 100m radius of the playspace.

Demographic information

Age Group

Below are the age groups of the people that responded to the survey. Most participants were aged between 30-34 (23%)



Age group	Number of participants
Under 9	3
Oct-14	3
15-19	0
20-24	1
25-29	1
30-34	11
35-39	9
40-44	6
45-49	2
50-54	3
55-59	0

60-64	2
65-69	5
70-74	0
75-79	1
80-84	0
85 and over	0
Total	47

Suburb

85% of submissions were received from City of Holdfast residents and 15% of submissions were visitors to the City of Holdfast Bay.

City of Holdfast Bay residents	Participants
Glenelg	17
Glenelg East	6
Glenelg North	3
Glenelg South	8
Hove	2
North Brighton	1
Somerton Park	2
5048	1
Total	40

Visitors to City of Holdfast Bay	Participants
Camden Park	1
Darlington	1
Mclaren Vale	1
Morphett Vale	1
Parl Holme (sic)	1
Warradale	2
Total	7

Website statistics

Below is the information regarding how people access and viewed the project page

376 views	336 visits	284 visitors	5 followers
---------------------	----------------------	------------------------	-----------------------

Views - The number of times a Visitor views any page on a Site.

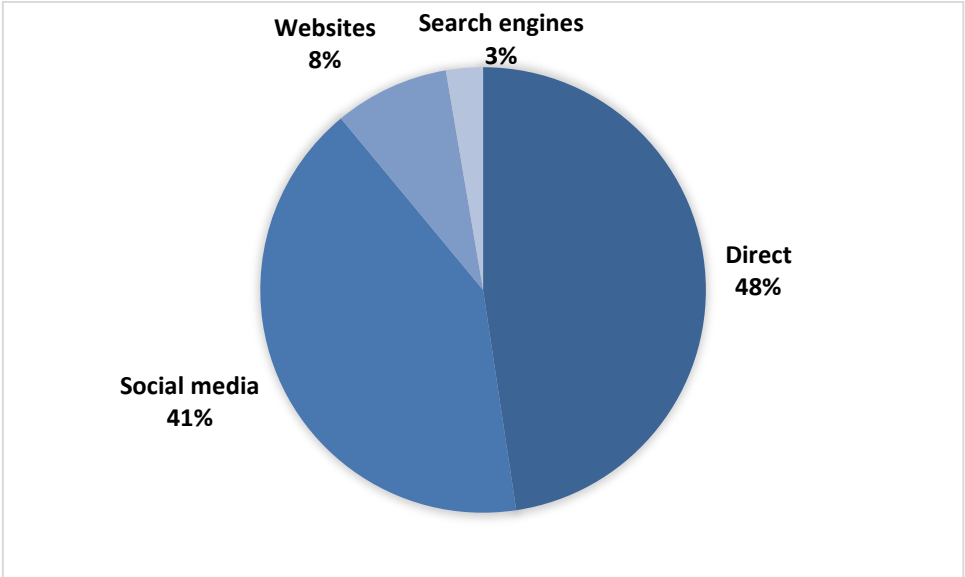
Visits - The number of end-user sessions associated with a single Visitor.

Visitors - The number of unique public or end-users to a Site. A Visitor is only counted once, even if they visit a Site several times in one day.

Followers - The number of Visitors who have 'subscribed' to a project using the 'Follow' button

How people accessed the website

Below shows how people accessed the website. 46% of people accessed the site directly.



Direct	160
Social media	139
Websites	28
Search engines	9

Downloads

Number of times participants downloaded the related documents on the website

Partridge House concepts	37
Partridge House perspective images	28

Appendix 1 – General Comments

Please note all comments are written verbatim.

All personal details have been redacted.

1.	Bark chips are based for toddlers because they always put them in their mouth. It is also harder for them to walk. Many modern parks use the soft blue pad material which is far better.
2.	<p>I do not like the design.</p> <p>To me, the lady is pointing at the girl sitting high on the log.</p> <p>Saying to her child, on her lap, do not do this. If you fall off, you will more likely land on the posts under her.</p> <p>Hitting her head/face, knocking teeth out and a broken arm or leg.</p> <p>The injuries could be worse. You could hit your head and possibly die.</p> <p>Please design a safer play ground, as this could happen.</p> <p>Resulting in a law suit and a possible death on the council hands.</p>
3.	<p>Any chance of another in ground trampoline?</p> <p>I assume you are keeping the large gnarled tree.</p>
4.	I love the idea of the nature play space however I do feel that these are always targeted to older kids. It would be great to see some more accessible areas for toddlers who will generally use this space more throughout the week when the older kids are at school. For example, as I can see in the images, a toddler won't be able to access the slide via the log scramble or climbing wall. I think it is important to acknowledge access for all ages, therefore steps, a ladder or ramp being provided will be more accessible. The way playground currently is really provides no suitable areas for toddlers. What about a sandpit or mini trampoline?
5.	I like the idea of nature themed but it doesn't seem like much to actually play on - swings, roundabout, trampoline - it just seems like basic climbing area which won't keep the kids occupied for long. I have 2 kids and live close by and so pleased the playground is getting a revamp but I think it should be a little more exciting.
6.	<p>My concerns are that the proposed new play equipment doesn't cater for the same age range as the previous equipment. I have two sons that are 1.5 and 4 years old. The current installation has a sufficient range of equipment that is fun and challenging for both my sons. It would appear that the new nature-style equipment doesn't cater for younger children (ie seesaw, trampoline, spring sit-ons, smaller slide and tunnel).</p> <p>Play spaces should also seek to be inclusive for a large range of children ages and abilities (eg. wheelchair swing). The equipment is regular utilised by school children of all ages given its proximity to many local schools. The play space function and inclusive design must take precedence over nature-based design concepts. Whilst Partridge House is a lovely open area, it isn't at all reflective of true natural environs. Modern and ability inclusive steel play equipment remains most appropriate at this location.</p>
7.	I do not believe that the new renovations is what is needed for Partridge House. That main tree in the play area is the cornerstone of our community. That play area is the foundation of this new generation's childhood memories. Taking that area to create a boring, modern area is not going to be beneficial but will be harmful for the childhood development of the future generations.
8.	<p>We're very excited for this as we live on Yuill street about 200m away.</p> <p>My only recommendation would be to have activities for little kids under 3 years. The lamaroo playground is excellent if you want some ideas.</p>
9.	My 12 year old expressed disappointment at the concept plans. The playground does not look half an enjoyable as the current one. It looks unsuitable for younger children and appears to reduce the number of areas to play. Shame to see the trampoline go .
10.	The current playground is well set up from younger children, crawlers through to toddlers. The proposed design looks to be aimed at older children that I think are well catered for at other playgrounds. In my view the best outcome would be to save the ratepayers dollars by just fixing the few items that are in need of repair.

11.	Happy with plans as show. Support nature based equipment. Add additional fountain (water) closer to the playground.
12.	My childrens feedback is that they would like water play and a bigger slide. I'd also like to see more higher climbing opportunities and perhaps something more accessible for younger kids.
13.	The space looks too bare. Not enough equipment or interesting imaginative play options. Looks like a whole lot of almost useless poles in the ground. Make it fun with nets, bridges, imaginary play spaces, trampolines, seesaws and roundabouts. Include the tree as part of the equipment. A tree house or look out platform would be great. A theme would be fun. Pirates anyone?
14.	Needs trampoline And toddler swing please :)
15.	<p>I am a resident for the past 35 years of 12 Penzance Street Glenelg. I have seen changes to the location and style of the playground over the years and watched my children and grandchildren enjoy the space. Our family has no intention of leaving the area. I am appreciative of council upgrading to a nature based play space.</p> <p>I am also the grandfather to identical twin 5 year olds with a condition that sees them with hypotonia. I realise a play space should be built for all children, both typical and diverse and should become bridges of connection for all children.</p> <p>I note on your design there are possibly only two pieces of equipment that are suitable for children with certain physical challenges. I know there needs to be a range but for example as far as I can see the fort / slippery dip can only be accessed by the log climb - there is no ladder? This needs to be changed if so.</p> <p>Water Play - there is none?</p> <p>The concept is good - the inclusivity for ALL children is not.</p> <p>██████████</p>
16.	<p>I am interested to now what due diligence has been done to ensure this play ground is compliant and accessible for children of all abilities? Our children with diverse needs seem to be forgotten in the Holdfast Bay planning of safe play spaces. I hope in depth consultation with relevant departments and agencies in relation to this has been completed. I look forward to viewing plans as they go through the process.</p> <p>██████████</p>
17.	<p>As a resident of Glenelg for many years, our children and now grandchildren frequent Partridge House regularly. One set of their grandparents lives on Penzance Street, directly across from the play space.</p> <p>My concern upon looking at the concepts is that the play space does not appear to be very inclusive for children with disability - hidden or otherwise. I see there is a round swing which is great, and the fort (not sure how one accesses this though).</p> <p>I am aware that council must adhere to stringent standards, and is bound by budget, but a play space needs to create a space where children of all abilities can experience the joy and freedom of play. I hope council will be focusing on creating a nature based space that is accessible, safe and stimulating for all users, including children with diverse abilities.</p> <p>I will be coming to the site on Wednesday so look forward to discussing then.</p> <p>Regards</p> <p>██████████</p>
18.	<p>Leave the playground as it is.</p> <p>There are too many good quality age appropriate (2/3yr olds) playgrounds being swapped out for 'ninja</p>

	warrior courses'. This is a great playground just the way it is.
19.	Please include some inclusive options for children with limited mobility. They have a right to play too. I'd suggest checking out Two Way Street to develop communication access for this. https://twowaystreet.com.au/playground-boards/
20.	There is no access to the slide for smaller toddlers, could you add a smaller slide or an easier way up. Could we have a toddler swing seat instead of two big kid swing seats. Could you incorporate anything into the tree already there, that's the biggest draw card of the playground space. I would consider adding a seesaw, this is also a favourite. Could you also add soccer goals on the lawn?
21.	Living across the road from Partridge House for 18 yrs, we feel a strong connection to this space. We feel very protective of it, unfortunately calling the inspectors and police when it is used or abused. In ref to concept drawing "01/Overall site plan": 1. It is fantastic that ~10m of canopy to the fig tree (not native to SA) that dominates that play space will be removed. Very timely and a good risk mitigation to stop children being injured by falling branches from this unstable canopy. The canopy currently reaches to within 2m of the northern playspace boundary but is not indicated as such on this plan; 2. Hard to tell what is happening to the overgrown canopy on the western side (currently ~5m from the edge), but hopefully that will be trimmed also; 3. Good that the space remains within its current boundary. Only a very small % use the play space compared to the large numbers playing sport, exercising, having picnics or parties, or walking dogs on the grassed and paved areas.
22.	The plans as drawn do not consider imaginative play. They are uninspired- one slippery dip and a few swings is not enough. The wooden climbing area is too large and could be better utilised with some other play equipment. The high bars seem pointless as most of the patrons in this precinct are small children who would find no value in this equipment. Please rethink this design.
23.	Great to have a new space, but please consider these two things: - shade - while there is some shade from the tree, with the sun coming in from the north, much will be left exposed. Some of the budget must be allocated to shade protection - we need to protect our kids from UV and in my view it is no longer acceptable to build a new playground without shade cover. - disability inclusion - from what I can tell from the photos, the space does not look inclusive. For example, for kids who can't climb easily, there is no way to access the slide and tower. There is published guidance on inclusive play spaces and from what I can see, this play space needs to be amended to make it accessible for more kids. I look forward to hearing whether you will address these two issues. Thank you very much.
24.	Playground is aimed towards older children and those that are able. Consider adding elements for younger children or a ramp up to the slide etc for those with disabilities. So everyone is able to enjoy the play space.
25.	I like the idea of the playground. Might be worth confirming the tree protection zones. It would be a shame to stress the wonderful existing trees. Like the variety of play equipment. Some talk tubes would be a great addition between the proposed garden beds, to accommodate some inclusive introvert play. Looking forward to seeing how the site progresses.
26.	Would be nice if one swing could be a baby swing. Also if there could be a second way to climb up to the slide that is easier for little toddlers.
27.	Would like to see some that includes early walkers and pre schoolers. Eg we find Glenthorne Nature Playground is too big for this age group, the spaces between steps and heights are too big. It would be great to have something that includes 'small world play' or more nature sensory attractions for younger kids eg water feature, wooden villages, small pathways to discover things. I would also be interested in running a nature playgroup in the new space as I've been looking for something in the area but can't see much! Thanks

28.	Something for all ages, tunnels, slides, trampoline, monkey bars, spider web, balance bridge, maybe a hidden path in the garden. A variety of items that can be used to challenge, excite and encourage exploration.
29.	Looks good for older kids, but doesn't look particularly toddler friendly. The current playground has great options for under 3s
30.	I'm very sad to see the old playground go my 3-year-old daughter and I got out of our way to come to this playground as it is one of the few that has equipment she can safely play on. It has the trampoline which herself and many other kids love. It has the seesaw, which not many playgrounds have anymore and she loves it and we sing Seesaw Marjorie dore It has steps and climbing ladders that aren't too high for her to play on. It also has swing that I can strap her into so she is safe All of what seems to be proposed in the new images looks very basic and not the type of play equipment that younger children can engage in playing on. It also encourages bigger kids to come and play there which can scare off the younger ones. I mum's like myself are utilising these playgrounds more, as our children of this toddler age group aren't yet in school There is no trampoline, no seesaw, only one slide, a wooden climbing balancing thing That is not safe for toddlers, No swing with a chair. Not a fan!
31.	Please don't touch that tree
32.	<p>I'm writing to express my full support for the proposed upgrade to the Partridge House playground. This initiative is a great step forward for our community, offering a more engaging, safer, and inclusive space for kids to play and families to gather. The planned improvements will not only enhance the play experience but also create a welcoming environment where children of all ages and abilities can enjoy themselves.</p> <p>It's encouraging to see focus on modern, durable equipment and thoughtful design that considers both fun and safety. Upgrading these facilities helps foster a sense of community, encouraging outdoor activity and social interaction among local families.</p> <p>I believe these changes will be greatly appreciated by current residents and attract more families to the area. It's a practical investment in our community's well-being and future. I look forward to seeing the finished playground and the positive impact it will have on our neighbourhood.</p>
33.	Very cool and fun. I hope this design is cool and will be brilliant for children of all ages here.
34.	This is a great playground for little kids. What do we do with the teenagers that are 13 - 15 years. There is no incentive for them to play in the park, Why, because you cater for the young kids only.
35.	The large significant tree in the existing playground must stay. It has been a source of imaginative play and natural wonder for the 20 years which I have lived in the area. My grandchildren adore this whole area and feel a great sense of joy knowing that this tree is still standing.
36.	Not required. Plenty of others around. Fix footpaths etc
37.	It would be great if stair access to the slide was included to make this more inclusive for younger children. Many playgrounds do not have stair access only climbing access for older children. As there are primary and pre-schools in the area I think this consideration would be much appreciated by members of the community. Thank you
38.	While I appreciate the tumbling bars, they may be less used than a rope-based obstacle that might be more accessible to more kids, or logs as balance beams. As you already have monkey bars, I wonder if another type of obstacle would be better incorporated than more tumbling bars. Just a suggestion :)
39.	Well done on a new playground, however as a parent of 2 kids this is not what we are after. A similar design has been done on Alpine Road and is unable to be used due to the large gaps between the logs being only appropriate for a 6 foot adult. Parents and families are looking for safe and accessible playgrounds with toddler friendly designs. These designs are not it.
40.	<p>The playground looks great. I think handrails are a good idea. Kids under the age of 5 need help balancing.</p> <p>More than one slide would be great also.</p> <p>Even a little area for the younger kids (1-3)</p>

41.	Can you make amendments and considerations for younger children? This playground appears to be targeted at kids >6 looking at height and complexity of climbing. Could the tower have a side ladder for a child slightly younger? Could there be a sandpit added for younger siblings? Could there be simple water play or metal music drum features be installed? Please consider the younger population as adding in features for children
42.	This looks really great! Are there plans for space or areas for younger children (1-3)? So many of the play spaces in the area do not cater for toddlers or young children, so it would be nice to see something for this age group here.
43.	We would love to see a ramp leading up to slides for children with special needs that can't climb ladders or stairs unfortunately my child misses out on slides at majority of new playgrounds require steps of some sort to get up to slides and it's really sad having to watch her struggle to try get to the slides to the point she just gives up and hardly plays anymore because she's used her energy to try climb the steps it sucks seeing "inclusive" playgrounds not actually being inclusive
44.	I have young children in the area and would like to see something different. Nature play is wonderful, nature includes sand and water play so I would like to see this added too. The design could look like a cubby house. The swing seat for the babies should be soft and curved and not hard and square. The square shape swing is uncomfortable and not easy for the children to sit and relax
45.	Can we please ensure it has shade as the bars will get hot in summer Would be great if there can also be a bin and a water fountain
46.	Hi, I think the play equipment is targeting the wrong age group, and should be looking at something more suitable to younger age group. The type of people I see pop into the playground are often toddlers, or young kids coming from the local primary schools. The trampoline is loved and well used by the kids. Please look at changing the design to be more toddler friendly.
47.	The pictures provided make it look like this is suitable only for bigger kids? Is there a staircase to access the slide? A baby swing? A trampoline? Sandpit? Water play?

Emails

1.	I have sent feedback through the feedback form re: the proposed play space at Partridge House. Could you please advise that this has been received.
2.	In regard to upgrade of Partridge House playground can I ask for more seating. I live next door to Partridge House and I have a lot of grandkids. I'm in there often but there is only one seat. It's great to have a seat while kids play. It's often in demand.

Item No: 15.5

Subject: **OFFICE OF LOCAL GOVERNMENT COMMUNITY ENGAGEMENT
CHARTER**

Summary

This report seeks Council's endorsement of a written submission to the Office of Local Government following its invitation for feedback on a new Local Government Community Engagement Charter which was recently released for public consultation.

The Charter outlines a new framework to guide councils in undertaking community engagement required by legislation, replacing prior provisions in the *Local Government Act 1999*. It introduces engagement principles, different consultation categories, and sets out the minimum actions councils must take.

This Charter applies to legislated engagement processes and does not cover all forms of community consultation.

Recommendation

That Council endorses the written submission provided as Attachment 2 to this report in response to the Office of Local Government's Community Engagement Charter consultation.

Background

In recent years, the State Government has reviewed and updated legislation relating to local government. The *Statutes Amendment (Local Government Review) Act 2021* (the Amendments) passed Parliament and received the Governor's assent on 17 June 2021. Elements of the Amendments have since been progressively enacted as part of ongoing reform efforts.

Among the changes to the *Local Government Act 1999* (the Act) is the introduction of a requirement for a Community Engagement Charter, to be determined by the Minister for Local Government with consideration of engagement principles outlined in the Act. In early 2024, the State Government conducted a statewide consultation, inviting community feedback on how councils could improve engagement practices. This informed the development of a draft Community Engagement Charter.

The draft Charter was released for consultation on Friday 30 May 2025, with feedback open until Sunday 29 June 2025.

Refer Attachment 1

Report

The Office of Local Government is currently undertaking statewide consultation on a draft Community Engagement Charter, which will replace the longstanding minimum standards in the *Local Government Act 1999*. The Charter is intended to modernise and standardise community engagement requirements across councils.

Based on community input, the draft Charter introduces a new framework designed to:

- Define distinct categories of consultation
- Set mandatory requirements for each category
- Provide councils with flexibility in how those requirements are met
- Emphasise the need for more rigorous consultation on significant decisions.

The draft Charter outlines five categories of consultation, each with its own corresponding minimum requirements:

- Significant (Annual Business Plan and Rating Policy)
- Significant
- Standard
- Local
- Inform.

Depending on the category, mandatory engagement actions may include publishing information, hosting public meetings, inviting submissions, and more. For lower-impact matters, councils may only be required to notify affected individuals or ensure relevant information is readily accessible.

Once the Charter is finalised and approved by the Minister, councils will be required to prepare and consult on a new Community and Engagement policy to replace their current policy. This new policy must demonstrate how councils will consult in accordance with the Charter and other relevant matters.

The City of Holdfast Bay supports the Charter's overall intent to elevate engagement standards and improve transparency. However, it is recommended that the Charter remains a high-level, principle-based document, enabling councils' discretion in selecting engagement methods most appropriate to the issue and local context.

A collective review of the draft Charter has been conducted by community engagement practitioners from the Cities of Adelaide Hills, Charles Sturt, Enfield, Marion, Port Adelaide, Onkaparinga, and West Torrens.

There are several aspects of the draft Charter that raise concern and require further consideration:

Prescriptive Engagement Techniques

While the Charter offers flexibility in theory, it remains overly prescriptive in several areas. For instance, mandatory requirements such as public meetings and publishing notices in news publications may not always yield meaningful engagement outcomes and risk duplicating effort. The City of Holdfast Bay already uses diverse and tailored engagement methods that often exceed these minimum standards.

Duplication of Effort and Ambiguity in Terminology

Terms like “news publication” and “website notice” may cause confusion if not clearly defined. There is also concern that some requirements may duplicate existing practices without improving the effectiveness of community engagement.

Unclear Application to Operational Engagements

The Charter applies to legislated consultation matters and excludes operational or service-based engagement (e.g. playground upgrades). This could create uncertainty about when the Charter should or should not be applied.

Timeframe for Consultation

The public consultation period for the draft Charter runs for only one month, from Friday 30 May to Sunday 29 June 2025. This short timeframe places significant pressure on councils to thoroughly review the document, consult internally, and prepare considered submissions. It also limits the broader community’s opportunity to engage meaningfully in the consultation process.

A letter detailing the City of Holdfast Bay’s response to the Community Engagement Charter will be submitted to the Office of Local Government once endorsed by Council.

Refer Attachment 2

Budget

Not Applicable

Life Cycle Costs

Not applicable

Strategic Plan

Statutory compliance

Council Policy

Council Community Engagement and Consultation Policy

Statutory Provisions

This Charter seeks to replace the provisions in section 50 of the *Local Government Act 1999*.

Written By: Digital Engagement Partner

General Manager: Community and Business, Ms M Lock

Attachment 1

Community Engagement Charter

Principles

This charter has been prepared taking into account the following principles contained in section 50(2) of the *Local Government Act 1999*—

- (a) members of the community should have reasonable, timely, meaningful and ongoing opportunities to gain access to information about proposed decisions, activities and processes of councils and to participate in relevant processes;
- (b) information about issues should be in plain language, readily accessible and in a form that facilitates community participation;
- (c) participation methods should seek to foster and encourage constructive dialogue, discussion and debate in relation to proposed decisions, activities and processes of councils;
- (d) participation methods should be appropriate having regard to the significance and likely impact of proposed decisions, activities and processes;
- (e) insofar as is reasonable, communities should be provided with information about how community views have been taken into account and reasons for decisions or actions of councils.

Categories

In recognition of the fact that the matters included for community engagement in this Charter have differing levels of impact on councils' communities, this Charter establishes four categories of engagement and requirements that are appropriate to each group.

- **Significant — annual business plan and rating policy:** decisions related to a council's adoption of its annual business plan or proposed changes to the basis of its council rates.
- **Significant:** decisions that a council makes that have a significant impact on most or all ratepayers and residents, or the wider community or area.
- **Standard:** decisions that a council makes that benefit from community input across the council area.
- **Local:** decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
- **Inform:** matters where councils provide information to a community impacted by a decision.

Mandatory requirements definitions

Where the Charter includes a mandatory requirement, the following table provides more information about actions that must be taken at a minimum to meet that requirement for community engagement.

While these actions are mandatory, councils should actively consider all activities that should be undertaken for each matter that it is consulting on to give community members the best chance to make their views known. In particular, councils should undertake additional engagement for matters that have greater significance, greater community interest or a greater impact on communities.

OFFICIAL

In this Charter 'community' means groups or people that are impacted by or interested in a particular council decision or action. This may include residents, ratepayers, businesses, children and young people, local communities, groups, and associations.

Additionally, whenever a council is preparing information to support engagement, it should be in plain language, readily accessible and in a form that facilitates community participation.

Mandatory requirement	Mandatory minimum actions to achieve the mandatory requirements	Mandatory requirement that applies to matters categorised as: (X indicates that the mandatory requirement applies)				
		Significant — annual business plan and rating policy	Significant	Standard	Local	Inform
News publication	<ul style="list-style-type: none"> Publish information about the matter in a news publication that is locally produced and available in the council's area. 	X	X	X	X	
Public meeting	<ul style="list-style-type: none"> Hold a public meeting where the local community is invited to provide submissions (written or verbal) on the matter. The public meeting may be part of the council meeting or a separate event. 	X				
Council meeting invitation	<ul style="list-style-type: none"> Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made. 		X			
Website notice	<ul style="list-style-type: none"> Publish information about the matter that can be easily found on a council website. 	X	X	X	X	X

OFFICIAL

Mandatory requirement	Mandatory minimum actions to achieve the mandatory requirements	Mandatory requirement that applies to matters categorised as: (X indicates that the mandatory requirement applies)				
		Significant — annual business plan and rating policy	Significant	Standard	Local	Inform
Consult with the whole council area	<ul style="list-style-type: none"> Consider appropriate forms of notifications to the council area. Consider whether additional information or notification should be made available to the community to bring their attention to the matter and to support participation. 	X	X	X		
Consult with local community	<ul style="list-style-type: none"> Consider appropriate forms of notifications to the area within the council affected by the council decision or action. Consider whether additional information or notification should be made available to the local community to bring their attention to the matter and to support participation. 				X	
Information to whole council area	<ul style="list-style-type: none"> Provide information to the whole of the council's community as it may be directly affected by a council decision or action. 					X
Information to local community	<ul style="list-style-type: none"> Provide information to the local community that may be directly affected by a council decision or action. 					X

Mandatory requirement	Mandatory minimum actions to achieve the mandatory requirements	Mandatory requirement that applies to matters categorised as: (X indicates that the mandatory requirement applies)				
		Significant — annual business plan and rating policy	Significant	Standard	Local	Inform
Seek and consider feedback from the community	<ul style="list-style-type: none"> Consider how best to invite feedback from the community including advice about how the feedback will inform the council's decision. Ensure an appropriate period of time is provided to enable communities to provide feedback. 			X	X	
Seek and consider feedback from the community — significant matters	<ul style="list-style-type: none"> Consider how best to invite feedback from the community including advice about how the feedback will inform the council's decision. Provide a minimum public consultation period of 21 days to enable the community to provide feedback. Include a summary of public consultation feedback to the council ahead of the decision. 	X	X			
Explain decision-making process	<ul style="list-style-type: none"> In material prepared explain what the council proposes to do, why it proposes to do it, and what it seeks to achieve. Explain how community feedback will inform the council's decision. 	X	X			

Mandatory requirement	Mandatory minimum actions to achieve the mandatory requirements	Mandatory requirement that applies to matters categorised as: (X indicates that the mandatory requirement applies)				
		Significant — annual business plan and rating policy	Significant	Standard	Local	Inform
Invite submissions	<ul style="list-style-type: none"> Provide information about how people and organisations can make a submission, including timeframe. 	X	X			

Matters (in legislative order)

Category	Matter	Act reference	Description
Significant	Representation reviews	Section 12(7) of the <i>Local Government Act 1999</i>	Consultation that a council undertakes when it is doing a review of its internal representation (including possible changes to its ward structure, number of council members, change of council or ward names).
Inform	Minor changes to opening hours and place of council offices	Section 45(3) of the <i>Local Government Act 1999</i>	A council's decision about the manner, places and times at which its offices will be open to the public, where the impact of the decision would be minor.
Standard	Substantial changes to the opening hours and place of council offices	Section 45(3) of the <i>Local Government Act 1999</i>	A council's decision about the manner, places and times at which its offices will be open to the public, where the impact of the decision would be substantial.
Standard	Community engagement policy	Section 50A(6) of the <i>Local Government Act 1999</i>	Councils must consult before adopting its community engagement policy, which is the document that demonstrated how the council will consult in accordance with this charter and on other matters.
Standard	Council behavioural support policies	Section 75F(6) of the <i>Local Government Act 1999</i>	Consultation that a council undertakes when it is proposing to adopt behavioural support policies.
Standard	Access to meetings and documents	Section 92(5) of the <i>Local Government Act 1999</i>	How councils ensure that council documents are made available and accessible to community members.
Significant	Strategic Management Plans	Section 122(6) of the <i>Local Government Act 1999</i>	<p>The development and review of a council's strategic management plan.</p> <p>Strategic management plans lay out the council's strategic directions for a future ten-year period, including council's long-term financial plan and infrastructure and asset management plan.</p>

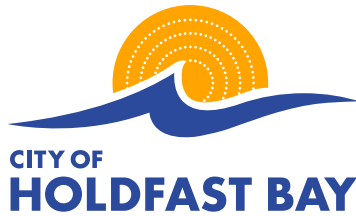
OFFICIAL

Category	Matter	Act reference	Description
Significant — annual business plan and rating policy	Annual Business Plan	Section 123(3)(b) of the <i>Local Government Act 1999</i>	Adopting an annual business plan. Annual business plans set out the decisions a council makes each year on the rates and income they will receive and how they will spend these funds.
Significant — annual business plan and rating policy	Basis of rating	Section 151(5)(e) of the <i>Local Government Act 1999</i>	Consultation that a council takes when it is proposing changes to the basis of its council rates, including declaring differential rates; imposing a separate rate, service rate or service charge; changing the basis on which land is valued for the purposes of rating.
Significant	Differential rating and special adjustments	Section 156(14a)(b) of the <i>Local Government Act 1999</i>	Consultation that a council takes when it is proposing changes to its use of differential rating.
Significant	Revocation of classification of land as community land	Section 194(2)(b) of the <i>Local Government Act 1999</i>	Consultation that councils must undertake before revoking the community land status of any land that is community land.
Significant	Community Land Management Plans — adoption	Section 197(1) of the <i>Local Government Act 1999</i>	Before a council adopts a community land management plan, it must undertake consultation.
Significant	Community Land Management Plans — significant amendments	Section 198(3) of the <i>Local Government Act 1999</i>	If a council amends a community land management plan, and the amendment has a significant impact on the community, it must undertake consultation.
Significant	Alienation of community land by lease or licence	Section 202(2) of the <i>Local Government Act 1999</i>	Consultation that a council undertakes when it is proposing to lease or licence community land.

OFFICIAL

Category	Matter	Act reference	Description
Inform	Council is proposing a permit or authorisation for alteration of a road or use of roads for business purposes	Section 223(1) of the <i>Local Government Act 1999</i>	Consultation that a council takes when there are works on a road that require the council's permit and authorisation, and where traffic will be impeded for less than 48 hours and the council ensures that a detour is in place.
Local	Council is proposing a permit or authorisation for alteration of a road or use of roads for business purposes	Section 223(1) of the <i>Local Government Act 1999</i>	Consultation that a council takes when there are works on a road that require the council's permit and authorisation, and where traffic will be impeded for more than 48 hours (with a detour in place) or where no detour will be available.
Local	Consultation on proposed planting of vegetation on a road	Section 232(b) of the <i>Local Government Act 1999</i>	Consultation that a council takes when it proposes or authorises or permits for planting street trees or other vegetation on council roads, if the planting may have a significant impact on residents, nearby business or advertisers in the area.
Standard	Power to make orders	Section 259(2)(b) of the <i>Local Government Act 1999</i>	Councils must have policies in place on how they make orders relating to hazards on land adjoining a public place and the inappropriate use of a caravan or vehicle as a place of habitation and must consult before they adopt these policies.
Inform	Election information	Section 13A(2) of the <i>Local Government (Elections) Act 1999</i>	Councils must provide information, education and publicity for local government elections.

Attachment 2



12 June 2025

Office of Local Government
GPO Box 1475
ADELAIDE SA 5001

via email – DIT.LocalGovernmentReform@sa.gov.au

Dear Sir/Madam

City of Holdfast Bay submission on the draft Community Engagement Charter

The City of Holdfast Bay welcomes the opportunity to provide a submission on the draft Community Engagement Charter (the Charter).

Please find below our submission, which was approved by the City of Holdfast Bay on 24 June 2025.

We welcome the release of the draft Charter and support the intent to improve engagement standards. However, the Charter should remain a high-level reference guide, allowing councils the discretion to determine the most appropriate engagement methods. Below is the City of Holdfast Bay's response to the elements within the charter.

Principles

Our position

Council supports the inclusion of principles in the Charter.

Council supports that the principles provide guidance for councils when planning and undertaking community engagement and will encourage good engagement practice. However, the Charter does not reference the requirement for councils to adopt and operate under their own engagement policy.

Categories

While the Charter mentions that there are 'four categories of engagement' there are five dot points listed below that paragraph which may cause confusion.

Our position

Council supports the inclusion of categories in the Charter.

Council's position is that the Significant category does not need to be split, and only four dot points are needed. Engagement on Council's Annual Business Plan and rating policy does not need to differ from other significant engagements. It is noted the table on page 2 lists different mandatory requirements for engagement on the Annual Business Plan and rating policy, however Council's position is that these differing mandatory requirements should be removed or otherwise merged.

Mandatory requirements definitions

Our position

Council does not support mandatory engagement requirements for councils.

Council's position is that the Charter should provide principles and guidance for councils when planning and undertaking community engagements and should not mandate how councils must engage with their communities.

As the tier of government closest to the community, councils are best placed to know and understand the needs of their communities and choose engagement techniques that will ensure stakeholders (i) hear about the opportunity and (ii) are able to participate in the engagement activities.

If the Charter aims to provide certainty for communities that councils will provide 'reasonable, timely, meaningful and ongoing opportunities to gain access to information about proposed decisions, activities and processes of councils and to participate in relevant processes' as outlined in principle (a) – rather than mandating specific actions – the Charter could instead require councils to demonstrate that the efforts and activities they have undertaken meet the requirements of this principle for each engagement.

The Charter may also wish to review the definition of *community* to be more broad, to accommodate a range of Council's and their community's needs.

Mandatory requirements table

In line with Council's above positions, the terminology in the table in this section (pages 2-5) should be amended from 'Mandatory requirement' to 'Recommended techniques'

Our Position

Council does not support mandatory engagement requirements for councils (see above).

The current table format is perceived as ambiguous, overly prescriptive, and confusing.

Recommendation:

Replace the matrix/table format with clear, written text for each category, outlining the specific actions required. This will improve readability and reduce misinterpretation.

News publication:

Council seeks clarification on the definition of ‘news publication’. This term is ambiguous, and if the intent is that this is a third-party news publication, consideration should be given to the lack of such publications in many council areas other than The Advertiser newspaper.

Recommendation:

The Council’s websites, Council’s social media and newsletters (electronic and hardcopy) suffice as a news publication.

If the intent of the News publication is to ensure there is broad awareness of an engagement, then the Charter could put the onus on councils to demonstrate how they have done this, rather than mandating a specific technique.

Public meetings:

Council does not support the public meeting requirement, or the council meeting invitation requirement.

It is Council’s position that there are more effective engagement techniques to collect feedback from communities than a public meeting. The deputation process at council meetings is always available should participants wish to speak to their submissions (this applies to any engagement). Therefore, it is Council’s position that the public meeting requirement (row in the table) should be removed from the Charter.

Council meeting invitation:

Council’s position is that this row should be removed from the table. Similarly to Council’s position on public meetings, a council meeting invitation is not necessary, as the deputation process at Council meetings is always available should participants wish to speak to their submissions (for any engagement).

Information to whole council area, and Information to local Community

Council’s position is that these rows should be removed from the table. This technique is covered by the website notice (and if it was retained, the News publication technique).

The “Inform” category while important to policy should be removed as it does not constitute community engagement under the Act.

Matters Table

Our position

For ease of use and clarity consider reordering the table by category.

Inform category (throughout the charter)

Our position

Inform sections should be removed as this is out of scope. While important it does not belong in the Charter.

The 'Inform' category functions more as a communication tool rather than an engagement approach, which is inconsistent with the other categories based on scale/significance. It applies to only three engagement matters listed in the Charter, including 'Election information', which Council believes should not be considered a community engagement matter and should be removed from the Charter.

Council suggests that Inform can be removed from the table and provided as a separate paragraph.

Other feedback

The Office of Local Government's engagement timeline for the draft Charter was approximately one month, from Friday 30 May to Sunday 29 June 2025.

For engagements of this type, the City of Holdfast Bay undertakes a process to (a) consider whether to make a submission, (b) undertake internal engagement to establish a council's position on the matter(s) presented, (c) write a submission and covering report for Council to consider the matter and (d) present the report seeking approval of the submission. This process can take a minimum of two months.

The timeline for the current engagement on the draft Charter creates pressure for councils to be able to provide an informed response that has been endorsed in the Chamber.

Our position:

Council's position is that any State Government engagements that impact councils should span a minimum of two months.

Following the implementation of the Charter, Council's position is that a period of at least four months be allowed for councils to develop, engage on, and implement their new Consultation and Engagement Policy.

Conclusion:

Thank you for the opportunity to provide feedback on the draft Charter which has important implications for the way all councils engage with our communities.

The City of Holdfast Bay is committed to meaningful community engagement and building trust between local government and the community. The Charter provides an opportunity to encourage good engagement practice through providing guidance for councils, rather than being prescriptive.

If you wish to discuss this submission further, please contact Marnie Lock, General Manager Community and Business on 8229 9999 or via email at mlock@holdfast.gov.au.

Yours sincerely

Marnie Lock
General Manager, Community and Business

Item No: 15.6

Subject: SEACLIFF RECREATION CENTRE

Summary

Seacliff Recreation Centre Association Incorporated (the Club) currently holds a five-year lease over the land located at 32 Yacca Road, Seacliff for a period of five years expiring on 30 June 2028. The Club is seeking Council's permission to install new signage to the rear of their premises facing the railway line. This report recommends that Council, as landowner, approve the proposed signage.

Recommendation

1. **That Council approves the proposal from Seacliff Recreation Centre Association Incorporated to install two non-illuminated signs comprising their name, logo and sports offered, as well as a changing banner advertising various events throughout the year, to the rear of their building as depicted in Attachment 1 to this report.**
 2. **That Seacliff Recreation Centre Association Incorporated obtain Development Approval pursuant to the *Planning, Development and Infrastructure Act 2016* prior to installation of two non-illuminated signs comprising their logo, name and sports offered, as well as a changing banner advertising various events throughout the year, to the rear of the building as depicted in Attachment 1 to this report.**
-

Background

The terms of the current lease between the City of Holdfast Bay (the Council) and Seacliff Community Recreation Association Incorporated (the Club) require that Council's approval is obtained prior to making any alterations to the building, which they are now seeking as they look to refresh an existing aged sign and add a second sign with additional information about the sports they offer.

Report

The western face of the building at Seacliff Recreation Centre Association Incorporated (the Club) is a mixture of a brick surface finished in charcoal paint and an unpainted corrugated steel surface. This section of the building also features graffiti art which was previously endorsed to discourage youth from tagging it. The gymnastics artwork was commissioned by the Club and can be removed subject to our permission under the provisions within the lease addressing alterations and additions to the building.

The Club wishes to remove the existing faded and aged sign and gymnastics artwork, which it commissioned itself and replace it with the following refreshed signage:

- Medium sized sign with name, logo and website (like for like replacement);

- Large sign showing the six different sports offered at the site as well as the website (replacing the existing faded gymnastics artwork).

The Club wishes to also install a small interchangeable banner used to advertise various events throughout the year.

A mock-up of both the existing and proposed signage is provided as Attachment 1 of this report.

Refer Attachment 1

Under the terms of the current lease between the Council and the Club, approval is required from the landowner prior to the installation of signage on the premises. The signage is not illuminated and is designed in proportion with the scale and architecture of the building. The content of the sign will not cause any offence to neighbouring properties and is an appropriate representation of the building's tenancy and use. On this basis, it is recommended that the Council provide its approval as landlord, and that Development Approval is sought prior to the installation of the signage.

Budget

There is no budget impact associated with this decision, as the Club will be responsible for commissioning, installing, maintaining, and replacing the signage at its own cost. As part of the approval process, the Club will also be required to make good any affected areas following the removal of existing signage.

Life Cycle Costs

There are no lifecycle costs associated with approving the signage. No damage or depreciation to the Council's building is anticipated as the signage is light weight and will be affixed to the wall with mechanical screws.

Strategic Plan

Vision – creating a welcoming and healthy place for everyone

Council Policy

Sporting and Community Leasing Policy

Statutory Provisions

Planning, Development and Infrastructure Act 2016, section 101

Written By: Property Manager

General Manager: Assets and Delivery, Ms C Hughes

Attachment 1

Building sign concept –

Sign 1 – 4000 x 1500mm Sign 2 – 4880 x 2440mm

Open day banner 3000 x 1000mm displayed when required

Remove existing sign panels



Installation of New Signage



Item No: 15.7

Subject: TRINITY BAY INCORPORATED - EXTENSION OF LEASE

Summary

Trinity Bay Incorporated currently holds a one-year lease over storage space at Holdfast Bay Community Centre until 30 June 2025, with an option to renew for a further one-year.

This report seeks Council's endorsement for an Extension of Lease to be issued expiring 30 June 2026.

Recommendation

1. That Council enters into an Extension of Lease with Trinity Bay Incorporated over a portion of the land comprised in Certificate of Title Volume 5933 Folio 501 for a period of one year commencing 1 July 2025, and otherwise on the same terms and conditions, as outlined in the document provided as Attachment 1 to this report.
 2. That the Mayor and Chief Executive Officer be authorised to execute and seal any documents required to give effect to this Extension of Lease.
-

Background

At its meeting held on 13 February 2024, Council granted a lease to Trinity Bay Incorporated to occupy a section of an outdoor shed and internal storage room at Holdfast Bay Community Centre, for a one-year period (C130224/7674). Under the terms of the lease, they are entitled to a further one-year renewal.

Report

Following YMCA returning operations of Holdfast Bay Community Centre (Centre) on 1 July 2023, Council entered into separate lease agreements with each of the substantive tenants. YMCA has continued to occupy a portion of the Centre together with Spinal Cord Injuries Australia; Alwyndor and Trinity Bay Incorporated.

Trinity Bay Incorporated operates as Trinity Church Brighton, within the grounds of McAuley Community School. They have retained a presence within the Centre with an allocation of 20 square metres of area comprised as:

- One of two storage areas within the Kindy Room – 6m²
- A portion of the outdoor shed – 14m²

They utilise the space to store resources and equipment for their services, gatherings, and youth group. This includes items enabling them to serve coffee, prepare food, education

services, and arts and craft, allowing them to offer the community opportunities to connect socially and spiritually, which extends beyond members of the church.

Having exercised their right of renewal, Administration has prepared an Extension of Lease to allow for the existing terms to be extended for a further one-year period, expiring on 30 June 2026, as required by the renewal clause. A copy of the document, which has already been signed by Trinity Bay Incorporated, is provided as Attachment 1 to this report.

Refer Attachment 1

Under the terms of the existing lease there is no provision for a rent review, with rent to remain unchanged at \$1,556 per annum plus GST. Trinity Bay Incorporated has been able to demonstrate they are meeting essential terms of their lease, with a couple of exceptions. As most of their space is within a garden shed, it is questionable whether all these terms remain relevant. A summary is provided as Attachment 2 of this report.

Refer Attachment 2

Given the community benefit of the services this institution provides, and the risk to Council being low, it is recommended that the one-year extension be granted to the Lessee.

Budget

Revenue from this lease is reflected in Council's Draft Annual Business Plan for 2025-26.

Life Cycle Costs

There are no lifecycle costs associated with renewing this lease.

Strategic Plan

Wellbeing – a community that supports wellbeing.

Council Policy

Sporting and Community Leasing Policy

Statutory Provisions

Local Government Act 1999, section 202

Written By: Property Manager

General Manager: Assets and Delivery, Ms C Hughes

Attachment 1

Extension of Lease

Portion of Holdfast Bay Community Centre, 51 King George Avenue Hove SA 5048

City of Holdfast Bay

Trinity Bay Incorporated

Norman Waterhouse Lawyers Pty Ltd ACN 621 909 395

Level 11, 431 King William Street, Adelaide SA 5000
GPO Box 639, Adelaide SA 5001
www.normans.com.au

T +61 8 8210 1200

DATE

PARTIES

City of Holdfast Bay (ABN 62 551 270 492) of PO Box 19 Brighton SA 5048 (**Lessor**)

Trinity Bay Incorporated (ABN 63 624 702 672) of 88 North Terrace Adelaide SA 5000 (**Lessee**)

BACKGROUND

- A. The Lessor has granted the Lease over the Premises to the Lessee.
- B. The Lessee has requested the Lessor to grant to the Lessee an extension of the Lease for the Renewed Term.
- C. The Lessor has agreed to grant the Lessee an extension of the Lease for the Renewed Term on the terms set out in this agreement.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this agreement:

Effective Date means the date described in Item 1 of the Schedule.

Lease means the Memorandum of Lease described in Item 2 of the Schedule.

Premises means the premises described in Item 3 of the Schedule.

Renewed Term means the term described in Item 4 of the Schedule.

1.2 Interpretation

In this agreement, unless the context otherwise requires:

- 1.2.1 headings do not affect interpretation;
- 1.2.2 singular includes plural and plural includes singular;
- 1.2.3 words of one gender include any gender;
- 1.2.4 a reference to a party includes its executors, administrators, successors and permitted assigns;
- 1.2.5 a reference to a person includes a partnership, corporation, association, government body and any other entity;
- 1.2.6 a reference to this agreement includes any schedules to this agreement;
- 1.2.7 a reference to a document is a reference to that document as varied, novated or replaced from time to time;

- 1.2.8 an agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- 1.2.9 an agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- 1.2.10 a provision is not construed against a party only because that party drafted it;
- 1.2.11 an unenforceable provision or part of a provision may be severed, and the remainder of this agreement continues in force, unless this would materially change the intended effect of this agreement;
- 1.2.12 the meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions.

1.3 **Background**

The Background forms part of this agreement and is correct.

2. **EXTENSION OF LEASE**

The Lease is hereby extended for the Renewed Term upon the same terms and conditions as are expressed or implied in the Lease.

3. **MISCELLANEOUS**

3.1 **Assignment**

A party must not assign or otherwise deal with this agreement or any right under it without the written consent of the other party (which consent must not be unreasonably withheld or delayed).

3.2 **Further acts**

Each party must do all things necessary to give full effect to this agreement and the transactions contemplated by this agreement.

3.3 **Governing law**

3.3.1 This agreement is governed by the law in South Australia.

3.3.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in South Australia.

4. **COSTS**

Each party must pay its own costs in relation to the negotiation, preparation and execution of this agreement.

Schedule

Item 1

Effective Date

1 July 2025

Item 2

Lease

An undated Memorandum of Lease between the Lessor and the Lessee commencing on 1 July 2024 and expiring on 30 June 2025 together with one right of renewal of one (1) year.

Item 3

Premises

Portion of the land comprised in Certificate of Title Volume 5933 Folio 501 delineated in green and marked "X" and "Y" on the plan attached as Schedule 3 to the Lease

Item 4

Renewed Term

A term of one (1) year commencing on 1 July 2025 and expiring on 30 June 2026

EXECUTED as an agreement

The common seal of City of Holdfast Bay was affixed in the presence of:

.....
Signature of Mayor

.....
Signature of Chief Executive Officer

.....
Name of Mayor (print)

.....
Name of Chief Executive Officer (print)

The Authorisation of Trinity Bay Incorporated was hereunto provided in the presence of:

.....
Chairperson/ Vice-Chairperson
(Please delete as applicable)

.....
Signature of Committee/Board Member
(Please delete as applicable)

.....
Name (print)

.....
Name (print)

Attachment 2

ESSENTIAL TERMS CHECKLIST FOR LEASE RENEWAL TRINITY CHURCH BRIGHTON STORAGE – HOLDFAST BAY COMMUNITY CENTRE AS AT MAY 2025

ITEM	LEASE REQUIREMENT	ACTION	OUTCOME
Payments	Rent and other charges to be paid on time.	Confirm no arrears.	Payments up to date.
Constitution	Provide on commencement and within 28 days of any amendment.	Confirm copy is on file and is current.	Relies on Rules only.
By-Laws/Rules	Provide on commencement and within 28 days of any amendment.	Confirm copy is on file and is current.	On file.
AGM Minutes	Annually after meeting held.	Confirm copy on file.	On file.
Annual Report and Audited Financials	Due annually by 30 Nov.	Confirm copy on file.	Not able to provide due to finances being entangled within the church itself.
Current Financial Year Budget	Due annually by 30 Nov.	Confirm copy on file.	On file.
Public Liability Insurance	Certificate of Currency showing minimum \$20mil noting COHB as interested party.	Confirm CoC is on file and has not expired.	On file.
Contents and Plate Glass Insurance	Certificate of Currency for full replacement value.	Confirm CoC is on file and has not expired.	Self-insures. No glass within leased spaces.
Maintenance Records	Evidence of compliance with maintenance requirements under the lease.	Confirm provided.	Not applicable for a shed.

Item No: 15.8

Subject: REVIEW OF ITEMS HELD IN CONFIDENCE

Summary

A periodic review of all items held in confidence has been undertaken, under section 90(3) of the *Local Government Act 1999*.

The Confidential Items Review considers the nature of the information contained within the documents, the grounds on which it was originally held in confidence and the length of time the information can be kept confidential. Each item is reviewed individually, resulting in a determination as to whether the confidentiality order for each item is still current under the Act.

This report presents to Council a summary of standing confidential orders, as well as recommended actions (release/retain confidentiality) for review and decision.

Recommendation

That Council:

- 1. approves the Confidential Items presented as Attachment 1 to this report be released from confidence; and**
 - 2. approves the Confidential Items presented as Attachment 2 to this report be retained in confidence and included in future stages of the Confidential Items Review.**
-

Background

Underpinning Council's commitment to transparent decision making is the principle that unless there is good reason, as defined by section 90(3) of the *Local Government Act 1999*, all of the material presented to, and discussed at Council as well as its decisions, should be publicly available.

It is recognised that Council will occasionally have cause to retain some items in confidence. It is also best practice that these decisions be reviewed regularly to determine the earliest opportunity to release information to the public, aiming to keep as few matters in confidence as possible.

Report

Civic Governance has completed an extensive review of 88 Confidential Items (including reports, attachments and minutes), liaising with relevant Managers, General Managers and the

Chief Executive Officer. The Chief Executive Officer has delegated authority to release certain confidential items.

A summary of the 41 confidential items recommended for release by Council resolution is provided for Members' information.

Refer Attachment 1

A summary of the 47 confidential items recommended to be retained in confidence and included in future reviews is provided for Members' information.

Refer Attachment 2

Budget

Not applicable

Life Cycle Costs

Not applicable

Strategic Plan

Statutory compliance

Council Policy

Not applicable

Statutory Provisions

Local Government Act 1999, sections 90 (3) and 91 (9)(a)

Written By:

Executive Assistant to the Chief Executive Officer

Chief Executive Officer:

Ms P Jackson

Attachment 1

Confidential Items Review – June 2025

Attachment 1 - Release

Meeting Date	Meeting	Report Title	Document Ref	Documents	Recommendation
13/02/2018	Council	Urgent Business - New Catholic Primary School at Hove	17.2 - Items in Confidence	Minutes	Release all
28/04/2020	Council	Unsolicited Proposal – New Private Hospital and Specialist Centre	101/20	Report	Release all
23/03/2021	Council	Proposed Land Purchase and License Agreement	96/21	Report Attachments Minutes	Release all
12/10/2021	Council	Hoarding Fee Relief	339/21	Report Attachments Minutes	Release all
14/12/2021	Council	Hoarding Fee Relief	424/21	Report Attachments	Release all
22/02/2022	Council	Hoarding Fee Relief	40/22	Report Attachments	Release all
12/04/2022	Council	Glenelg Town Hall - Commercial Area	100/22	Report Attachments Minutes	Release minutes only
12/04/2022	Council	Seawall Apartments Redevelopment	110/22	Report Attachments Minutes	Release report and attachments
09/08/2022	Executive	Performance Review – Chief Executive Officer	320/22	Report Attachments Minutes	Release all
09/08/2022	Council	Minutes – Executive Committee – 26 July 2022	324/22	Attachment 2	Release all
09/08/2022	Council	Glenelg Town Hall – Commercial Area – Summer Pop Up	315/22	Reports Minutes	Release all
23/08/2022	Council	Commercial Activation, Spring 2023	316/22	Report Minutes	Release all
28/03/2023	Council	Executive Committee - Appointment of a Qualified Independent Person	82/23	Report Attachments Minutes	Release all

Meeting Date	Meeting	Report Title	Document Ref	Documents	Recommendation
28/03/2023	Council	Executive Committee – Appointment of a Qualified Independent Person	82/23	Report Attachments Minutes	Release all once redacted
11/04/2023	Executive	Performance Review Process - Chief Executive Officer	116/23	Report Attachments Minutes	Release all
6/06/2023	Executive	2022/23 Performance Review - Chief Executive Officer	175/23	Report Attachments Minutes	Release all
27/02/2024	Council	Jetty Road Mainstreet Committee Independent Member Nominations	45/24	Report Minutes	Release all
26/03/2024	Council	Jetty Road Mainstreet Committee Minutes - 6 March 2024 - Attachment 2	71/24	Attachment 2	Release all
2/04/2024	Executive	Remuneration Tribunal Submission	93/24	Report Attachments Minutes	Release all
9/04/2024	Council	Confidential Minutes of the Executive Committee - 2 April 2024	96/24	Attachment 2	Release all
9/04/2024	Council	Remuneration Tribunal Submission	97/24	Report	Release all
23/04/2024	Council	Minutes – Jetty Road Mainstreet Committee – 3 April 2024	110/24	Report Attachments Minutes	Release all
23/04/2024	Council	Confidential Minutes - Audit and Risk Committee - 15 April 2024	127/24	Report Attachment Minutes	Release all
7/05/2024	Executive	2023-24 Performance Review - Chief Executive Officer	134/24	Report Attachments	Release all
7/05/2024	Executive	Chief Executive Officer - Remuneration Benchmarking	135/24	Report Attachment	Release all
18/06/2024	Executive	2023-24 Performance Review - Chief Executive Officer	161/24	Report Attachments Minutes	Release all
25/06/2024	Council	Confidential Minutes - Alwyndor Management Committee - 30 May 2024	193/24	Attachment 2	Release all
9/07/2024	Council	Minutes – Transforming Jetty Road Committee – 19 June 2024	207/24	Attachment 2	Release all

Meeting Date	Meeting	Report Title	Document Ref	Documents	Recommendation
9/07/2024	Council	Minutes - Executive Committee – 18 June 2024	222/24	Attachment 2	Release all
9/07/2024	Council	2023-24 CEO Performance Review – Chief Executive Officer	223/24	Report Attachments Minutes	Release all
30/07/2024	Executive	Acting Chief Executive Officer Arrangements	251/24	Report Minutes	Release all
30/07/2024	Executive	Chief Executive Officer Recruitment Process	252/24	Report Attachments Minutes	Release all
13/08/2024	Council	Alwyndor Management Committee Appointment	255/24	Attachment	Release all
13/08/2024	Executive	Confidential Minutes - Executive Committee - 30 July 2024	264/24	Report Attachments	Release all
13/08/2024	Council	Partridge Street, Glenelg - Wombat Crossing	273/24	Report Minutes	Release all
27/08/2024	Council	Minutes - Alwyndor Management Committee - 25 July 2024	275/24	Attachment 2	Release all
22/11/2024	Executive	Chief Executive Officer Recruitment	394/24	Report Attachments Minutes	Release all once redacted
26/11/2024	Council	Confidential Minutes – Executive Committee – 18 November and 22 November 2024	393/24	Report Attachments Minutes	Release all once redacted
10/12/2024	Council	Minutes - Alwyndor Management Committee - 31 October 2024	402/24	Attachment 2	Release all
11/02/2025	Council	Adjourned Report - Giant Wheel 2023-24 Report	08/25	Report Attachments Minutes	Release minutes only
11/02/2025	Council	Event Activation - EO Request	12/25	Report Minutes	Release Minutes only

Attachment 2

Confidential Items Review – June 2025**Attachment 2 - Retain**

Meeting Date	Meeting	Report Title	Document Ref	Documents	Recommendation
23/06/2009	Council	Questions by Members – 7.2.2.1 Outstanding action List	N/A	Attachment	Retain attachment
8/02/2011	Council	Liberty Towers - Outstanding Encroachment Fees	35/11	Report Attachments Minutes	Retain all
10/07/2012	Council	Liberty Towers Outstanding Encroachment Fee (Report No: 240/12)	240/12	Report Attachments Minutes	Retain all
10/07/2012	Council	Authority to Sign a Deed to Resolve an Appeal in the Supreme Court of South Australia (Report No: 241/12)	241/12	Report Attachments Minutes	Retain all
14/06/2016	Council	Glenelg Jetty Regeneration Project – Update	154/16	Report Attachments Minutes	Retain all
23/06/2020	Council	Entertainment Activation	132/20	Report Attachments Minutes	Retain all
23/06/2020	Council	Broadway Kiosk – Application for Rent Review	151/20	Report Attachments Minutes	Retain all
11/08/2020	Council	Urgent Business – Independent Investigation – Mayor Wilson	273/20	Report Minutes	Retain all
8/09/2020	Council	Broadway Kiosk – Partial Assignment of Lease	252/20	Report Attachments Minutes	Retain all
27/01/2021	Council	Beach Activation Agreement	17/21	Report Attachments	Retain all
23/03/2021	Council	Community Centres Contribution Funding	80/21	Attachment	Retain all
8/06/2021	Council	Unsolicited Proposal – Proposed Activation	197/21	Report Attachments Minutes	Retain all
27/07/2021	Council	Brighton and Seacliff Yacht Club – Proposed Facility Redevelopment	245/21	Attachment 3 & 4	Retain

Meeting Date	Meeting	Report Title	Document Ref	Documents	Recommendation
27/07/2021	Council	Claim Against Council	249/21	Report	Retain
28/09/2021	Council	Claim Against Council	326/21	Report Attachments Minutes	Retain all
25/01/2022	Council	Code of Conduct Complaint	10/22	Report Attachments Minutes	Retain all
14/06/2022	Council	Legal Claim	199/22	Report Attachments Minutes	Retain all
23/08/2022	Council	Glenelg Foreshore Amusement Device	318/22	Reports Minutes	Retain all
23/08/2022	Council	Glenelg Football Club - New Lease and Licence	357/22	Report Attachments Minutes	Retain all
13/09/2022	Council	Legal Claim	383/22	Report Minutes	Retain all
11/10/2022	Council	Legal Claim	408/22	Report Attachments Minutes	Retain all
24/01/2023	Council	Jetty Road Masterplan Stage 2 Coastal Zone - Engagement of Design Services	10/23	Report Minutes	Retain all
28/02/2023	Council	Electric Vehicle Charging	52/23	Report Attachments Minutes	Retain all
28/03/2023	Council	Claim Against Council	105/23	Report Attachments Minutes	Retain all
9/05/2023	Council	Legal Claim	150/23	Report Attachments Minutes	Retain all
13/06/2023	Council	Electrical Vehicle Charging	198/23	Report Attachments Minutes	Retain all

Meeting Date	Meeting	Report Title	Document Ref	Documents	Recommendation
27/06/2023	Council	Electrical Vehicle Charging	211/23	Report Attachments Minutes	Retain all
25/07/2023	Council	Somerton Surf Life Saving Club Restaurant and Function Centre Sub-Lease	238/23	Report Attachments Minutes	Retain all
8/08/2023	Council	Glenelg Foreshore Activation	240/23	Report Minutes	Retain all
12/09/2023	Council	Beach Activation Licence Extension	297/23	Report Attachments	Retain all
24/10/2023	Council	Claim Against Council	354/23	Report Attachments Minutes	Retain all
28/11/2023	Council	Jetty Road Masterplan Stage 2 – Project Initiation	397/23	Report Attachment Minutes	Retain all
12/12/2023	Council	Jetty Road Masterplan Stage 2 - Design Procurement Exemption	409/23	Report Minutes	Retain all
12/12/2023	Council	Code of Conduct	424/23	Report Attachments Minutes	Retain all
12/12/2023	Council	Glenelg Town Hall - Commercial Area - Summer Pop Up	390/23	Report Attachment Minutes	Retain all
23/01/2024	Council	Minutes - Jetty Road Mainstreet Committee - 13 December 2023	07/24	Attachment 2	Retain all
27/02/2024	Council	Winter Activation	46/24	Report Attachments Minutes	Retain all
27/02/2024	Council	Sharing the National Collections	48/24	Report Attachments Minutes	Retain all
12/03/2024	Council	Code of Conduct	65/24	Report Attachments Minutes	Retain all
26/03/2024	Council	Items in Brief – Outstanding Council Actions	70/24	Attachment 4	Retain

Meeting Date	Meeting	Report Title	Document Ref	Documents	Recommendation
23/04/2024	Council	Minutes - Jetty Road Mainstreet Committee - 3 April 2024	110/24	Attachment 2	Retain
14/05/2024	Council	Car Share	115/24	Report Attachments Minutes	Retain all
23/07/2024	Council	Beach Activation	247/24	Report Attachments Minutes	Retain all
13/08/2024	Council	Car Share Update	268/24	Report Attachments Minutes	Retain all
27/08/2024	Council	Alwyndor Update	274/24	Report Minutes	Retain all
28/01/2025	Council	Transforming Jetty Road	09/25	Report Attachments Minutes	Retain all
25/02/2025	Council	Winter Activation	49/25	Report Attachments Minutes	Retain all