NOTICE OF MEETING

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

Council Chamber – Glenelg Town Hall
Moseley Square, Glenelg

Tuesday 23 July 2019 at 7.00pm

Roberto Bria
CHIEF EXECUTIVE OFFICER
Ordinary Council Meeting Agenda

1. OPENING

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

2. KAURNA ACKNOWLEDGEMENT

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

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

3. 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.*

4. APOLOGIES

4.1 Apologies Received

4.2 Absent

5. ITEMS PRESENTED TO COUNCIL

6. DECLARATION OF INTEREST

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

7. CONFIRMATION OF MINUTES

*Motion*

*That the minutes of the Ordinary Meeting of Council held on 9 July 2019 be taken as read and confirmed.*

Moved Councillor _______, Seconded Councillor ________  Carried

8. PUBLIC PRESENTATIONS

8.1 Petitions - Nil

8.2 Presentations - Nil

8.3 Deputations - Nil
9. QUESTIONS BY MEMBERS

9.1 Without Notice

9.2 On Notice

9.2.1 Question on Notice – Timetable and Development Plan for Environmental Strategy Initiative (Report No: 285/19)

9.2.2 Question on Notice – Car Fleet (Report No: 288/19)

10. MEMBER’S ACTIVITY REPORTS - Nil

11. MOTIONS ON NOTICE

11.1 Motion on Notice – Request to Establish Footpath on Gladstone Road North Brighton – Councillor Chabrel (Report No: 286/19)

11.2 Motion on Notice – Implement No Smoking on all Sporting Grounds – Councillor Clancy (Report No: 287/19)

12. ADJOURNED MATTERS - Nil

13. REPORTS OF MANAGEMENT COMMITTEES, SUBSIDIARIES AND THE DEVELOPMENT ASSESSMENT PANEL - Nil

14. REPORTS BY OFFICERS

14.1 Items in Brief (Report No: 278/19)

14.2 Chapel Street Plaza and Hindmarsh Lane – 70% Detailed Design Stage (Report No: 283/19)

14.3 2019-20 Outdoor Dining Fees and Charges (Report No: 282/19)

14.4 Council Policy Updates (Report No: 272/19)

14.5 Council Permission for Structures on Verge (Report No: 279/19)

14.6 City of West Torrens - Local Area Traffic Management at Glenelg North (Report No: 280/19)

14.7 Opportunities to Reduce Single-Use Plastic Consumption the City of Holdfast Bay (Report No: 281/19)

14.8 Landowners Consent for Repatriation of Aboriginal Remains in Kingston Park (Report No: 284/19)

15. 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.

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

17. CONFIDENTIAL ITEMS

17.1 Kauri Community and Sporting Complex – Expression of Interest Results (Report No: 232/19)
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 consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

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

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

18. CLOSURE

ROBERTO BRIA
CHIEF EXECUTIVE OFFICER
Councillor Chabrel asked the following question:

“Could Administration provide a timetable and development plan (including plans for public consultation) for the Environmental Strategy initiative of the 2019/20 Business Plan and any planned environmental audits?”

ANSWER – General Manager City Assets and Services

The development of the Environmental Strategy is at an early stage and no firm timetable has yet been developed. Further work is underway including a proposal to discuss possible strategies with Council at a future workshop (yet to be scheduled). Once the overall scope of the strategy is firmed up, Administration will be in a position to develop a timetable and to look at an appropriate time for community consultation. At this point, our initial thinking is that the strategy will require two (2) audits, an energy audit and a carbon audit, to provide baseline data to inform the strategy and possible future targets. No other environmental audits are proposed at this stage.
Councillor Bouchee asked the following question:

“Could the CEO please advise:

1. Number of cars in Council car fleet?
2. Type of power...etc...petrol..hybrid..diesel....?”

Background

A motion was moved 10 years ago to transition car fleet where possible to hybrid/electric.

ANSWER – General Manager City Assets and Services

1. There are 15 passenger vehicles in the Council fleet.

2. As at 30 June 2019:

   Hybrid       6
   Diesel       1
   Petrol       8*

   *Currently another hybrid vehicle on order to replace the diesel vehicle, increasing total vehicles to 7. Council will continue to assess the suitability of additional hybrid vehicles at future replacement intervals. Council owned 2 hybrid vehicles in 2014/15.
Item No: 11.1
Subject: MOTION ON NOTICE – REQUEST TO ESTABLISH FOOTPATH ON GLADSTONE ROAD NORTH BRIGHTON – COUNCILLOR CHABREL
Date: 23 July 2019

PROPOSED MOTION

Councillor Chabrel proposed the following motion:

That following Council Resolution C280519/1500 which approved the construction of a new footpath on the southern side of Gladstone Road between Walsh Street and the Esplanade, that Administration:

(a) prepare a report into the feasibility, cost and benefit of changing the construction of the proposed footpath to permeable paving; and
(b) defer any construction work on the project until Council has considered the report.

BACKGROUND

Council carried a climate change motion on 09/07/19 and noted various climate reports which detailed the urgent need for climate change action and that the world had approximately a decade to limit global warming to 1.5 degrees Celsius to avoid serious risks to biodiversity and long term climate stability. Members agreed that it was the responsibility of all governments to act. Accordingly, this motion requests Administration to investigate permeable paving would be a more environmentally sensitive option for this project in order to reduce heat load and transfer stormwater through to aquifers rather than add to run-off to the sea.
Item No: 11.2
Subject: MOTION ON NOTICE – IMPLEMENT NO SMOKING ON ALL SPORTING GROUNDS – COUNCILLOR CLANCY
Date: 23 July 2019

PROPOSED MOTION

Councillor Clancy proposed the following motion:

That administration provide a report to implement no smoking on all sporting grounds including Glenelg oval, Brighton sports precinct and Kauri Parade.

BACKGROUND

Adelaide Oval, Newly built Edwardstown sports club and Campbelltown sports centre are all smoke free and people have to go outside the grounds to smoke. Our sporting facilities are for people to get and stay fit and for those with health conditions such as asthma are unable to enjoy watching games, walking in the area or playing sport.
Item No: 14.1

Subject: ITEMS IN BRIEF

Date: 23 July 2019

Written By: Personal Assistant

A/General Manager: Business Services, Ms P Jackson

SUMMARY

These items are presented for the information of Members.

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

RECOMMENDATION

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

1. Commonwealth Home Support Program (CHSP) and SA HACC Program Update
2. Dementia Friendly Holdfast Bay
3. Correspondence from Hon Steven Marshall MP, Premier of SA
4. Brighton Oval Building Development – Update

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Not applicable

REPORT

1. Commonwealth Home Support Program (CHSP) and SA HACC Program Updates

It was announced in the 2019-20 Budget, that the Australian Government will extend the funding for the Commonwealth Home Support Programme (CHSP) from 1 July 2020 to 30 June 2022. Any current CHSP grant agreements remain in place until 30 June 2020. CHSP funding provides subsidised support services to people aged 65+
who still live in their own homes and only need small amounts of basic services to continue to function independently (Eligibility of services is assessed by My Aged Care).

The Department of Health Services announced in May 2019 an extension to SA Home and Community Care (HACC) funding for a further 12 months, from 1 July 2019 to 30 June 2020. However, given that 94% of NDIS eligible residents (including residents of Supported Residential Facilities) have been allocated NDIS funding, HACC funding will now be used to focus on providing services to people under the age of 65 years who live in the community with chronic illness or other disabling conditions that impact upon their ability to function independently, but do not meet the eligibility criteria for the NDIS (National Disability Insurance Scheme). The City of Holdfast Bay will focus on seeking out these community members who would be left without any support if this funding were not available.

2. Dementia Friendly Holdfast Bay

In 2016 the City of Holdfast Bay was the first South Australian Local Government Authority to commit to becoming a dementia-friendly community. In a joint project with Alzheimer’s Australia, the City of Holdfast Bay developed an action plan to implement a series of changes within the organisation, focusing on becoming a dementia-friendly organisation as the first step in the commitment toward being a dementia-friendly community.

In 2018 the City of Holdfast Bay, in partnership with Flinders University undertook a broad consultation with local residents to ask the provocative question; ‘how dementia-friendly is your community’. This report provides unique insights into the lived experience of local residents and will be used to inform further actions toward a dementia-friendly community.

At the Council meeting 8 December 2015 (CI081215/286), Council resolved;

“1. That Council approves the Commitment and Action Plan to become a dementia friendly organisation.

2. That the Mayor be authorised to sign the Statement of Commitment towards being a dementia friendly organisation.”

The project was implemented in 2016 when Council signed a commitment to becoming Dementia friendly. In the first stage, the project focused on what practical actions the organisation could implement over a period of time. This stage of the project was aimed at determining how dementia friendly the local environment is. Upon Council acceptance of this report the aim is to then circulate it to our local traders and businesses and encourage them to become inclusive of people with dementia and heighten awareness.

In-kind support for this project will be afforded and contained within the existing budget. Council will encourage our traders to comply with our commitment to being dementia friendly and inform the broader community to be inclusive. This report will inform the development of the Access and Inclusion Strategy and the Social Needs
Analysis and Report and the Strategic Property Review to be completed this financial year.

Refer Attachment 1

3. Correspondence from Hon Steven Marshall MP, Premier of SA

A letter has been received from the Hon Steven Marshall MP, Premier of SA, thanking Council for the invitation to the Sod Turning Ceremony for the Brighton Oval Redevelopment project, held on 26 June 2019.

Refer Attachment 2

4. Brighton Oval Building Development – Update

This report provides an update on the Stage 1 and Stage 2 of the Brighton Oval Upgrade as at the start of July 2019. Progress on Stage 1 is as follows:

- Building designs have been signed off. Construction of the Rugby clubrooms commenced in June and is currently scheduled for completion in January 2020.

- The sod turning ceremony on 26 June marked the commencement of site works and recognized the commitment of all stakeholders and levels of Government to see this project finally commence.

- Construction of the Lacrosse clubrooms is scheduled to commence in October 2019 and be completed by May 2020. Redesign of the Lacrosse main oval lighting is underway due to late change in specification to provide higher light intensity for night-time Division 1 games. May increase overall cost of Stage 1 lighting.

- The Football and Cricket clubrooms is now also scheduled to commence in October 2019 with a forecast completion date of June 2020.

- Prior to the commencement of site works in June, all adjoining property owners and tenants were provided with information regarding the project, including where to find regular project updates.

- A website, www.brightonoval.com.au, has been developed to communicate latest developments relating to the project.

- One item under active discussion is the issue of advertising space for the clubs on their buildings. The clubs are requesting external and outward facing electronic (LED screens) advertising on their buildings. These screens would be funded by the clubs and would enable them to generate revenue to assist in the cost of running their clubs. Administration is preparing a draft strategy to manage the overall advertising at Brighton Oval. This strategy will be presented to the Council next month.

- Budget - current forecasts for Stage 1 indicate that the budget is on target. Budget pressures may arise from electrical supply to the oval complex,
which is currently undergoing detail design and from Stage 1 Lacrosse oval lighting. Some of these may be able to be offset against Stage 2 funds.

Stage 2 update

- Discussions are continuing with the Federal Department of Infrastructure, Regional Development and Cities to finalise the $5 million grant via a deed of agreement. This is expected to be approved by the Federal Minister in August, enabling stage 2 works to be tendered.

- In consultation with the key stakeholders, Stage 2 of the masterplan (finalisation of the master plan) is progressing well. Some aspects and site layout of the original masterplan have changed since the original plan was endorsed in 2016. These include:
  - retention and upgrade of the cricket practice nets at the southern end of the oval (rather than relocating to the Northern end);
  - relocating some of the new turf area to the northern end of Rugby field to enable better flow of vehicles within the site;
  - repositioning the Lacrosse storage shed to a more practical location closer to their clubrooms.

- Administration will bring the updated master plan back to Council when finalised for endorsement.

Lease Renewal

- Each of the tenant clubs are in holding over with their current leases which are based on their existing buildings. Negotiations are commencing shortly to establish new leases for each new building and associated playing fields.

- These leases will be based on the Sporting and Community Leasing Policy and will contain specific responsibilities for building maintenance for the clubs and Council. Given each building is newly built, the maintenance schedules will be quite specific and detailed to ensure the buildings, plant and equipment are maintained to a high standard.

- The leases will also include details of costs associated with the maintenance of the playing fields to a standard required above a public reserve. For instance, the preparation and maintenance of turf cricket wickets and practice wickets.
Imagining a Dementia-Friendly Community
(A joint project between Flinders University and the City of Holdfast Bay)

A dementia-friendly community is a place where people living with dementia are supported to live a high quality of life with meaning, purpose and value.
(dementia.org.au)
ACKNOWLEDGEMENT

The City of Holdfast Bay is committed to the health and wellbeing of its citizens as is clearly demonstrated in its strategic plan, ‘Our Place 2030’. This partnership project with Flinders University is one more step toward achieving the objectives of the plan and toward building a dementia-friendly community.

This study was done as an in-kind contribution by Flinders Digital Health Research Centre and City of Holdfast Bay’s Community Wellbeing program.

Thank you to the City of Holdfast Bay for the opportunity to partner on this research.
Thank you to the residents of the City of Holdfast Bay for offering their time and lived experiences.
Thank you to Dr Stephanie Champion (Research Assistant, Flinders Digital Health Research Centre) for assisting with the data analysis.

PROJECT TEAM

Dr Lua Perimal-Lewis - Research Fellow, Flinders Digital Health Research Centre
Mrs Monica du Plessis - Manager Community Wellbeing, City of Holdfast Bay
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FOREWORD

We at the City of Holdfast Bay are again pleased to continue our long-standing partnership with Flinders University in collaborating on this significant community project. As our residents’ welfare is of primary importance to us this is echoed in our strategic plan, Our Place 2030, under the following headline objectives:

1. Building a healthy, active and resilient community
2. Providing welcoming, accessible facilities
3. Fostering an engaged, contributing community

It is well documented that people want to remain living independently at home for as long as possible, and we are committed to making it possible for our local residents to do so. Whether they have always lived in the City of Holdfast Bay or have made the sea change with retirement, being active and contributing members of a local community that has accessible and welcoming facilities and infrastructure benefits our residents, enriches our communities and adds value to our local economy. We want Holdfast Bay to be known as a place where the needs of all its local residents are recognised and considered.

Preventing dementia or coping with this disease in a prepared way is a vital step along that path. Lives can be made more enjoyable often just by thinking ahead about people’s needs and responding to them thoughtfully. We know that our infrastructure and facilities can be better targeted, as can our social and community support programs, which will make it easier to live a full and fulfilling life.

This study provides a wealth of information to equip and support individuals as a helping hand to enhance our awareness and knowledge in helping to make it even better for people.

I encourage you all to spend some time reading this report to increase your awareness of any issues faced when living with dementia and enlightening our operational responses. I would also at this time take the opportunity to also thank Dr Lua Perimal-Lewis within Flinders University’s Digital Health Research Centre for her coordination of this motivating research.

Roberto Bria
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INTRODUCTION

Dementia is an umbrella term for a large number of disorders that affect thinking and memory. Alzheimer’s disease is the most common form of dementia in Australia and accounts for up to 70% of dementia. Vascular dementia, which results from a series of small strokes, is the second most prevalent form of dementia. Other types of dementia include Lewy Body Dementia and Frontotemporal dementia.

Dementia is predominantly a condition found in older people, with its prevalence steadily increasing as age advances. However, dementia is also found in younger people, with people in their 30’s, 40’s and 50’s being diagnosed with what is termed Younger Onset Dementia.

In 2018, there was an estimated 36,800 people living with dementia in South Australia, with this number projected to increase to an estimated 47,307 people by 2028 if a medical breakthrough is not found. Currently there is no cure for dementia.

The most common symptoms of dementia are:
• Progressive and frequent memory loss
• Confusion and paranoia
• Changes in behaviour, emotions or personality
• Apathy and withdrawal
• Loss of ability to perform everyday tasks

A dementia-friendly community can reduce agitation and confusion and improve way finding, mobility and independence for people living with dementia.

WHAT IS A DEMENTIA-FRIENDLY COMMUNITY?

A Dementia-friendly Community can be described as a city, town or village where people living with dementia are understood, respected and supported, and feel confident that they can contribute to community life. It is a place where organisations, businesses, community groups and individuals embrace the notion that people living with dementia can continue living in their communities and do many of the things they did before they developed dementia.

In a dementia-friendly community people living with dementia:
• continue to be active participants in their own lives
• are treated with respect and empathy
• are supported to continue participating in community life

In a dementia-friendly community businesses and organisations:
• are aware of and understand dementia
• are welcoming and inclusive of people living with dementia
• provide accessible services and facilities
DEMOGRAPHICS

The City of Holdfast Bay has an ageing population, with 23.5% of the resident population aged 65 and older. Within this cohort 8% (n=2,271) are aged 80 and older and ten are aged 100 years and over. According to the Australian Bureau of Statistics 2016 census data:

- the median age for Australians was 38
- the median age for South Australians was 40
- the median age for Holdfast Bay residents was 46

Australians are now living longer, with the average life expectancy at birth having reached 82.5 years, which is the third highest in the world behind Japan (83.3 years) and Switzerland (82.7). This longevity can be ascribed to improvements in health services, safer working environments and advances in medical technologies.

It has been well documented that Australians wish to continue living at home as they age. In order to support this, communities need to be ‘friendly’ places where people can continue to live and move about freely, finding purpose and meaning in the activities they choose to participate in for as long as they are able to do so.

BACKGROUND

In 2016 the City of Holdfast Bay was the first South Australian Local Government Authority to commit to becoming a dementia-friendly community. In a joint project with Alzheimer’s Australia, the City of Holdfast Bay developed an action plan to implement a series of changes within the organisation, focusing on becoming a dementia-friendly organisation as the first step in the commitment toward being a dementia-friendly community.

Dementia Awareness training was delivered to all employees across all departments. This was followed by additional training for management on how to recognise and support employees with early memory loss.

A purpose-built community information kiosk using dementia-friendly design principles was established at the Brighton civic centre, enabling older adults to call into the kiosk for individual support to access My Aged Care and other support services in a friendly, non-threatening environment.

Other actions included supporting the inaugural Memory Walk & Jog at Glenelg; hosting a Hidden Places, Hidden Lives exhibition in the Bay Discovery Centre and development of an intranet site with support materials to assist staff to deal effectively with people living with dementia.

In 2018 the City of Holdfast Bay, in partnership with Flinders University undertook a broad consultation with local residents to ask the provocative question; ‘how dementia-friendly is your community’. This report provides unique insights into the lived experience of local residents and will be used to increase awareness of the needs of people living with dementia and inform further actions toward a dementia-friendly community.
The ‘Imagining a Dementia Friendly Community’ project was implemented to gauge the perception of local residents into the ‘dementia friendliness’ of the local Holdfast Bay community.

The project primarily consisted of broad community consultation using both online and paper-based surveys, followed by a focus group to further expand on the survey questions as well as specifically explore the topic of ‘dementia-friendly business.’

The survey questions were adapted from ‘Creating Dementia-Friendly Communities: A Toolkit for Local Government’ developed by Alzheimer’s Australia Victoria in 2016, with the primary objective of identifying ways in which to create a local environment that supports people living with dementia to remain independent in the community for as long as possible.

The survey sought to identify:

• the characteristics of older adults in the City of Holdfast Bay
• whether local older adults are engaged in outdoor activities in the built environment
• perceptions of the level of dementia awareness in the business sector
• suggestions to make businesses more dementia-friendly
• barriers that prevent people from moving about in the local community
METHODOLOGY

An online survey was published on Council’s community engagement platform, Your View Holdfast Bay. Additionally, a paper based survey was sent to 317 local residents over 65 years of age in a targeted mail out.

Promotion of the online survey was done via various means including Council’s social media platforms, and website and digital noticeboards. Posters and flyers were also circulated via public noticeboards within libraries and community centres.

The returned paper based surveys were collated together with the responses to the online survey, and the de-identified surveys were forwarded to the Flinders University researcher for analysis.

Participants in the both the online and the paper based survey were given the opportunity to indicate their interest in contributing to the discussion in a focus group, by returning their details in a reply-paid envelope.

There was a total of 101 responses to both the online and paper based survey, with eleven participants choosing to attend a focus group.

Prevalent business-related themes from the survey were extracted and explored with the focus group participants.
WHO WERE THE PARTICIPANTS?

Age
The majority (55%) of the survey respondents were 75+ years of age.

Responses from younger people
Eighteen percent of the respondents were under the age of 65 years. Of these younger people, eight reported that they had a disability or a condition that impacted upon their function and they were not answering on behalf of someone else.

Focus group participant characteristics
Eleven survey respondents (three couples and five individuals) attended the focus group. The focus group participant characteristics are as follows:

- 8 females (5 married and 3 widowed)
- 5 active carers answering on behalf of a person with difficulties
- 1 was a carer previously and was answering on behalf of a person with difficulties
- 2 had diagnosis that impacted on functional and cognitive abilities
- 1 had diagnosis that impacted on functional abilities
- 1 diagnosed with dementia
- 1 interested local resident
Gender

Of the 317 surveys, the majority of responses (75%) were from females aged 75+. Seventy-nine (25%) responses were from males. This is representative of the cohort that is currently accessing subsidised support services through Council, although not representative of the population split by gender. According to the Australian Bureau of Statistics’ 2016 census:

- 50% of Australians were females
- 51% of South Australians were females
- 52% of Holdfast Bay residents were females

Most of the survey respondents were females in the 75+ years age bracket.

Health condition

The characteristics of those who responded are as follows:

- 3% diagnosed with dementia
- 23% reported they had either a physical disability or a condition that impacted their functional ability
- 12% stated that they were responding on behalf of a person with cognitive or physical difficulties
- 6% did not to respond to this question
Living arrangements

In 2015, the Housing Decisions of Older Australians report stated that 75% of older Australians wish to remain living independently at home for as long as possible.

About 25% of the survey respondents in the 65-74 years age bracket and 11% of respondents in the 75+ years age bracket lived with family. A significant percentage (62%) of respondents in the oldest age group stated that they live alone.

More survey respondents (39%) in the 65-74 years age bracket lived with someone who is not a family member compared with only 24% of respondents in the 75+ years age bracket living with a non-family carer. About 2% of respondents in both age brackets lived in a residential facility.

As with the survey, focus group participants indicated a reliance on family support to be able to access services and to do the things they want to do both inside and outside their homes.

Remaining independent was very important for all the participants. The need for access to effective, adequate and respectful services that enabled individuals to stay in their homes and be independent was a common thread.
Desire for community contact

Of the survey respondents in the 65-74 years age bracket, 57% reported that they do not need more community contact compared to 56% of respondents in the 75+ years age bracket. It is interesting to note that the focus group discussion highlighted a sense of feeling ‘left out’ and ‘left behind’.

Overall, the majority of survey respondents (88%) stated that they did not feel the need for more community engagement. Those who did respond positively to the question “do you wish you had more social contact with people in the community” (88%).

In the focus group discussion, there was a pervasive sense of being left out of the wider world as a result of changing technology and a reduction in face-to-face services.
HOW ACTIVE ARE THE PARTICIPANTS?

How often did people go out in their local area?

Of the respondents in the 65-74 years age bracket, 89% reported that they were able to get out of their houses on most days. In the 75+ years age bracket, 51% of respondents were able to get out of their houses on most days.

![Chart showing getting out of the house frequency]

Overall the respondents were active with almost all getting out of the house most days or at least every couple of days.

Only two respondents in the 75+ years age bracket reported that they left their homes only a few times a month. One survey respondent did not answer this question. These individuals also indicated that they were unable to drive and reported limited access to public transportation. Both individuals who said that they left their house only a few times a month, reported living alone. The non-responder lived in a residential facility.

It is important to note that only one of the three respondents who left their homes less frequently indicated that they preferred to stay home.
What did people do when they went out?

Respondents were invited to answer a range of questions about their regular activities, the support they receive when undertaking these activities, the barriers they encounter and the barriers to undertaking preferred activities in their local area. Respondents were able to select multiple responses from a range of pre-identified options as well as add any additional information.

The top five activities undertaken by all survey participants in Holdfast Bay were:

- shopping or errands
- going to pharmacy
- going to doctors
- eating out
- banking

Survey respondents reported a wide range of activities they engaged in, both within and out of their homes. A total of 295 respondents (93%), in both age brackets, shop and run errands locally.

More survey respondents in the 65-74 years age bracket (89%) use pharmacies in the local area compared to 73% of respondents in the 75+ years age bracket.

82% of respondents in the 65-74 years age bracket attend medical appointments with local doctors as opposed to 80% in the 75+ years age bracket.

Fewer participants in the 65-74 years age bracket use banks in the local area (68%), compared with 78% in the 75+ years age group.
Some activities were commonly undertaken together. For example, respondents who reported they went to concerts or the theatre were also likely to report going to movies or the museum, and those who went to the doctors often also went to the pharmacy. More broadly, individuals who reported leaving their house for physical activity (going for walks, to the park) were also likely to leave their house for entertainment.

The activities discussed in the focus group were quite similar to those mentioned in the survey. However, in addition participants in the focus group also discussed libraries and local bookshops as locations they frequented.

Participants stated that feeling welcome in the community and the accessibility of physical environments was stated as being paramount to being able to get around confidently when accessing services outside of their home.
What enabled people to be active in their local area?

Survey respondents reported on the things that enabled them to engage in activities in their local area. The most common responses for people in the 65-74 years age bracket were that they could still drive and that they had access to public transport.

For those in the 75+ years age bracket, being able to drive and having support from family and friends were factors that enabled them to do activities outside of their homes.

About 18% of respondents in the 75+ years age bracket relied on local community transport, and about 4% had access to paid transport (taxi). None of the respondents in the 65-74 years age bracket stated that they used either of these services.

In terms of signage, 16% of respondents in the 75+ years age bracket stated that there are plenty of signs to help with wayfinding, whilst 7% of respondents in the 65-74 years age bracket stated that wayfinding signage is sufficient.

The focus group participants highlighted that uneven paving is something they would like to see improved in their local area.

“This is one of my bug bears, the paving is all up and down on the footpaths.”

“And the bumps are so hard. I find the bumps are so bad.”

Figure 8.0: Factors that enabled survey respondents to be active in Holdfast Bay
What were the barriers that prevented people from doing activities they wanted to do?

For respondents in both age brackets, the greatest barrier to getting out in their local area was their own declining health. 51% of respondents in the 75+ years age bracket and 29% of respondents in the 65-74 years age bracket reported decreasing physical health as a barrier to doing activities they would like to do.

The next biggest barrier for the 75+ years age bracket was not wanting to be a burden for others, as stated by 26% of respondents. For those aged 65-74 costs was reported as the second most significant barrier for 21% of respondents.

More respondents in the 65-74 years age bracket (18%) identified difficulties with physical mobility as a barrier compared with 4% in the 75+ years age bracket.

Losing confidence was reported as a barrier by 11% of respondents in the 75+ years age bracket compared to 14% of respondents in the 65-74 years age bracket.

![Figure 9.0: Barriers preventing survey respondents doing activities](image-url)
The 65-74 years age bracket identified difficulty in communicating with staff at stores as something that kept them from doing what they previously did. About 18% of respondents in this age bracket identified this as a barrier. On the other hand, about 11% of respondents in the 75+ years age bracket responded that they preferred to stay at home rather than going out to do things they previously did.

The same proportion of respondents from both age brackets identified the difficulties in navigating the physical environment as a factor that kept them from going out to do things they previously did.

Respondents aged 65-74 years with a disability or condition that impacted on their function, or were answering on behalf of someone who does.

50% experienced considerable emotional and social barriers to their ability to get out in their local area. In the focus group, four people reported a lack of confidence, three reported not wanting to be a burden, and four reported concerns about getting confused or lost. A further two reported difficulties communicating with staff at stores.

In the focus group, unsupportive physical environments was a strong theme as a barrier for older people in getting out in the world. Issues raised included limited disability parking and toilets, inaccessible shop entrances, heavy doors and narrow paths or narrow doorways. Specifically, for people living with dementia, the confusing layout of stores, illogical arrangement of food stores and lack of signage were problematic aspects of the environment.

Feeling welcome in your community is associated with having physical access to services and buildings, effective signage and public transportation that takes people where they want to go.
Other factors that contribute to unsupportive environments include long waiting times for doctors and specialists, inaccessibility of services or decreasing number of services such as banks, fewer employees to help patrons, excessive noise or music in shops and flashing lights in supermarkets. Participants also expressed that the move towards online services is confusing and is a minefield for older adults. It requires access to technology, knowledge and confidence to use it - something not everyone has.

The focus group participants noted that in order to support individuals with cognitive impairment, more needs to be done beyond providing additional services to individuals. Instead the community needs to be more inclusive and support older people and people with physical or cognitive limitations. They highlighted several barriers, including the overall trend towards offering online services, and a lack of knowledge, awareness or concern on the part of businesses and employees for the issues experienced by older people. They acknowledged that the cost associated with changing layouts, introducing signage or making significant changes to the accessibility of their businesses was a barrier for business owners.
WHAT WERE THE RECOMMENDATIONS FROM PARTICIPANTS TO MAKE HOLDFAST BAY BUSINESSES DEMENTIA-FRIENDLY?

Both the survey participants and the focus group participants were given the opportunity to make recommendations on what would make businesses in Holdfast Bay dementia-friendly. The recommendations were similar from both groups of participants and include:

- raising awareness through education
- improvements to outdoor spaces
- improvements to shops
- improvements to the way services are currently delivered
- access to transportation and improvements to the way medical services are currently delivered

The word cloud below shows words or phrases that were frequently used in the focus group discussions.

Figure 11.0: Commonly used words or phrases in the focus group
Raising awareness

There was a strong emphasis on the importance of raising awareness of dementia through education, information and training. A community that is dementia-friendly is a community that is conscious of the impact of the disease on people living with dementia, their caregivers and families. Awareness is the key to understanding, accepting and supporting people living with dementia.

Participants identified how the following groups would contribute to and/or benefit from a dementia friendly community:

• Spouses/informal carers appreciate the support and inclusion their loved ones experience
• Businesses deliver customer service that is suited to people living with dementia
• Schools participate in inter-generational activities (e.g. grandparents’ day) with greater understanding and empathy for people with cognitive decline
• Libraries offer reading and poetry programs for people living with dementia
• Adults approaching old age are educated about potential age-related health issues and know how and where to get help
• The local council provides information sessions that inform and educate the community about dementia
• The media plays a big role in awareness raising campaigns
• Social groups provide inclusive spaces for sharing of ideas and social interaction
• Medical centres/GP’s provide information and link older people to relevant and targeted services
• Governments recognise that older adults are not always technology literate and offer other options for people to transact with government departments such as Centrelink

The World Health Organisation, in its ‘Towards a dementia plan: a WHO guide’ calls for all nations to establish a functioning public awareness campaign to reduce stigma associated with dementia and to include dementia as a priority into existing plans or legislation.

When people living with dementia feel supported in various aspects of their interactions with businesses and services, they feel valued and it builds confidence for future interactions.
Physical environment - outdoor spaces

Everyday interaction with the outside world (both with people as well as nature) promotes health and well-being. A well-planned open space and an accessible outdoor environment contributes to improved quality of life for people and would enable people living with dementia the confidence to venture out of their homes and enjoy social interaction. Participants offered the following suggestions for improvements:

- Slowing traffic on roads around services frequented by older adults
- Increasing the number of disability parking
- Providing wheelchair access to the beach
- To improve the condition of footpaths and fix uneven paving
- Disabled toilets are often gender specific which makes it difficult for a carer from the opposite sex to assist
- Heavy toilet doors make it difficult for someone who has disability to open/close it unaided

According to a publication on ‘Building dementia-friendly communities: A priority for Everyone’ published by the Alzheimer’s Society in the United Kingdom, dementia friendly businesses, together with accessible and inclusive buildings and outdoor spaces that are safe and familiar, with legible way finding signage will enable more people living with dementia to participate in local community life with confidence and support them to live independently for as long as possible.
Physical environment – shops

Alzheimer’s Society UK, in its publication ‘Becoming a dementia-friendly retailer: A practical guide’ reported that people with dementia are more likely to stop shopping if they don’t feel welcome and safe in their community. Accessible physical environments are places where entrances are accessible and indoor spaces incorporate design elements that enable people living with dementia to navigate the building without getting lost. To enable people living with dementia to continue using businesses in their local area, the following improvements were recommended by participants:

- Assessable shop entrance (with wheelchair ramps, with railing)
- Wheelchair friendly table height at restaurants/cafés
- Improvements to the way products are organised and displayed at supermarkets
- Reduce loud music or noise in supermarkets
- Improving signage (e.g. using pictograms familiar to older adults)
- Reduce clutter in pharmacy and supermarkets

Participants recommended that council work with businesses to address access issues by supporting the installation of ramps and railings that would enable older adults to access shops and restaurants. Disability toilets are common in many newly fitted restaurants and cafés, however more consideration is needed for accessible walkways and aisles that enable wheelchair access. Businesses that are frequented by older adults may consider calming and relaxing music which is known to have a positive effect on mood and may reduce anxiety. Careful consideration on effective use of way finding signage is critical in enabling independence. Signage should be placed at line of sight suitable for older adults using contrasting colours for visibility. Businesses such as pharmacies and supermarkets could be encouraged to invest into layouts that would help people living with dementia easily find their ways to commonly used products. Educating staff on how to support people living with dementia would create a supportive environment for these individuals to continue shopping, maintain their independence and participate as citizens of the local community and maintain their independence.
Services

Service organisations play a vital role in enabling people living with dementia to continue to live well in their communities and engage in activities in their neighbourhoods. Service organisations may include community centres, health service providers, volunteer support services, banking/financial services, transportation services, caregiver support services and faith-based services. Service organisations have the welfare of the people they support at the heart of their deliberations and given appropriate assistance would be able to offer more dementia specific programmes for the residents. Participants offered the following recommendations to improve service provision in the community:

- Increase funding to community centres and for service provision
- Increase funding for sourcing more volunteer support for people living with dementia
- Allow unlimited banking transactions, banking fee waiver for people over 70 years of age

Supporting and encouraging service organisations to identify gaps in the way they support the needs of people living with dementia would create opportunities to enhance their services to effectively meet the needs of all their customers. Creating opportunities for people living with dementia to be involved in community activities would require an educated and informed volunteer support base. The Council may look at their volunteer resources and construct activities that are inclusive and cater to the needs of people living with dementia. To support such initiatives funding bodies may need to re-evaluate their funding models to provide for training and education aligned with the requirements of the ageing population.

Older people generally prefer to do their banking transactions in person rather than online and as such a simple change to banking policies that allows older adults the option to do unlimited transactions at ‘bricks-and-mortar’ banks would improve their overall sense of dignity and self-respect and reduce the anxiety surrounding online banking experienced by most.
Medical

Health service providers play a major role in supporting older people to continue to live well. Participants told of their experiences with medical clinics and the outcome of the discussion can be summarised into the following two recommendations:

- Improvement around waiting time to see a specialist and to reduce waiting time to see a doctor at no gap medical clinics
- All in one medical clinics with geriatricians.

The issues with waiting times to access health services is a well-recognised problem. In an environment where there are limited resources, it becomes important to create innovative and effective ways to deliver health care that would free the system from preventable presentation so the highly in demand clinicians are able to concentrate on more acute presentations. Looking into creating a streamlined and holistic pathway for people living with dementia to access seamless health care is a necessary requirement to improve the entire system.

Medical clinics may need to consider providing medical and health services across the continuum of care that specifically targets older people and people living with dementia. A practice may consider bringing together well thought out services and multidisciplinary teams co-located in one venue. A practice such as this would help people living with dementia to access the range of services they need independently in one location. Such a practice may reduce the overall out of pocket costs for their patients if all services are on site.
WHAT WERE PARTICIPANTS SAYING ABOUT THE LOCAL COUNCIL?

The majority of participants spoke highly about the City of Holdfast Bay Council. When participants were discussing on the issue of uneven paving, two participants talked about the willingness of the council to listen and fix the problem.

…had a bad fall about four years ago and that meant mobility went, so we needed to have care. I should say the Council worker was absolutely fabulous.

… I have a great experience with Holdfast Bay.

… had a fall in a walk one day, we contacted the council immediately. And they said to be sure to let them know if we come across any uneven paving. So they were genuinely interested to deal with what was reported.
REFERENCES

Alzheimer’s Australia (2014). First Steps to a Dementia-Friendly Australia.
‘Dementia Friendly Community’
Survey by City of Holdfast Bay and Flinders University

An inclusive community
In its broadest sense, a dementia-friendly community is a place in which a person with dementia is supported to live a high quality life with meaning, purpose and value. This broad principle of inclusion is not unique to dementia-friendly communities and at its heart it is about a local community (and a council) being able to support people with diverse capabilities. Ultimately, a dementia-friendly community will be friendly for everyone.1


Is Your Community Dementia Friendly?

The aim of this study is to gather information that would inform the council on the needs of people living with dementia to enable the development of sustainable and inclusive environments, which would support them to live well in the community.

This is a joint initiative between City of Holdfast Bay council and Flinders University.

The take the online survey at:
www.holdfastbay.dfc/survey (placeholder)

The survey will be online from 25 September to 27 October 2017.

For more information, please contact Council’s Community Wellbeing team on 8229 5828 or Dr. Lucy Perimal-Lewis from Flinders University on 8201 2069.

This study has been approved by the Southern Adelaide Clinical Human Research Ethics Committee.
The Flinders Dementia Health Research Centre at Flinders University in partnership with the City of Holdfast Bay is conducting a study to understand how ‘age-friendly’ services, facilities, and outdoor areas within the City of Holdfast Bay are used by people, including those living with dementia.

The information gathered through your participation will inform policies that enable the development of strategies that support access and inclusion and support people, including those living with dementia, to lead a meaningful life connected to their community.

This study has been approved by the Southern Adelaide Clinical Human Research Ethics Committee.

yourviewholdfast.com/DFS | P 8229 9999
Attachment 2
Mayor Amanda Wilson
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048

Dear Mayor Wilson,

I write to thank you for inviting me to be part of the Brighton Oval Sod Turning Ceremony on Wednesday 26 June 2019, signalling the start of the Brighton Oval Redevelopment.

This project is a great example of Local, State and Commonwealth Government working together in the best interests of community sports and recreation. I acknowledge your personal advocacy for this project, and I commend the City of Holdfast Bay for its considerable financial contribution to make it a reality.

I have no doubt that when they are complete, the upgraded facilities at the Brighton Sports Complex will give local sports and recreation clubs greater capacity to grow their junior memberships and encourage more children and young people to stay active in sport.

Once again, thank you for your work on the Brighton Oval Redevelopment Project to create an inclusive hub for people of all ages in your community. I look forward to following the progress of this fantastic local asset in the months ahead.

Yours sincerely,

Hon Steven Marshall MP
PREMIER OF SOUTH AUSTRALIA

3 / 1 / 2019

cc: Hon Nicolle Flint MP, Member for Boothby
    Hon Corey Wingard MP, Minister for Recreation, Sport and Racing
Item No: 14.2
Subject: CHAPEL STREET PLAZA AND HINDMARSH LANE - 70% DETAILED DESIGN STAGE
Date: 23 July 2019
Written By: Strategic Planner
A/General Manager: Business Services, Ms P Jackson

SUMMARY

The Chapel Street Plaza and Hindmarsh Lane (Stage 1) draft concept was endorsed by Council at the meeting on 29 January 2019. Subsequently the Project Team consulted with key stakeholders including businesses and property owners surrounding Chapel Street and Hindmarsh Lane throughout March 2019. As a result of the feedback received, a number of changes have been made and the designs have been further developed, which are outlined in this report.

The designs have progressed to a stage where they are now 70% complete, in regards to engineering investigations and development. This report provides an update on the progress of the designs before the final designs and construction documentation is returned to Council for endorsement later this year.

RECOMMENDATIONS

That Council:

1. note the feedback received during engagement with key stakeholders on Chapel Street Plaza and Hindmarsh Lane concepts; and
2. note the Chapel Street Plaza and Hindmarsh Lane 70% detailed design milestone and upcoming project stages including further stakeholder engagement and development of final designs and documentation for Council endorsement.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Placemaking: Developing walkable connected neighbourhoods
Placemaking: Building character and celebrating history
Community: Providing welcoming and accessible facilities
Economy: Harnessing emerging technology
Economy: Boosting our visitor economy
Environment: Building an environmentally resilient city
COUNCIL POLICY

Community Consultation and Engagement Policy

STATUTORY PROVISIONS

Local Government Act
Road Traffic Act 1961

BACKGROUND

The Jetty Road Glenelg Masterplan endorsed on 13 February 2018 [C130218/1032], identifies seven project stages for implementation over the next decade, with Chapel Street Plaza the first priority project stage. Following unsuccessful ‘design and construct’ application for of the Chapel Street Plaza in the Places for People grant fund in March 2018, Council committed $747,500 funding to complete detailed designs for stages 1 & 2 (Chapel Street Plaza and Moseley Square Corner) which includes $320,000 for Chapel Street detailed designs, in the 2018-19 budget.

Jensen Plus (together with Tonkin and consortium) commenced work on the detailed designs in October 2018. Preliminary concepts from the Masterplan have been further developed, and on 29 January 2019 [C290119/1367] council endorsed the latest concept plans including the addition of Hindmarsh Lane to proceed to targeted engagement with key stakeholders.

Previous council endorsement [C290119/1367] also provided a revised approval to seek DPTI’s Places for People Grant, based on the changes to scope and commitment to provide matched funding for construction if successful. On Friday 21 June 2019, it was announced that this project was successful in receiving $1.77 million in funding from the grant fund.

REPORT

Stakeholder Engagement Summary

Following Council endorsement of the concepts, the project team contacted key stakeholders including the directly affected by the Chapel Street / Hindmarsh Lane proposals. A letter was sent to Landowners, residents and businesses adjoining Chapel Street, Hindmarsh Lane, Milton Street and Cowper Street including an excerpt of the concepts, and invite to meet with the project team.

Throughout March 2019, the project team met and spoke with representatives from:

- St Andrews Church by the Sea
- Raw Conscious Eatery
- Bakers Delight
- Gloria Jeans
- Annex Café
- Susanne Grae
- Sportsgirl
- Landowners
- St Mary’s Memorial School
- SA Gourmet Meats
- Max Pritchard Gunner Architects
- NAB
- Glenelg 7 Day Pharmacy
- Coles
- Chapel Street Residents
In addition to the businesses and land owners directly impacted by the proposal key stakeholders including service providers (NBN, SA Power Networks, Telstra, SA Water, Dial Before You Dig) and Government Agencies (DPTI, State Heritage Branch, Metropolitan Fire Service) have been consulted with to ensure that the designs meet all known requirements and can provide continuing service provision.

The overall response to the concept plans was positive with broad support for the of design concept. There was conjecture over some of the finer details, which will largely be resolved in the next stage of documentation. Further information is provided in the engagement summary document attached.

Further feedback from Elected Members was gathered at the workshop held on 2 July 2019. There were a number of questions raised that have been answered but also a number of comments that will require further analysis and refinement in the coming phase of design development and finalisation. It has been noted that the following feedback requires some further consideration:

- **Pavers selection** – investigate the heat retention of the selected Juperana natural stone compared with other paving materials and determine how well are they can be cleaned of tyre marked and chewing gum particularly. It was suggested that a test sample is installed
- **Lighting** – feature lighting on both the front and the sides of the church is preferable
- **Electric Vehicle Charging** – investigate whether there are any viable locations for EV charging stations in the Chapel Street or Hindmarsh Lane project area
- **Drinking fountain** – ensure the drinking fountain will also include a dog bowl
- **Stage design** – ensure the stage is well designed for ease of maintenance and cleaning
- **Seating** – review ergonomics of the flared base for accessibility and ensure design allows ease of maintenance
- **Construction timing** – project team to advise all surrounding residents and traders of construction schedules in advance
- **Bins** – ensure adequate provision of bins and particularly cigarette butt bins in Chapel Street
- **Digital signage** – ensure orientation of sign adheres to Crime Prevention Through Environmental Design techniques for personal safety.
- **Trees** – investigate whether the existing tree in Hindmarsh Lane can be retained in the design.

**Design Changes Summary**

A number of design changes have been made to improve the practical function, amenity and use of the space, as a result of the feedback received during the engagement process.

The key changes since the last stage are summarised as follows:

- **Church Steps** – a refurbishment of the existing church steps will progress rather than the full redesign and replacement which did not deliver a compliant ramp and was not supported by the State Heritage Branch
- **Stage shelter** – this item has been removed from the stage structure for a number of reasons included limited value and purpose
- **Hindmarsh lane outdoor dining shelter** – this item has been removed as a suitable solution for stormwater runoff could not be provided, reducing the value and purpose of this structure.
- **Chapel Street Lawn** – this was removed due high maintenance and poor viability
The 70% detailed design drawings, include all the accurate survey data, demolition drawings, hardscape designs and plant species lists can be found in Attachment 2.

*Refer Attachment 2 & 3*

**Traffic Management and Safety**

A number of opportunities exist to improve the intersection of Milton Street and Chapel Street and school safety. At the meeting on 23 June 2019 [C250619/1524] council endorsed a number of strategies to improve traffic management and safety surrounding St Mary’s memorial school on Chapel Street and Milton Street. Some of these strategies will be implemented over the coming months and additional work is required to be done following construction of Chapel Street Plaza.

**Next Steps**

The next steps to complete the design process and commence construction are as follows:

- Additional phase of consultation with adjoining property owners and businesses refine and finalise designs (July – August 2019).
- Development of final designs, engineering, geo-tech investigations, technical specifications and documentation (September - October 2019).
- Tender and procurement process (November - December 2019).
- Construction commencement (TBA*).

*The construction schedule will be determined once a building contractor has been engaged and adjoining traders and property owners have been engaged to determine the best construction schedule and methodology.*

**BUDGET**

Council committed $747,500 funding to complete detailed designs for stages 1 & 2 (Chapel Street Plaza and Moseley Square Corner) which includes $320,000 for Chapel Street detailed designs, in the 2018-19 budget. The balance of these funds will be carried forward into the 2019-20 financial year, with anticipated completion of designs before December 2019.

The most recent cost estimates by quantity surveyors RLB, have estimated construction of Chapel Street Plaza and Hindmarsh Lane to be in the order of $3.6 million. Council’s has committed a $1.8 million contribution and the recently announced $1.77 million from DPTIs Places for People Grant and recently awarded $100,000 grant from the Department of Communities and Social Inclusion for the Changing Places toilet in Hindmarsh Lane, provide the balance of funds required to complete construction in the current financial year.

**LIFE CYCLE COSTS**

On completion of construction, annual maintenance costs will be managed by existing operation budgets with the aim to ensure that materials are selected that are in accordance with depot staff specification. A program for community activation of the space will be required once construction is completed.
Attachment 1
# Summary of Stakeholder Feedback on Chapel Street and Hindmarsh Lane Concept Plans – March 2019

<table>
<thead>
<tr>
<th>Theme</th>
<th>Feedback Comments</th>
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| **Accessibility** | • 70% of chairs to have arm rests  
• Would be good to address building access. Ramps into/out of premises would be ideal. | • Arm rests on 70% of seats – well placed and in accessible locations  
• Improve accessibility where possible and reasonable (esp. levels at Church and Max Pritchard/Raw building) |
| **Activations / Event Flexibility** | • Poorly located permanent structures would reduce the flexibility of the plaza for activations - will need to carefully consider  
• Sunday morning events affect the church. Friday evening is much better for activations.  
• Steps at front of church are used for activations by the Church and council | • Placement of permanent street furniture to allow for vehicle access, locate near existing infrastructure to allow flexible use  
• Investigate forklift lugs at bottom of concrete chairs (in specific locations)  
• Identify number and location of chairs with integrated lighting and fixings required and include draft seating location plan |
| **Art** | • Art budget is quite large for the space, this could be reduced  
• Integrated misting adds extra complexities in design and maintenance. May not be enough space in the plaza to comfortably house this.  
• Ideas to include an interactive art installation for all ages (including young children) somewhere in Chapel Street to encourage people to stay longer in the space  
• Outdoor artwork on Annex Café (Vans Omega) in lane is peeling and need updating  
• NAB would like mural on their rear wall – if incorporating indigenous partnership would contribute to costs | • Reduce art budget to $200K for chapel street  
• Identify an additional location for interactive art – possible at rear of space closer to school and near outdoor dining area.  
• Design and location of water misting feature away from accessibility ramp and to minimise water and slipping hazards  
• Remove misting element from sculpture and propose new location on or near pergola structure  
• Interactive art and / or activations to be proposed in the artist brief.  
• Liaise with art and culture office to arrange replacement laneway mural – include in artist brief |
| **Car Parking** | • Minimise losses of car parking on Milton Street.  
• Bakers Delight and SA Gourmet Meats concerned regarding permanent loss of the three car bays in Chapel Street. They consider these 1 hour parking bays key to business sustainability  
• Concerns around the option of relocating the Church car park entrance around to Milton Street and would result in loss of multiple car parking spaces  
• Removal of three car parks on Chapel Street will make no difference  
• Partridge Street car park needs better signage to increase utilisation  
• Parking inspectors are overzealous  
• Safety concerns with proper use of School ‘kiss and drop zone’ | • Consider impact of removal of car parking spaces - investigate additional changes to local parking restrictions if viable.  
• Continue to consult with traders, church and school to understand impacts and provide alternative solutions |
| **Church Car Park and fence** | • Look to provide / assist with costs of new Church fence for church as part of the upgrade - show of good faith  
• Is it possible to maintain access near existing crossover location  
• Church tenants (Chemist and Peter Shearer) need ongoing access to rear car park  
• The proposed Milton St access may be problematic for access and results in less on-street and internal car parks  
• Don’t want to lose any internal car parking space  
• Trucks must be able to drive into the car park and reverse out (Garbage & food delivery)  
• Current waste contract (truck drives into car park)  
• Enclosing the car park with solid fence creates hiding place and decreased sense of safety  
• New rear fence could be open railing fence with a gate. This would provide visibility for safety and show off rear of heritage church building  
• A water meter and drainage channel is located adjacent rear fence near the new proposed car park entrance  
• Existing rear fence is old and is due to be replaced | • Replace rear galvanized iron fence with vertical railing fence and gate to complement heritage building and allow visibility through space for safety  
• Relocation of car park entrance to location near Milton street where truck swept paths are adequate  
• Survey undertaken include church car park area – levels to be matched with new plaza |
<table>
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<tbody>
<tr>
<td><strong>Inclusion of a gate that can be easily opened would be desirable</strong>&lt;br&gt;A gap at bottom of fence near car parks would reduce hiding spots and improve safety</td>
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<tr>
<td>Church Steps</td>
<td><strong>Proposed steps to be reduced in size so as not to protrude into pedestrian pathway</strong>&lt;br&gt;Concerns with land tenure – will need a management agreement for ongoing management and maintenance responsibility&lt;br&gt;Does not provide good value for money for broader community&lt;br&gt;What is the proposal for the steps? Lease agreement required with church for elements on their land?&lt;br&gt;The steps are a good idea&lt;br&gt;Not sure if the proposed design would result in a DDA compliant ramp&lt;br&gt;Existing steps are in poor condition and detract from current streetscape&lt;br&gt;Why would council spend money on these steps?&lt;br&gt;Would council own the new steps if replaced?&lt;br&gt;New steps could be the jewel in the crown of the public space&lt;br&gt;Opportunity to use this space for performances / fashion parade&lt;br&gt;Lots of people currently sit on the existing steps&lt;br&gt;Mintaro slate to be kept and reused (if not on steps) elsewhere on church grounds</td>
<td><strong>Further design review found that proposed ramps could not meet DDA compliance</strong>&lt;br&gt;<strong>Determined that steps replacement was high cost and low value</strong>&lt;br&gt;<strong>State Heritage review did not support steps replacement without good rationale</strong>&lt;br&gt;<strong>Facilitation of refurbishment of existing steps a compromise – state heritage grant available</strong></td>
</tr>
<tr>
<td>Construction</td>
<td><strong>Need to plan ahead with construction timeframes with plenty of advanced notice for casual staff.</strong>&lt;br&gt;Night works may be less disruptive&lt;br&gt;Loading area needs to be maintained during construction. Traffic management to account for this. All deliveries are by private vehicle&lt;br&gt;Retail trade may be most impacted by construction disruption&lt;br&gt;Interested in when this will this happen and how long will construction take.&lt;br&gt;Will need to provide school parents with at least one week notice of construction start date&lt;br&gt;The execution and communication during events has been inconsistent in the past&lt;br&gt;Find it difficult to negotiate with one group of people and then not have things happen on the day&lt;br&gt;Some direct requests have not been followed and disrespect of church operations and needs by leaving behind event equipment&lt;br&gt;Continuous access to church is required&lt;br&gt;Workers to park away from private car park – used by tenants, service vehicles, service providers vehicles etc.&lt;br&gt;Wheel chair car park to be maintained during construction for church visitors&lt;br&gt;Construction program needs to be mindful of not interrupting school drop off&lt;br&gt;Has there been consideration of mitigation of public toilet loss during construction works?&lt;br&gt;Need to be mindful of construction start date in relation to Glenelg events schedule - first street party for summer 19/20 is in October</td>
<td><strong>Future considerations for construction:</strong>&lt;br&gt;Further engagement with adjoining businesses, church, school and residents regarding least disruptive schedule for construction&lt;br&gt;Work around key events - season commences in October with Jetty Road street party.&lt;br&gt;provision of temporary toilets&lt;br&gt;RLB costings to include night works for minimal disruption&lt;br&gt;site office and workers parking locations (away from school and church)&lt;br&gt;traffic management not to restrict access for deliveries on Milton street</td>
</tr>
<tr>
<td>Lighting</td>
<td><strong>Lighting integrated into furniture is desirable as is up lighting for church and trees and catenary / suspended feature lighting</strong>&lt;br&gt;More feature lighting will be fantastic&lt;br&gt;Currently Hindmarsh Lane is poorly lit which attracts antisocial behavior and leads to feeling unsafe at night. Is there lighting proposed?&lt;br&gt;Better lighting needed to improve safety of back of Hindmarsh Lane at night</td>
<td><strong>Confirm lighting locations and types (noting that Jensen Plus is currently undertaking a lighting Masterplan for Jetty Road)</strong>&lt;br&gt;<strong>Recommending removal of tree light wrapping</strong>&lt;br&gt;<strong>Ensure signage is readable at night</strong>&lt;br&gt;<strong>Lighting considered in the context of amenity and safety (additional lighting needed)</strong></td>
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| Material Selection / Infrastructure & Maintenance | • The orange bin (green room) in Hindmarsh Lane is small and often overflowing – Additional bins needed  
• Cardboard bin at rear of lane was gifted by the JRMC for nearby trader use  
• Gloria Jeans currently store their bins in Hindmarsh lane adjacent the Exeloo  
• The placement of new assets needs to be cognisant of restrictions around working in the tram corridor and the maintenance requirements.  
• It would be useful to have additional street furniture in Hindmarsh Lane so that public have some where to sit that is not Gloria Jeans outdoor dining  
• Improvement to the footpath levels would be welcomed and less obstacles for staff to maneuver with coffee to outdoor dining areas  
• Would like to understand if any underground services may be affected  
• Appropriate drainage for any water elements including the adjacent proposed greenwall, garden beds and misting feature.  
• Council’s Environmental Health Officers need to be involved in any elements requiring water (i.e. misting, wastewater)  
• Design and location of water misting feature away from accessibility ramp and to minimise water and slipping hazards  
• Existing church sign in good location but could be relocated if necessary  
• Hostile vehicle requirements to be considered - impenetrable barrier with design to be balanced with service and emergency vehicle access.  
• Investigate a ‘smoke free area’ on chapel street plaza or install more cigarette butt bins  
• All materials to be ‘marine grade’ and consider maintenance  
• Street furniture - depending on location, may need to be removable for events, maintenance, etc  
• Toilet signage needs to be replaced in visible locations.  
• Design and style of new structures needs to be sympathetic with the state heritage church building, including materials and colours (no repeat of orange steel).  
• Emergency vehicle and service access.  
• Appropriate drainage for any water elements including the proposed green wall  
• Have we undertaken soil testing for contamination? Will costs blow out?  
• Will the new kerb at the end of Chapel Street (butting Jetty) be an upright kerb or rollover?  
• The round seats have metal that will burn the back of your legs when sitting in hot weather.  
• Would not like to see a repeat of the orange steel features  
• Arm rests required on seats  
• Would be good to extend upgrade paving all the way along the lane to Waterloo St – but understand budget constraints | • Propose bin enclosure for café waste and Solo cardboard bin to improve amenity of Hindmarsh Lane.  
• Council bins to be located at ends of Hindmarsh lane for ease of maintenance access and away from pedestrian thoroughfare.  
• Restrict the number of new assets within the DPTI safety rail clearance zone  
• Understand DPTI access requirements ensure council staff are able to freely maintain council assets  
• Maximise uniform levels and prioritise pedestrian movement  
• Include more seating at northern end of Hindmarsh Lane  
• Placement of steel infrastructure to avoid full sun (reduce risk of burns)  
• Adopt (or update) requirements in CHB public realm style guide. Proprietary items to be used where possible and materials to include hardwood and marine grade steel, 2 pack painted surfaces, graffiti resistant coating, anti-skate treatments.  
• Extent of civil and stormwater works on Hindmarsh Lane following survey and services locating.  
• Review bollard requirements  
• Further environmental health officers regarding any water features (e.g. misting, wastewater)  
• Adopt recommendations of Infraplan Wayfinding and Signage Strategy  
• State Heritage Branch to be engaged early with all structure designs and materials selection.  
• Colours to reflect natural coastal environment  
• Engaged with emergency service providers regarding access  
• Undertake geotechnical investigations  
• Determine kerb type – will research how rollover kerbs have been used elsewhere  
• Consult with Emergency Service providers  
• Seat design to consider weather for safe use and maintenance  
• Seat design to include provision of back rests and arm rests in at least 70% of new chairs  
• Colours and materials should be muted and sympathetic to coastal environment and heritage church building  
• Extension of paving all along waterloo lane cost prohibitive |
<table>
<thead>
<tr>
<th>Theme</th>
<th>Feedback Comments</th>
<th>Actions</th>
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</thead>
</table>
| Other                                     | 40kmph street sign on Waterloo faded and obscured by tree on Waterloo Street. The car parking lines out the front of the café are faded and hard to park within lines – customers often fined by parking inspectors  
  - Would prefer to see the creation of a plaza that was available only for special events and could be closed with removable bollards, otherwise being open for parking and traffic.  
  - Plans look good.  
  - Looks great – can’t wait for it to happen  
  - Hindmarsh Lane proposal looks great  
  - Slow approach to change needed | • Look to amend / update outdoor dining permit to suit new arrangement  
• At time of Jetty Road speed reduction old signs will be replaced with 30km hour signs  
• Overall the response has been positive project team will continue to work closely with traders adjoining the site and offer alternative solutions where possible |
| Church Heritage Building / Private Land    | Church land extends into the public realm in chapel street and in front of the church steps  
  • Good will from church to continue to use this land as public space | • Formal agreement required to formalise use of church land for the public realm and to articulate responsibilities of access, maintenance and insurance  
• Ensure that the alteration of the ground level does not cause any issues to the church building i.e. salt damp  
• Termite protection to be reinstated |
| Safety and Crime Prevention through Environmental Design Principles | There is a rising prevalence of homeless members of the community along Jetty Road and an increase in rough sleepers in Hindmarsh Lane and Chapel Street.  
• Incorporate CCTV  
• Many parents with young children choose to have coffee at Gloria Jeans and Hindmarsh lane outdoor area is safer away from the road  
• CCTV in Hindmarsh lane that could be used to deter crime etc.  
• Plants in pots in lane are stolen  
• Currently Hindmarsh Lane is poorly lit which attracts antisocial characters. Is there lighting proposed?  
• Experiencing difficulties with both homeless people sleeping rough and groups during the day congregating in the outside seating areas in Hindmarsh Lane  
• Rough sleepers and anti-social behavior an ongoing issue in Annex Cafe car park and Hindmarsh Lane  
• There has been an increase in rough sleepers in the area over the past few months.  
• I continue to strongly disagree with a proposal to close Chapel St due to safety concerns relate to safety  
• Inappropriate use of current Chapel St benches by homeless people for sleeping. Will an upgrade encourage the practice of inappropriate use?  
• The roofed structure, stage and furniture may also attract rough sleepers | • Business owners and the church have suggested a number of measures to improve the safety including lighting, additional CCTV, visibility, removal of surfaces used for sleeping (i.e. tree planter boxes and ‘green rooms’)  
• Incorporate Crime Prevention Through Environmental Design Techniques throughout Hindmarsh lane and Chapel Street  
• Increase provision for functional lighting and CCTV |
<table>
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<tr>
<th>Theme</th>
<th>Feedback Comments</th>
<th>Actions</th>
</tr>
</thead>
</table>
| Technology                        | • Where will the power be for gophers and car charging?  
• Where will the power be for gophers and car charging?  
• CCTV in chapel street would improve safety  
• A electronic sign would be good – would be great to use for church messages  
• Does the digital wayfinding board in other languages and have an audio option?  
• Telecommunication conduit network under footpath(s) along Jetty Road is required long term – ideally both sites  
• Smart phone charging - examples of a ‘smart bench’ seen in other council areas | • Include gopher charging  
• Increase CCTV provision  
• Looking at sourcing digital information sign from supplier  
• Include spare conduit for electrical and communication on at least one side of Jetty Road  
• Confirm all smart tech inclusions – power table, power bollards |
| Stage Structure / Shelter         | • Modern shapes in designs and sharp corners at odds with state heritage church building.  
• Covered platform truncates the vista through the plaza, adding clutter to the space. It is perhaps better to have an undefined space with the option for soft overhead covering to accommodate infrequent performances.  
• Shelter does not add great value for money - will have limited uses  
• The structure would provide a good location to host the ‘Arts by the Sea’ group  
• The roofed structure may attract misuse | • Remove shelter but retain stage.                                                                                                                   |
| Toilets                           | • Clarification of the use of Hindmarsh Lane and Coles car park toilets by council                                                                                                                       | • Refine toilet details (Studio 9 architects engaged to design new toilet building and fit out of brick building adjacent Coles) |
| Traffic Movement                  | • Trafficable paving required to cover all areas used by service trucks  
• Maintaining lane access to shops.  
• Can Milton Street cope with the traffic volume and types?  
• Concerns regarding traffic management - volumes on Milton Street set to double. Additional development adjacent Cowper street will exacerbate problems in future if not dealt with  
• The Coles door into lane is used only for fire access and not as a service door (laneway not used for this purpose)  
• Sometimes lane is used by Armor guard vans (not necessary though as they have access elsewhere)  
• Both businesses had large trucks (nominally mentioned as 19 metre rigid) that needed access to the rear of the shops. Bakers Delight had flour deliveries where the truck carried its own forklift hanging off the rear and both businesses had front pick-up rubbish trucks for their bins.  
• Be mindful of the truck sweep path. They often clip the building awning. They also drive over the existing kerb and footpath.  
• Closure of Chapel St forces traffic to exit to Jetty Rd from Milton St. There is significant issue with vehicles needing to move onto pedestrian footpath in Jetty Rd to gain appropriate visibility to turn. Chapel St currently allows clear vision in each direction with pedestrian visibility at a premium. I do not believe decision makers have actively viewed these safety issues  
• As a Chapel St resident it also concerns me that there will be an increase in traffic turning from Milton St into Chapel St to exit onto High St. There is currently significant safety and access issues with school traffic. I believe these will be exacerbated  
• Suggest locating rear shop vehicle access further to the west further away from Raw and Max Pritchard. This will increase the outdoor dining area available for Raw, and could potentially allow the UC to retain its current carpark access way.  
• Need access route to rear of Jetty Road properties maintained | • Identify trafficable paving locations and vehicle swept paths  
• Consider intersection improvements for safety  
• Consider school zone safety improvements  
• Consider traffic calming / traffic flow improvements  
• Maintain private access to rear of shops in Chapel Street |
<table>
<thead>
<tr>
<th>Theme</th>
<th>Feedback Comments</th>
<th>Actions</th>
</tr>
</thead>
</table>
| Vegetation & ESD    | • More trees would be nice to see outside the office window on chapel street  
• Herbs have been stolen from the orange planter boxes in chapel street  
• Leaf litter in gutters an issue if planting more deciduous trees. Require a maintenance schedule to ensure no overhang on verandahs  
• Lawn adjacent rear of church will be high maintenance and will have limited sun - it won’t grow.  
• No Lawns – look at gardens as an alternative  
• Irrigation needs to be incorporated in all garden areas  
• WSUD where possible and applicable  
• Grass proposed on Chapel Street gets no sun and will die.  
• Green walls and additional trees desirable.  
• Herb garden will be hard to manage - plants likely stolen. | • Remove lawn area – add vegetation with garden bed plantings  
• Identify all WSUD locations / opportunities  
• Placement of new trees with canopy clearance from building gutters  
• Include irrigation for all garden areas  
• Remove herb garden  
• Investigate possible locations for a green wall |
Attachment 2
Chapel Street Plaza and Hindmarsh Lane Upgrade –

Description of Design Elements (70% Stage)

The following paragraph provides a brief description of the notable design features at the 70% design stage.

Accessibility

A key aim of the designs is to maximise accessibility and include Universal Design principles where possible. The main features of this are the improvements to levels through kerb removal, raised level pedestrian crossing and trafficable and parking areas at the same levels as the remainder of the footpath. Also, removal of clutter and obstacles to improve pedestrian legibility and provision of compliant and safe crossings. A formal review of the accessibility and DDA compliance will be undertaken in this upcoming stage of final designs.

Infrastructure

The notable infrastructure design elements can be described as follows:

- **Kerbs** – a rollover /mountable kerb design will be installed along the length of the Jetty Road and Milton Street road edges. This kerb selections preserve a key design imperative from the Masterplan. The exact kerb specifications will be determined during the final design process.
- **Bollards** – whilst locations of bollards have been identified, exact number and styles are yet to be selected.
- **Tree grates** – tree grates will be located underneath trees adjacent Jetty Road. Chapel Street Plaza is likely to have a combination of tree grates, gravel and garden beds surrounding tree bases.
- **Pavers** – the natural stone Juperana has been selected for all paving locations, reflecting the Masterplan. Whilst one stone type will be used, there will be a number of different format sizes used and patterns for aesthetic appeal and practical reasons such trafficable paving patterns.
- **Stormwater** – a central spoon drain has been designed to by the location of Drainage,
- **Other essential street infrastructure including bike racks, drinking fountains and bins** have been included in this design package with further number and locations yet to be refined.

Public Art

The previous public art provision been revised to a more modest budget to suit the size of the space. Some integrated and participatory art will be the focus. A sculptural water feature, possibly with a misting element, is likely to be retained as any nuisance and health concerns can be addressed with placement and engineering solutions once an expression of interest and artist is selected. A completed artist brief will be provided with the final documentation package.
Lighting

Locations for additional lighting are identified in the current designs. In response to feedback strongly requesting additional lighting there is a notable increase in provision from the concept stage. Proposed lighting include 10 new multi-functional lighting poles to provide pedestrian lighting for function and safety, particularly in Hindmarsh Lane. In addition, provision for some feature lighting built within the pergolas in both Hindmarsh Lane and Chapel Plaza. Lighting will also be improved to illuminate the heritage façade of St Andrews Church at night. And finally strip and integrated lighting will be included in some of the street furniture to create ambient feature lighting and ground level.

It has been identified that there is a need for a unified lighting theme for the entire length of Jetty Road. Jensen Plus is working on a Jetty Road lighting Masterplan with support of the Jetty Road Mainstreet Committee. The lights that are incorporated into Chapel Street Plaza and Hindmarsh Lane will reflect some of the lighting that will be eventually installed uniformly along Jetty Road. The lighting masterplan is due to be completed along with the final designs and documentation.

Seating Design and Layout

The Seats for Chapel Street Plaza and Hindmarsh Lane have been designed by Groundplay, inspired by the natural form and materials of the Glenelg Jetty. Several seating types have been designed to accommodate the varying requirements of all ages and abilities. The seating plan shows a layout considering a variety of uses for seating in groups, individuals and to observe the stage area. The seating plan consists of 70% of the seats with a back rest, the remaining just consisting of the seat portion to provide variety and choice for a broad range of users and abilities.

New Pergola and Stage

During the engagement process there were mixed reviews on the rationale for this addition, particularly the shelter over the platform stage. It was largely agreed that a focal point in the centre edge of the plaza such as a timber deck stage is valuable however, a bespoke shelter was considered in conflict with the heritage church building and has limited value. As a result this element has been removed from the plans. The stage is to be retained for use by acoustic ensembles or performances during activations and for informal or spontaneous use.

The pergola concept was widely supported. As a result of the removal of the shelter area, the pergola will connect over the centre of the plaza with inclusion of vines to create a cooler shaded environment and greening to reduce the urban heat island effect and make the space more pleasant. The pergola structure will connect to the stage as to allow for banner and speakers to the attached at a raised height. The inclusion of the pergola to the stage is that it will allow for power to be accessible on the stage.

Smart Technology

The designs have included a number of smart technology initiatives as follows:
A ‘power me’ table in Hindmarsh Lane for charging of mobile phones and other devices. Conventional power points and USB point will be accessible for charging, as will wireless charging for compatible devices.

Three-phase power bollard have been located at two locations in Chapel Street Plaza for small events and buskers.

Multi-functional lighting poles that provide a wide range of capabilities including power, Wi-Fi, CCTV speakers and more.

At the request of the project team there has designs have also included the provision of additional conduit on the northern side of Jetty Road to future proof in the case of additional electrical or fibre optic cable requirements.

A digital wayfinding and interactive sign has also been included in the designs with a range of potential functions including advertising, council services guide, live public transport information, local event information, restaurants guide, WIFI, CCTV and more.

Trafficable paving and vehicle swept path

Maintaining access to the rear of the shops adjoining Jetty Road is important. Detailed plans have been provided from an engineering firm showing truck swept paths to ensure that large service vehicles can safety enter and exit both Chapel Plaza, and the car park at the rear of the church. Some additional trafficable areas to the west of the existing road is required to ensure that paving damage does not occur as a result of been driven on by heavy vehicles. Separation by planters or bollards will delineate this area to ensure safety between pedestrians and vehicles.

Previously, the masterplan indicated that the paving treatment stopped at the rear-lane access (behind the Sportsgirl and Bakers Delight Shops). This is proposed to be extended to make the area more user friendly (while maintaining vehicular access to the rear-lane). The increased paving will allow better outdoor dining facilities to the current café on Chapel Street (Raw Conscious Eatery)

Landscaping and Environmentally Sustainable Design

Environmental Sustainable Design (ESD) has been a central focus during design investigations. Sustainability consultants D Squared were engaged to review the designs and recommend a number of landscaping and sustainability solutions. A number of these have been integrated into the designs, as follows:

- The lawn area proposed in Chapel Street has been removed and replaced with a tree and garden bed
- The herb garden concept has been replaced with standard garden beds following feedback on potential theft
- Water Sensitive Urban Design including tree wells and tree net inlets as a water saving design to allow for storm water to be directed to the root system of the street trees to support tree health and reduce local stormwater flows.
- Plant selection including irrigation and additional trees has been selected for their visual quality and hardiness to survive the harsh coastal environment.

Further refinement of planting and WSUD techniques will occur in the next stage of design development.
Church steps and DDA ramp structure

Further design of the new church steps proposed in the concept plans found that they could not meet the DDA requirements in regards to having a compliant grade for the access ramp. There was also limited support from the State Heritage Branch for redevelopment of the steps (that form part of the overall State Heritage listing) unless it was providing an improvement to accessibility and DDA access. There are existing access provisions for people with access disability to the southern side of the church that are adequate. Investigations are underway with State Heritage Branch and the church regarding a refurbishment of the existing steps, rather than a large-scale redesign.

Church car park access, fence and modifications

It is proposed that the access to the church car park will be relocated on the southern boundary on Milton Street, slightly west of the location previously proposed. Truck swept paths have been modelled over this and can accommodate the garbage and delivery truck access. The crossover and new access will result in a loss of one car parking space on the northern side of Milton Street. This will not affect the schools ‘kiss and drop area’.

The internal layout of the church car park will include the same number of car parks as existing, but will be accessed via an alternate entry exit point from Milton Street, instead of from Chapel Street.

Church Licence Agreement

The project team has become aware that the boundary of the church property extends further north and east of the building. The existing ‘street trees’ and public seats are all located on the church site, and not Council land. The Church property boundary extends 4.5 metres east of the building, and nearly 4 metres north of the edge of the steps. Before Council constructs the Plaza, it is considered appropriate that a formal license agreement is reached between Council and the church to ensure that shared legal obligations and responsibilities are clarified and documented for the benefit of both parties.

Previously, only verbal approval has been required for the planning of the street trees and the installation of the public seats, citing only informal agreements between Council and the Church.

The discussion with the Church representatives regarding a License Agreement Process have been undertaken with a high level of good faith and finalisation of this agreement is a priority before commencement of construction work.

Hindmarsh Lane Bin enclosure

Gloria Jeans Café currently stores their red lidded bins in Hindmarsh Lane adjacent the Exeloo buildings. The location of the new toilets removes the area for these bins. Additionally, there is a cardboard bin located at the end of the lane for use by nearby businesses. A neater design solution is to create a single bin enclosure at the end of the laneway that can be used by Gloria Jeans and
storage of the shared cardboard bin. Full details of the bin enclosure are yet to be decided, but the bins will be screened from view to reduce clutter and improve amenity and tidiness.

Toilets Buildings

A redesign of the Hindmarsh Lane toilets will incorporate the hand basins within the cubicle. This will save space and ensure that users can find the basins that may be difficult for some users with communal basins located at the ends of the building. The design will result in two unisex toilets, two ambulant accessible toilets and two accessible toilets, all of which will have a hand basin included.

The other existing toilets that front onto the Coles car park will be amended to consist of one Changing Places bathroom, and a parents room that will also comprise a separate toilet area and separate nursing room.
Attachment 3
**Jetty Road Glenelg Master Plan Implementation**

**Stage 1 - Chapel St + Hindmarsh Lane**

**July 2019**

**Revision: A**

**Plot: 1:150 @ A1/1:300@A3**

**JETTY ROAD**

- **Bespoke Seating Prototype**
  - GoPher Charging Station with Bespoke Seating in Close Proximity
  - Existing Toilets to be Reconfigured into a Changing Places Toilet
  - Existing Pergola to be Repainted + Vines to be Retained
  - Feature LED Strip Lighting Integrated into Pergola
  - Outdoor Dining Area to be Delimited with a Variety of Bespoke Seating + Softened with Planting

- **New Garden Beds with Coastal Themed Planting Seating Nodes**
  - 6x New Toilets (2x Disability Accessible)
  - Juperana Stone Paving to Create Subtle Paving Pattern + Highlight Pedestrian Movement

- **New Shade Trees with Coastal Themed Planting Softening Seating Nodes**
  - New Shade Trees within Garden Beds + Bespoke Seating Delineating Outdoor Dining Area

- **Digital Wayfinding Signage**
  - Arqua Drinking Fountain within Sightlines from Main Pedestrian Traffic Flow
  - Timber + Concrete Platform with Integrated Power Bollard and Ramp Access to Feature LED Strip Lighting Integrated into Pergola
  - New Vines to be Trained Along Pergola

- **New Garden Beds with Coastal Themed Planting Softening Seating Nodes**
  - New Garden Beds to be Planted with Coastal Themed Planting

- **Power Bollard within Garden Bed to Power Events + Functions**
  - New Shade Tree Providing Amenity + Greening within Resin Bound Gravel
  - Hess City Elements
  - Pedestrian Lighting Poles Creating a Safe Night Environment
  - Relocation of Church Car Park Entry with New Fencing and Hedging to Boundary

- **Amphitheatre Seating to Stage with a Variety of Seating Types**
  - Powerme Table Allowing Public Charging + WiFi Access
  - Raw Conscious Eatery

- **Milton Street**
  - Church Plaza to be Highlighted with Oversized Juperana Flagstone Pavers
  - Church Entrance to be Refurbished + Feature Uplighting to Building Facade
  - Reconfiguration of Kerb + Car Parking to Front of Church
  - Existing Toilets to be Reconfigured into a Changing Places Toilet
  - Existing Pergola to be Repainted + Vines to be Retained
  - Feature LED Strip Lighting Integrated into Pergola

- **NAB**
  - Raw Conscious Eatery
  - Max Pritchard Gunner Architects

- **Sportsgirl**
  - Artspace Drinking Fountain within Sightlines from Main Pedestrian Traffic Flow
  - Timber + Concrete Platform with Integrated Power Bollard and Ramp Access to Feature LED Strip Lighting Integrated into Pergola
  - New Vines to be Trained Along Pergola

- **Gloria Jean’s Coffee**
  - Artspace Drinking Fountain within Sightlines from Main Pedestrian Traffic Flow
  - Timber + Concrete Platform with Integrated Power Bollard and Ramp Access to Feature LED Strip Lighting Integrated into Pergola
  - New Vines to be Trained Along Pergola

- **Signage**
  - Signature Art Work to be Confirmed

- **Reconfiguration of Kerb + Car Parking to Front of Church**
  - Church Plaza to be Highlighted with Oversized Juperana Flagstone Pavers
  - Church Entrance to be Refurbished + Feature Uplighting to Building Facade
  - Existing Toilets to be Reconfigured into a Changing Places Toilet
  - Existing Pergola to be Repainted + Vines to be Retained
  - Feature LED Strip Lighting Integrated into Pergola

- **Juperana Stone Paving to Create Subtle Paving Pattern + Highlight Pedestrian Movement**
  - New Shade Trees with Coastal Themed Planting Softening Seating Nodes

- **New Garden Beds with Coastal Themed Planting Softening Seating Nodes**
  - New Garden Beds to be Planted with Coastal Themed Planting

- **Power Bollard within Garden Bed to Power Events + Functions**
  - New Shade Tree Providing Amenity + Greening within Resin Bound Gravel
  - Hess City Elements
  - Pedestrian Lighting Poles Creating a Safe Night Environment
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  - Existing Pergola to be Repainted + Vines to be Retained
  - Feature LED Strip Lighting Integrated into Pergola

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  - New Vines to be Trained Along Pergola
Attachment 4
JETTY ROAD GLENELG REDEVELOPMENT
STREET FURNITURE CONCEPT DESIGNS - Bench

Not to scale. Dimensions and materials to be confirmed during design development.

Concrete or GRC base with 80x200mm recess (approx 10mm deep)

16mm galvanised mild steel frame that sits into recess

32x60mm hardwood (Ironbark?) slats

16mm galvanised steel handrail

500mm centres
Not to scale. Dimensions and materials to be confirmed during design development.
STREET FURNITURE CONCEPT DESIGNS - Single seat

Not to scale. Dimensions and materials to be confirmed during design development
Integrated signage

planter box

hand rail

Integrated signage

table

Not to scale. Dimensions and materials to be confirmed during design development.
Item No: 14.3
Subject: 2019-20 OUTDOOR DINING FEES AND CHARGES
Date: 23 July 2019
Written By: Manager Finance
A/General Manager: Business Services – Ms P Jackson

SUMMARY

Subsequent to the adoption of the 2019-20 fees and charges it has been noted that the fees for outdoor dining have been calculated incorrectly and exceed the general fee increases proposed through the budget process. This report identifies the relevant fees and proposes an amendment to ensure their increase is consistent with the increase applied to the remaining fees and charges. It should be noted that the budgeted 2019-20 income figure for outdoor dining is correct and remains unchanged.

RECOMMENDATION

That in respect of the 2019-20 financial year the amended fees and charges for outdoor dining detailed in Table 1 within this report be adopted and that the relevant policies be updated accordingly.

COMMUNITY PLAN

A Place that Provides Value for Money

COUNCIL POLICY

Not applicable

STATUTORY PROVISIONS

Local Government Act 1999, Section 133.

BACKGROUND

The 2019-20 fees and charges were adopted as part of the budget adoption on 11 June 2019 (Report 224/19). The fees and charges were reviewed and assessed throughout the budget process applying an average 2% general increase in accordance with the assumptions contained in the 2019-20 draft budget (Report 141/19). Outdoor dining fees were included in the budget
adoption report however subsequently have been identified as being increased above the 2% general increase applied to the other fees and charges in the budget.

REPORT

Outdoor dining fees are included in the overall Council fees and charges. The various locations, including prior year and proposed fee structure for 2019-20 are listed in the table below:

Table 1

<table>
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<th>Proposed 2019-20 Amended fees</th>
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<tr>
<td>Location (per m2, per annum)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>South Esplanade (Broadway Kiosk)</td>
<td>$318</td>
<td>$332</td>
<td>$324</td>
</tr>
<tr>
<td>Moseley Square – Exposed</td>
<td>$115</td>
<td>$120</td>
<td>$117</td>
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<tr>
<td>Moseley Square – Enclosed</td>
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<td>$332</td>
<td>$324</td>
</tr>
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<td>$217</td>
<td>$212</td>
</tr>
<tr>
<td>Jetty Road Brighton</td>
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<td>$100</td>
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<tr>
<td>Colley Terrace</td>
<td>$115</td>
<td>$120</td>
<td>$117</td>
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<tr>
<td>Other Locations</td>
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<td>$74</td>
</tr>
<tr>
<td>Foreshore (Glenelg)</td>
<td>$98</td>
<td>$102</td>
<td>$100</td>
</tr>
</tbody>
</table>

BUDGET

The amendments to the outdoor dining fees do not impact the 2019-20 budget as the proposed fee structure was used to determine the annual budgeted income of $185,000.

LIFE CYCLE COSTS

This report does not have any direct full life cycle costs implications
SUMMARY

As part of the on-going review of Council policies, the Community Consultation and Engagement Policy, Youth Policy and Personal Trainers Policy and Permit System have been reviewed for Council endorsement. Each of the three policies required minor amendments.

RECOMMENDATION

That Council:

1. endorse the Community Consultation and Engagement Policy;
2. endorse the Youth Policy; and
3. endorse the Personal Training Policy and Permit System.

COMMUNITY PLAN

Community: Building a healthy, active and resilient community
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government Act 1999
BACKGROUND

Policies are a vital part of good governance for the City of Holdfast Bay. They protect the organisation and provide our community with confidence that we will approach each issue in a consistent, fair and equitable way.

These policies are being presented to Council for endorsement and are consistent with legislative requirements and good practice. Each of the three policies were last endorsed in 2017, with a review date of 30 June 2019.

REPORT

An internal review has been conducted of the Community Consultation and Engagement Policy, Youth Policy and Personal Trainers Policy and Permit System and are now presented to Council for review and endorsement.

Council endorsed the Community Consultation and Engagement Policy in June 2017 to provide direction for future provision of Community Engagement across Council. The purpose of the Community Engagement and Consultation Policy is to ensure Council supports the value of engaging with, developing and recognising the valuable contribution of members of our community to the wellbeing of our City. A copy of the Community Consultation and Engagement Policy is attached with amendments highlighted.

Refer Attachment 1

Council endorsed a new Youth Policy in 2017 to provide direction for future provision of youth activities across Council. The purpose of the youth policy is to both recognise the significance and value of young people in the Holdfast Bay area while also providing the guiding principles that underpin and drive the implementation of the Youth Action Plan 2018 - 23. This extends to how the plan develops programs, services and engagement activities with young people. A copy of the Youth Policy is attached with amendments highlighted.

Refer Attachment 2

The City of Holdfast Bay’s Personal Training Permit System is for personal training activities in approved parks, reserves and beaches. The system provides the opportunity for people to exercise, while also making sure commercial fitness activities do not prevent others from enjoying the City of Holdfast Bay’s parks and reserves. Before holding a training session in Holdfast Bay, personal trainers are required to obtain a permit. A copy of the Personal Trainers Policy and Permit System is attached with amendments highlighted.

Refer Attachment 3

BUDGET

There are no costs associated with reviewing Council policies.

LIFE CYCLE COSTS

Nil
1. **PREAMBLE**

The City of Holdfast Bay is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between the council and the community.

1.1 **Background**

Community engagement, critical in the successful development of sustainable policies and decisions in government, the private sector and the community, is also critical in the ongoing planning, implementation, evaluation and decision making processes of Council services and the management of community resources.

Community consultation supports our Value of Engaging with, developing and recognising the valuable contribution of members of our community to the well-being of our City.

1.2 **Purpose**

The objectives of this Policy are to:

a. Promote positive relations between the Council and the community.
b. Guide effective engagement between the Council and the community.
c. Enable the community to be informed about and participate in Council planning and decision making.
d. Provide the framework for appropriately structured, targeted and delivered community engagement as part of Council’s decision making.
e. Support Council decision making which is open, transparent, responsive, inclusive and accountable to the community.

1.3 **Scope**

Policy applies to Elected Members, employees, contractors and agents or consultants acting on behalf of Council.

1.4 **Definitions**

*Act* means the *Local Government Act 1999.*
Community Consultation and Engagement Policy

Community means all people who, own property, live, work, study or conduct business in, or who visit, use or enjoy the services, facilities and public places of the City of Holdfast Bay.

Community Engagement means the community in decision making processes, which is critical in the successful development of acceptable policies and decisions in government, the private sector and the community.

Consultation means two way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.

Council means the City of Holdfast Bay.

Policy means this Community Consultation & Engagement Policy.

Regulations means the Local Government (General) Regulations 2013.

1.5 Strategic Reference

Community: A healthy creative, connected community.

2. PRINCIPLES

2.1 The City of Holdfast Bay is committed to effective, ongoing and timely community engagement as an integral part of local governance and key decision making.

2.2 Council will be proactive in informing and seeking the views of its community, taking into account the specific needs of different sections of the community, ensuring appropriate strategies, including digital engagement, are developed to maximise the opportunities for participation of all members of the community.

2.3 Council will be honest about the degree of influence the community is able to exercise in any particular community engagement event or process.

a. Council acknowledges that different sections of the community will have different levels of interest in an individual issue and will tailor its engagement strategies accordingly.

b. Council’s desire to engage the community will be balanced with other influences such as budgetary constraints.

c. Council will define the parameters of the community engagement process for each specific topic, in line with legislative requirements and best practice, and will use community engagement techniques selected to fulfil the “promise” of the defined engagement process.

2.4 Council will incorporate the principles of the International Association for Public Participation (IAP2) in all of its community engagement practices, both in those areas affected by legislation and in those areas where employees or Council have determined, as a matter of good practice, to consult with the community.

2.5 For the purpose of this policy the following promises apply:

The electronic version on the Intranet is the controlled version of this document. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.
COMMUNITY CONSULTATION AND ENGAGEMENT POLICY

a. Inform – One way communication providing balanced and objective information to assist understanding about something that is going to happen
b. Consult – two way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making – Council will listen and acknowledge concerns and aspirations and provide feedback.
c. Involve – participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making – Council will work with the community to ensure that its concerns and aspirations are directly reflected in the alternatives developed.
d. Collaborate – working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions – Council will look to the community for direct advice and innovation in formulating solutions.

2.6 Where required by the Local Government Act, or any other Act, Council will at all times meet at least the minimum requirements for public consultation as identified in the Act.

2.7 When consultation is legislative, there will be a publication in a newspaper circulating within the area of the council and on the Council’s website of a notice describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period stated in the notice. The period must be consistent with at least the minimum period of time as stated in the relevant section of the Act.

2.8. For the purposes of determining the period of public consultation, the time between the 15 December and the 15 January inclusive in any year, will not be counted when determining the consultation period; and

2.9 The Council will consider any submissions received from the public during a consultation period.

3. REFERENCES

3.1 Legislation

• Local Government Act 1999

3.2 Other References

• Community Engagement Framework 2018-2021
Attachment 2
1. **PREAMBLE**

1.1 **Background**

The City of Holdfast Bay is committed to fostering and promoting the contributions and achievements of young people throughout the community.

Council will evaluate and monitor its approaches in creating a healthy and collaborative relationship with young people and is committed to exploring opportunities for young people to become active community members and leaders.

*Council supports equal opportunity and equitable distribution of services and resources for youth*, whilst taking into consideration those with special needs and from trans-cultural backgrounds.

1.2 **Purpose**

The purpose of this policy is to provide the guiding principles that will set the direction for the City of Holdfast Bay Youth Action Plan in developing programs, services and engagement activities with young people.

This policy recognises the significance of young people in the community and promotes opportunities for young people to be actively involved in decision making, Council activities and local and regional community development.

1.3 **Scope**

This policy applies to the City of Holdfast Bay’s delivery of programs and services for young people within the City of Holdfast Bay, and provides guidance for actions of staff, Volunteers and Elected Members.

1.4 **Definitions**

*Child* – refers to a person under the age of 18 years of age.

*Youth/ Young People* – refers to persons falling between the ages of 15 and 24 in accordance with The United Nations definition ‘youth’ as those persons falling between the ages of 15 and 24 years inclusive (www.un.org).
The Youth Sector - The Youth Sector is the term given to organisations, both Government and non-Government that work with, for and on behalf of young people.

Health - The World Health Organisation defines health as “a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity”.

1.5  Strategic Reference

Community: Building a healthy, active and resilient community
Community: Celebrating culture and diversity
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community

2.  PRINCIPLES

2.1  Council acknowledges that:

2.1.1  It has a leadership role in understanding and responding to the needs of young people, and in representing their interests to other spheres of Government and the broader community.

2.1.2  Young people are active stakeholders in our community.

2.1.3  Young people play an important role in the social, economic, environmental and cultural life of the community, now and into the future.

2.1.4  Young people have a right to be involved in local affairs and in the decision making process of matters that effect them.

2.1.5  Young people have a diversity of strengths, needs, interests, and aspirations reflective of their differing social, economic and cultural backgrounds.

2.1.6  Skill development and social supports plays a central role in enabling young people to participate in community life.

2.2  Positive Youth Profile

The City of Holdfast Bay will:

2.2.1  **Encourage and promote** the positive contributions made by young people within the community.

2.2.2  Seek co-operation from the media to promote positive images of young people.
2.3 Youth Participation and Engagement

The City of Holdfast Bay will:

2.3.1 Empower young people to share their views and opinions around issues that may affect their lives, including; Council strategic planning, event and program planning and development of new community facilities, open spaces and public realm.

2.3.2 Continue to review and evaluate the effectiveness of the approaches it uses when consulting with young people. Council will support the participation of young people through; HoldUp Youth Committee, Your View Holdfast, National Youth week activities, Youth Forums, focus groups and digital media.

2.4 Collaboration to Build Capacity

The City of Holdfast Bay will:

2.4.1 Work in conjunction with Federal and State Government and non-for-profit youth services to identify gaps and opportunities for improvement and collaboration.

2.4.2 Continue to maintain and further develop its relationship with local primary and secondary schools and their Student Representative Council’s, within our area, to improve services for young people in our community.

2.4.3 Continue to work in association with community organisations, for example church groups, community centres, recreational facilities, State Government agencies and the private sector to ensure that young people have access to a range of services that meet their needs and interests.

2.5 Training and Employment

The City of Holdfast Bay will:

2.5.1 Work in partnership with Government and non-Government employment agencies to support young people to enter and sustain training and employment. This will include; promoting opportunities through local service providers, advocating for the training and employment needs of local young people and where gaps are present, facilitating training and pre-employment programs.

2.5.2 Develop links with local industry to encourage job creation and work experience opportunities for young people as well as providing work experience opportunities within Council.
2.6 Promotion of Healthy Lifestyle and Sustainable Living

The City of Holdfast Bay will:

2.6.1 Create healthy living environments that enable healthy lifestyle choices for young people and the wider community.

2.6.2 Empower young people to act in ecologically sustainable ways.

2.7 Provision for Appropriate Youth Services, Facilities and Activities

The City of Holdfast Bay will:

2.7.1 Provide sufficient resources to work with and to support the development of young people in the community.

2.7.2 Engage young people during the planning process for all new recreation, community facilities and public spaces.

2.7.3 Offer and promote opportunities for young people to engage in arts and cultural events and programs.

2.8 Safe Communities for Young People

The City of Holdfast Bay will:

2.8.1 Work with young people, the community, the youth sector, Government agencies and non-Government organisations to build a safe and welcoming community for young people.

2.8.2 Assist in promoting a positive relationship between young people, law enforcement police and emergency services.

3. REFERENCES

3.1 Legislation

- Local Government Act 1999

3.2 Other References

- “Our Place” 2030 Strategic Plan
- Youth Action Plan 2018 – 2023
- City of Holdfast Bay Public Health Plan 2014-2019 (under review)
- City of Holdfast Bay Tourism Plan 2020
- South Australia Strategic Plan – 30 Year Plan for Greater Adelaide
- Local Government Association Strategic Plan 2016-2020
- Mission Australia Annual Youth Survey
- United Nations World Programme of Action for Youth 1995
1. **PREAMBLE**

The Personal Training Permit System has been prepared to outline the procedures that all personal training groups and businesses must follow in order to obtain a permit for permission of use for approved locations in parks and reserves with the City of Holdfast Bay.

1.1 **Background**

The City of Holdfast Bay plays a key role in providing recreational opportunities and supporting infrastructure on public land that encourages physical activity among the community.

Personal training is a form of physical activity that is growing in popularity. This activity can involve one client or large groups at one time. This activity also involves using a range of fitness equipment.

This activity is often undertaken on Council reserves, parks and other open spaces and personal trainers often charge a commercial fee to participants.

The City of Holdfast Bay has both duty of care and an obligation to ensure that its public spaces are safe and provide on-going amenity to as many people as practicable.

1.2 **Purpose**

This document defines the City of Holdfast Bay’s (Council) position on the management of Personal Trainers as well as supporting the Administration of requests from Personal Trainers to undertake their activities on community land and is intended to ensure:

- That the impact of commercial fitness activities on asset condition and maintenance is minimised.
- That public liability concerns are addressed; and
- That planning for amenities, infrastructure and facilities to support recreational activities is enhanced.

1.3 **Scope**

This policy applies to all areas within the municipality and relates to all Commercial Personal Training businesses undertaking training activities within the City of Holdfast Bay.
1.4 Definitions

Personal Trainer – A personal trainer is an exercise professional with the knowledge and experience to offer advice and guidance in the areas of exercise and fitness.

Personal Training Activities – shall be used to describe organised fitness activities conducted by a commercial business or personal trainer at a Council venue (i.e. Council sports ground, park, or open space).

1.5 Strategic Reference

Community: Building a healthy, active and resilient community

2. PRINCIPLES

2.1 Council encourages people to participate in outdoor exercise and seeks to ensure that commercial fitness activities do not prevent others from enjoying the City of Holdfast Bay’s parks and reserves or negatively impact on any community member’s quality of life.

2.2 Council will utilise a permit system that outlines personal training permit conditions along with an application process and details of the suitability of each open space to support this activity (see Personal Training Permit Conditions).

2.3 Permits for Personal Training activity will only be provided for those parks and reserves which have been identified as suitable for such activity, taking into account the park or reserve size, amenity and proximity to households.

2.4 An annual permit will be issued to Personal Trainers identifying the park or reserve, days used and the number of participants.

2.5 Personal Training activity will only be permitted on the identified parks and reserves identified on the permit.

2.6 Personal Training permits will only be issued to trainers who are able to demonstrate membership of the appropriate professional organisation and who have the appropriate levels of public liability and indemnity insurance and other essential items as identified in the Personal Training Permit Conditions - under eligibility.

2.7 The City of Holdfast Bay has the right to decline to issue a permit, or withdraw a permit.
3. REFERENCES

3.1 Legislation

- It is a requirement of Council By-Law 3 that all organised sporting events conducted under Council land for the purpose of profit (personal training and/or group fitness sessions) be approved by express written consent from Council through issue of a permit. Failure to obtain such a permit from the City of Holdfast Bay is deemed to be an offence under Council By-Law 1 [4.1]; punishable by expiration of $187.50, and/or subject to the additional maximum penalty prescribed by the Local Government Act 1999.
  - Under Section 200 (1) of the Local Government Act 1999, a person must not use community land for a business purpose unless the use is approved by the Council (and to do so carries with it a maximum penalty of $5,000).

3.2 Other References

- Personal Training Permit Terms and Conditions
- “Our Place” 2030 Strategic Plan
PERSONAL TRAINING PERMIT TERMS & CONDITIONS
1. BACKGROUND

The City of Holdfast Bay plays a key role in providing recreational opportunities and supporting infrastructure on public land that encourages physical activity among the community.

In addition to Council’s provision, there is an increasing demand for commercial fitness trainers to provide assistance in enhancing public health and well-being. In supporting the use of public open space for such fitness activities, Council recognises the need to plan and coordinate for the provision and maintenance of open space to limit the potential impact of activities and ensure equitable use of open space.

The increase in personal training activities throughout the council area has raised a number of issues that are addressed throughout this policy, they include:

- Equity of access Issues – potential conflict with displaced users, management of demand, domination and monopolisation of areas and exploitation of public land by commercial operators
- Impact on the asset and inappropriate use of amenities and playgrounds – trainers, especially large groups causing wear and tear to recreational facilities and public open space that are used by all in the local community
- Noise to nearby residents
- Public Liability concerns – although all qualified personal trainers are required to have public liability insurance, this insurance may not cover some activities that may be conducted by some businesses.

The Local Government Act 1999 regulates the use and management of Local Government land and community lands within South Australia. Local Government land includes:

- Land owned by a Council; and
- Land which, though not owned by the Council, is under its care, control and management

The need to regulate the use of public reserves by organised or commercial fitness groups and personal fitness trainers has been identified. The Personal Training Permit Term and Conditions responds to this need, and has been developed to assist fitness professionals to plan and undertake outdoor fitness activities with dependent participants.

2. PURPOSE

The Personal Training Permit Conditions have been prepared to outline the procedures that all personal training groups and businesses must follow in order to obtain a permit for permission of use for various locations in parks and reserves with the City of Holdfast Bay.

Personal training is a form of physical activity that is growing in popularity. This activity can involve one client or large groups at one time. This activity also involves using a range of fitness equipment.

Whilst all parks and reserves are an available resource to the local Community, it is important that such activities as those encompassed throughout a personal training session do not impose on other locals using the park or deteriorate the quality or condition of the park by over using particular areas.

The Personal Training Permit Conditions establishes a framework to ensure that personal training activities are conducted in a manner that minimises their impact on the City of Holdfast’s park and reserves and nearby residents. This will be achieved by outlining the conditions of use for personal training in City of Holdfast’s parks and those areas that have been determined as the most suitable sites for this type of activity.
3. **SCOPE**

The policy and permit conditions applies to all individuals and groups that intend on conducting personal training and structured fitness sessions on approved City of Holdfast’s parks or reserves.

Any individual or business that intends on running personal training and/or instruction activities on public land and is receiving a commercial benefit must apply to gain a permit for personal training.

This does not include the following groups:
- Existing lessees of council properties
- Local sporting clubs
- Local schools
- Surf Life Saving clubs
- Non-commercial organised groups

4. **EXCLUSION ZONES**

No commercial fitness training will be permitted in high activity areas and/or areas of cultural, environmental, or natural significance. Specific areas where these activities are prohibited include but are not limited to the following:
- Coastal sand dunes
- Local government owned and managed cemeteries
- Picnic shelters and benches
- Exclusive use of public outdoor fitness equipment in parks and reserves
- 10 metres from memorials
- 10 metres from any playgrounds or play equipment
- 10 metres from any public change room, toilet or kiosk areas
- Dependent on the reserve size, a reasonable distance from any neighbouring residential property
- Parks and Reserves not listed in this document

The City of Holdfast Bay may nominate other areas as it sees fit.

5. **PERMISSIBLE FITNESS ACTIVITIES UNDER THE CODE**

Types of activities permitted within the Permit Conditions include:
- Gym sessions (with or without weights, medicine balls, jump and balance activities)
- Running drills
- Boxing and pad training
- Organised physical activity (sprints, obstacles, speed and agility courses)
- Yoga, Tai Chi, Dance and Pilates classes and like activities
- Circuit training
- A combination of any of the above.
6. **EXCLUDED ACTIVITIES AND BEHAVIOUR UNDER THE CODE**

Types of activities not permitted as part of the Permit Conditions include:

- Activities that involve amplified music or voice equipment
- Aggressive and intimidating activities that involves shouting, loud voice calls or instructions
- Defamatory comments about other personal trainer instructors in a verbal or racial medium
- Approaching other personal trainer instructors or group in a negative and/or in an intimidating manner
- Maximum number of participants are not to exceed 20 persons per group per training session in Category C nominated parks and reserves
- Permits are subject to approval prior to use
- Training is to take place no earlier than 6.00am daily and no later than 8.00pm
- There are not to be any pegs, markers etc placed in the ground
- No sounds such as music, loud speakers or mega phones are to be used throughout a training session. The noise from a personal training session should not be heard from outside the parks proximity
- Personal training is restricted on sports grounds when sporting clubs have allocated exclusive use.

7. **ELIGIBILITY**

Commercial fitness groups and personal trainers providing fitness services activities and/or instruction to people on Local Government land and Community land and receiving a commercial benefit must apply for a permit only after successfully completing the authorisation process with the City of Holdfast Bay. Permit applicants must have the following essential items:

- Australian Public Liability (minimum $10 million)
- Australian Professional Indemnity (minimum $5 million)
- Recognised training organisation qualification
- Registration with peak fitness organisation
- Australian Apply First Aid – this qualification must be attained in Australia (formerly known as Senior First)
- Australian CPR - this qualification must be attained in Australia (expires yearly)

A valid copy of Certificate of Currency must be supplied to Council along with the application form before a permit can be granted.

8. **BREACHES**

Under the Local Government Act, Council reserves the right to end a training session due to any breach or condition of the permit and/or misconduct by patrons. Any breach may result in revocation of the permit and enforcement action. Personal trainers undertaking activities without a permit will be asked to immediately cease activities.

Breaches include:

- Exceeding approved group size
- Operating in a non-approved location
- Disruptive or loud behaviour
- Harassment of other personal trainers and Council inspectors (Council inspectors will be actively monitoring permitted locations)
9. **ALLOCATION OF PERMITS**

A permit will be valid for **one year** and will authorise each trainer to use pre-allocated Local Government land and community land for fitness activities in accordance with the permit conditions on a **non-exclusive basis**. It is the responsibility of the trainer to reapply prior to expiration of their current permit.

Application for permits and the number of permits to be issued will be determined by council taking into account the following factors:

- Usage demand, intensity of use of the areas and times requested (**Maximum of 3 locations, 2 reserves and 1 beach for a maximum 2.5 hour block**)
- Number of approved trainers already using the area
- Other activities (passive or active) being undertaken in the area
- Types of activities to be undertaken and the potential impact on other users and neighbouring residents during the times requested
- Whether the activities will contribute to increasing congestion or user conflict in the area requested.
- Occasionally some reserves/parks will be unavailable due to maintenance or Council events. Permit holders will be advised accordingly via email.

Council reserves the right to refuse any application without the necessity to give reason for such refusal.

10. **IDENTIFICATION REQUIREMENTS**

Each commercial fitness trainer allocated a permit will be issued with a coded permit identification card which will contain information on the permit conditions such as group size, category etc. This must be displayed at all times and be shown to Council officers when requested.

- Where personal trainers, individuals or organisations, need to organise relief staff for their training, it is the responsibility of the permit holder to ensure that the relief staff hold the same qualifications, certifications and insurances as required by the permit.

11. **ADMINISTRATION FEES**

Permit Administration fees will be reviewed annually by the City of Holdfast Bay.

*One fee will be charged to each trainer based on the category*

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>NUMBER OF PARTICIPANTS</th>
<th>3 month</th>
<th>12 month</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1–5 participants</td>
<td>$36 (GST included)</td>
<td>$82 (GST included)</td>
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<tr>
<td>B</td>
<td>6–10 participants</td>
<td>$72 (GST included)</td>
<td>$154 (GST included)</td>
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<tr>
<td>C</td>
<td>11–20 participants</td>
<td>$92 (GST included)</td>
<td>$205 (GST included)</td>
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</table>
Following approval of any permit application, every time an applicant wishes to make an amendment to their approved permit, a **$15.00 administration fee will be charged.**

If various categories are applied for then the fee will be charged at the highest category. All permits will expire annually. The onus of renewing an annual or seasonal permit is the responsibility of the permit holder.

### 12. APPROVED PARKS/RESERVES/BEACH

<table>
<thead>
<tr>
<th>PARK/ RESERVE / BEACH</th>
<th>STREET</th>
<th>SUBURB</th>
<th>A</th>
<th>B</th>
<th>C</th>
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<tr>
<td>Angas Neil Reserve</td>
<td>196-202 Esplanade</td>
<td>Seaciff</td>
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<td>Beach</td>
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<td>Holdfast Bay</td>
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13. **GENERAL CONDITIONS**

Each commercial group fitness trainer and personal trainer approved by Council:

- Must only provide the activities for which they are suitably qualified and which have been approved by Council;
- Must only operate in the areas and at the times specified by the Council in the permit;
- Must manage the activities to minimise wear and tear on grassed areas (this includes rotating within the designated areas and/or alternating activities);
- Must comply with reasonable direction of Council officers in relation to any unacceptable practices and to display evidence of the permit in the prescribed manner;
- Shall prior to commencing static/grid training, inspect the immediate area to ensure no hazards are evident and take appropriate action to remove those hazards or alternatively move the training site and, without undue delay, report to Council the hazard or any other hazardous matters observed during the training that may require Council’s attention;
- Shall not assign their rights under this permit or attempt in any other manner to transfer their rights under the permit to any other person, it being clearly understood that the permit is issued to a particular individual and is not transferable unless approved by Council in accordance with the Personal Training Permit Conditions;
- Shall indemnify and hold the Council harmless from and against all damages, sums of money, costs, charges, expenses, actions, claims and demands which may be sustained or suffered or recovered or made against the Council by any person for any loss of life or injury or damage any person may sustain due to the negligent act of a trainer whilst conducting a training session;
- When conducting training on Local Government land and Community land shall always conduct themselves in a proper and orderly manner and be considerate to other users and adjacent residents;
- Shall conduct their activities so not to dominate, monopolise and/or obstruct any stairways or pathways;
- Must not create any noise from training activities that unreasonably disturbs other users and adjacent residents;
- Shall not suspend any equipment from trees and/or structures in the Public reserves;
- Shall ensure that any exercise equipment used does not create any hazards or obstruction or left unattended at any time;
- Must ensure that any training group for which they are responsible, runs in single file when running in narrow areas;
- Shall ensure that their clients do not step on or walk on or in any other way inappropriately use picnic tables and park furniture and shall leave the training area in the same condition it was at the commencement of training;
- Shall take out and maintain in their name, for the duration of the term of the permit, approved Public Liability insurance for a minimum of $20 million and Public Indemnity for a minimum cover of $5 million and produce documentary evidence of this at the time of application; and
- Shall agree that, notwithstanding any implication or rule of law to the contrary, Council shall not be liable for any damage or loss that any trainer and their clients may suffer by the act, default or neglect of any other person or by reason of the Council failing to do something on or to the public space used; and
- The permit holder should bear all responsibilities for any injuries to the public or damage to property that may arise as a result of the activities undertaken.
- As a condition of the permit it is the responsibility of the permit holder to have up to date: (Council reserves the right to request and sight any of the below documentation)
  - Australian Public Liability (minimum $20 million)
  - Australian Professional Indemnity (minimum $5 million)
  - Recognised training organisation qualification
- Registration with peak fitness organisation
- Australian Provide First Aid (formerly known as Senior First Aid and Workplace Level 2 or Apply First Aid)
- Australian CPR (expires yearly)

- The permit holder is responsible for the safety of participants at all times. Council will not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of conducting personal training within the City of Holdfast Bay.

- As a condition of the permit, the permit holder agrees to comply with the general conditions of approval. City of Holdfast Bay reserves the right to cancel a permit if it considers that there has been a breach of the conditions of the permit, there has been a significant error or misrepresentation in the application for the permit or in the circumstances the permit should be cancelled.

- It is the responsibility of the permit holder to comply with all laws including local laws and all other legal requirements relevant to the operation of personal training and ensure participants partaking in the activity comply.

- Where personal trainers, individuals or organisations, need to organise relief staff for their training, it is the responsibility of the permit holder to ensure that the relief staff hold the same qualifications, certifications and insurances as required by the permit.

- The permit holder must at all times comply with all permit conditions and any additional special conditions imposed by Council. Council reserves the right to cancel the permit without notice if the permit holder fails to comply with the permit conditions. The permit holder must have available and on site their permit card.

- It is a requirement of Council By-Law 3 that all organised sporting events conducted under Council land for the purpose of profit (personal training and/or group fitness sessions) be approved by express written consent from Council through issue of a permit. Failure to obtain such a permit from the City of Holdfast Bay is deemed to be an offence under Council By-Law 1 [4.1]; punishable by expiration of $187.50, and/or subject to the additional maximum penalty prescribed by the Local Government Act 1999.

  - Under Section 200 (1) of the Local Government Act 1999, a person must not use community land for a business purpose unless the use is approved by the Council (and to do so carries with it a maximum penalty of $5,000).
SUMMARY

Council has received a request from the landowner of 1 Richardson Avenue, Glenelg North for permission to construct an art installation on the verge adjacent the property for the purpose of screening an SA Power Networks transformer box and bollards from view. The art installation is designed to complement the architecture of the dwelling on the adjacent land that is presently under construction. The art installation will be funded and maintained by the proponent, with no technical impediments to its construction. It is recommended that a permit is granted by Council for the art installation, reviewed on an annual basis, in accordance with the terms and conditions of the City of Holdfast Bay Encroachments Policy.

RECOMMENDATION

1. That Council endorses the granting of a permit under section 221 of the Local Government Act 1999 for the construction of an art installation located on the Margaret Street verge adjacent 1 Richardson Avenue, Glenelg North to screen the SA Power Networks transformer box and bollards as proposed in Attachment 1 to this report, subject to the permit being:
   a. reviewed annually;
   b. in accord with the terms and conditions outlined in the City of Holdfast Bay Encroachments Policy.

2. That the cost and ongoing maintenance of the art installation is met by the current and future landowners of 1 Richardson Avenue, Glenelg North.

COMMUNITY PLAN

A Place that is Well Planned
A Place that Provides Choices and Enhances Life
COUNCIL POLICY

Encroachments Policy
Verge Management Policy
Arts and Culture Strategy and Action Plan 2019 – 2024

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND

A new dwelling is presently under construction at 1 Richardson Avenue, Glenelg North (corner of Margaret Street). An existing SA Power Networks (SAPN) transformer box and associated crash bollards are located on the verge adjacent the dwelling on the Margaret Street frontage. The owners of the new dwelling are seeking permission to screen the transformer box and bollards from view with an art installation that complements the architecture of the new dwelling.

REPORT

Non-essential infrastructure proposed for public roads and footpaths requires Council’s approval prior to its installation. The proposal put forward by the landowners of 1 Richardson Avenue, Glenelg North involves the screening of an existing an SAPN transformer box and bollards on Council’s verge with an art installation that is supported by complementary landscaping and additional bollards. The art installation is comprised of a series of interconnected, right-angled shapes, manufactured using a combination of materials and colours, including painted marine plate, natural oxidized steel, and etched aluminium panels. The maximum height of the tallest element of the art installation is 1650mm, which is slightly taller than the SAPN transformer box. Refer Attachment 1

The design of the art installation complements the architecture of the dwelling currently under construction, and is not out of character with the broader built environment in the area. The materials chosen are also designed to withstand the harsh marine environment. Council’s Assets section has reviewed the proposal from a technical perspective, and SAPN has provided its authorisation. There will be no loss of car parking spaces on Margaret Street (including the Australia Post standing area) or undue reduction in paved footpath area resulting from the installation. There are no driver safety issues caused by the installation, either by way of surface glare or reduction in the lines-of-sight. From a community safety perspective, the open design of the installation will not result in the creation a refuge or concealed area that would encourage crime. The art installation has a broader community benefit in concealing an otherwise austere piece of infrastructure from view, particularly given its location on a gateway street to the North Esplanade.

If supported, the art installation essentially becomes a piece of public art due to its location on council land. Council’s Community Art and Culture Coordinator has been consulted on the general appropriateness of the proposal, lending support for the installation. In addition, an assessment
has been undertaken against council’s newly adopted Arts and Culture Strategy 2019-2024, which promotes, amongst other initiatives, the identification of new platforms and opportunities for creative expression, and increasing creative expression in the public realm. This piece of art achieves both objectives, whilst also serving as a potential pilot for future privately initiated and funded installations on public land.

The proposal does not require approval under the Development Act 1993, although if granted a permit by Council, will need to adhere to the terms and conditions of the City of Holdfast Bay Encroachments Policy, which involves payment of appropriate annual fees, maintenance of public liability insurance and provision of a certificate of currency for annual renewal of the permit. The proposal before Council is solely for the art installation and bollards, as the installation of synthetic turf, planting and irrigation shown in the plans provided for the broader scope of works received prior approval from Administration.

**BUDGET**

There is no impact of expenditure on the budget as this is a privately funded initiative.

**LIFE CYCLE COSTS**

The ongoing maintenance or the art installation will be borne by the current and future landowners of 1 Richardson Avenue, Glenelg North.
Attachment 1
30th June 2019

City of Holdfast Bay

To Whom it may Concern

As the owner of 1 Richardson Avenue at Glenelg North I write to see your permission regarding the beautification of the electrical transformer on Margaret Street Glenelg North.

As we are now approaching the end of the building process and about to start on the landscaping of the verge and renewal of the pavement we want to address the current electrical transformer and have engaged ABC Advanced Building Constructions P/L who have come up with the attached design to landscape and beautify this area. We are also in discussions with SA Power to ensure that this structure meets their requirements.

From our first submission we have addressed their issues and we believe we now meet their requirements and are expecting their approval. We now seek the approval of the City of Holdfast Bay to put this design on the verge being land owned by the council.

This will have no cost imposition on the Council and will be entirely funded by ourselves.

If you could please look at this favourably and reply to us by email, we would be grateful.

Yours faithfully

Adrienne Cooper
Land Owner
Images of the SAPN transformer box taken from Margaret Street
Section 1

Material Legend

C1 - 20mm Aluminum Marine Plate epoxy 2 pack Painted blue to colour match existing Alucobond Facade
C2 - 3mm Corten Steel Natural Oxidized Finish
C3 - 8mm Aluminum Marine Plate Etched Finish with Nanotec Penetration protector
- Existing Transformer RE cased with SA Power Green

Encased parts sleeve existing Bollards to create a New integrated screening appearance whilst offering required ventilation and retaining bollard protection with an additional guardrail safety for pedestrians and SA power Transformer Equipment.
SUMMARY

The City of West Torrens, in consultation with the City of Holdfast Bay’s Traffic Unit, has undertaken a Local Area Traffic Management Plan (LATM) for roads in Novar Gardens and Glenelg North to address concerns over speeding, rat-running and intersection safety. In Glenelg North, the issues are primarily short-cutting traffic and speeding on Bonython Avenue and Shannon Avenue. Shannon Avenue is a key collector road providing access to Immanuel College and a convenient link to Morphett Road through the City of West Torrens and a link between Tapleys Hill Road and Anzac Highway via Kibby Avenue with City of Holdfast Bay (CHB).

The findings of LATM and preliminary community consultation conducted in October 2018 is that changes to traffic control devices are required at three (3) locations on, or near the boundary with City of Holdfast Bay. Location 1 is the intersection of Shannon Avenue and Bonython Avenue, within City of Holdfast Bay. Location 2 is the intersection of McCann Avenue and Bonython Avenue, within City of Holdfast Bay. Location 3 is the intersection of Shannon Avenue and Wongala Avenue, near City of Holdfast Bay.

This report advises the results of the LATM and provides details of City of West Torrens plans for installing infrastructure at each of these intersections. Whilst Locations 1 & 2 are within City of Holdfast Bay, the City of West Torrens has agreed to fully fund the installation and manage construction of the infrastructure at these locations within City of Holdfast Bay, on the proviso that City of Holdfast Bay own and be responsible for all future maintenance of these new assets.

RECOMMENDATIONS

That Council:

1. endorses installation of the proposed traffic controls and improvements at Locations 1 and 2 within City of Holdfast Bay as outlined in the attachments to this report;

2. notes that the City of West Torrens proposes to fully fund the construction of the necessary infrastructure and line marking at the proposed Locations 1 and 2 within City of Holdfast Bay and approves the City of Holdfast Bay taking ownership of the
assets upon completion and becoming responsible for all future maintenance costs associated with the infrastructure;

3. authorize community consultation in relation to the proposed works at Locations 1 and 2 in conjunction with City of West Torrens.

COMMUNITY PLAN

Placemaking: Creating lively and safe places

COUNCIL POLICY

Asset Management Policy

STATUTORY PROVISIONS

Local Government Act 1999
Road Traffic Act 1961
AS1742.10 Pedestrian control and protection
DPTI’s Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices
Part 2 - Code of Technical Requirements

BACKGROUND

In July 2018, City of West Torrens Administration contacted City of Holdfast Bay Administration advising that they proposed to prepare an LATM Plan to address key traffic related issues within Novar Gardens and Glenelg North, part of which may affect CHB assets and residents. Specifically, in relation to Glenelg North, the traffic issues of concern are associated with short-cutting traffic and speeding on Bonython Avenue and Shannon Avenue. Shannon Avenue at Glenelg North is one of the main traffic routes and within City of West Torrens, traffic uses Shannon Avenue to access Immanuel College and as a convenient link to Morphett Road. Within City of Holdfast Bay, Shannon Avenue provides a convenient link to Tapleys Hill Road and Anzac Highway via Kibby Avenue.

REPORT

The findings of City of West Torren’s LATM and their preliminary consultation with residents conducted in October 2018 is that changes to traffic control devices are required at three locations on, or near, the boundary with City of Holdfast Bay.

Location 1 is the intersection of Shannon Avenue and Bonython Avenue, within City of Holdfast Bay. Bonython Avenue and Pine Avenue are designated as collector roads in the road hierarchy. The proposal for the junction realignment at Shannon Avenue and Bonython Avenue is intended to direct traffic to use Bonython Avenue and Pine Avenue which are classified as local collector roads, instead of continuing along Shannon Avenue and other local streets for these trips. The junction realignment would also restrict speeding along Shannon Avenue, by requiring the north approach traffic to give way, whilst traffic approaching from the east and south would have to slow down to negotiate the bend.
The junction realignment will involve the installation of pavement bars in the center of the road and continuous yellow lines at the edge of the kerb which indicate “No Stopping”. These yellow lines will result in some parking loss for properties in proximity of the intersection. As these properties all have access to off-street parking and ample on-street parking will be retained in close proximity, the removal of parking will have minimal impact on the residential amenity. The removal of parking is therefore considered warranted due to the improvements to road safety the junction realignment will provide.

Refer Attachment 1

Location 2 is the intersection of McCann Avenue and Bonython Avenue, within City of Holdfast Bay. A roundabout is proposed for the intersection of Bonython Avenue and McCann Avenue. The proposed roundabout would be an appropriate speed control device for this section of Bonython Avenue, which has a long, straight road alignment. City of West Torrens have advised that the concept for the roundabout is “non-standard” for the eastbound approach and will require Department of Planning, Transport and Infrastructure (DPTI) approval. The concept is designed for Medium Rigid Vehicles, such as waste management vehicles, to access.

The roundabout will involve a small portion of reserve to be removed which will have minimal impact on the residential amenity. The roundabout installation will also result in some parking loss for properties in proximity of the intersection. As these properties all have access to off-street parking and ample on-street parking will be retained in close proximity, the removal of parking will have minimal impact on the residential amenity. The removal of parking is therefore considered warranted due to the improvements to road safety the junction realignment will provide.

Refer Attachment 2

Location 3 is the intersection of Shannon Avenue and Wongala Avenue, near City of Holdfast Bay. A roundabout is proposed for the intersection of Shannon Avenue and Wongala Avenue and is intended to reduce the potential for speeding on that section of Shannon Avenue. A roundabout is the proposed traffic control device, given that this section of Shannon Avenue is part of a regular public bus route and other more 'aggressive' traffic control devices such as humps would not be acceptable to DPTI.

Refer Attachment 3

In an effort to maintain access and further decrease the volume of traffic through the area, the City of West Torrens is also proposing to implement traffic calming devices on Coorilla Avenue, between Shannon Avenue and Pine Avenue, to further discourage through movement on local residential roads and encourage the use of collector roads such as Bonython Avenue and Pine Avenue. City of West Torrens are conducting final consultation to determine whether plateau road humps, single-lane angled slow points or a roundabout will be installed on Coorilla Avenue; though ultimately, the effect of these treatments will be to further deter short-cutting traffic and speed in the area.

Given Locations 1 and 2 are City of West Torrens initiatives, but are predominantly on City of Holdfast Bay land, CWT has agreed to fully fund the installation and manage construction of the infrastructure at the two proposed locations within City of Holdfast Bay, on the proviso that CHB will own and be responsible for all future maintenance of these two assets.

In the immediate vicinity, City of Holdfast Bay already has approved partnering with DPTI to improve pedestrian safety and reduce speed on Kibby Avenue adjacent Glenelg North
Community Centre. The main features of this upgrade include the installation of a pedestrian refuge on Kibby Avenue; kerb extensions and installation of kerb ramps on Goldsworthy Crescent; and, footpath installation and new kerb ramps on Shannon Avenue. Also the reduction of traffic lane widths on the approaches to the bend on Kibby Avenue; and, at the intersection of Goldsworthy Crescent, will reduce vehicle speeds, further improving road safety.

These improvements on Kibby Avenue, in combination with City of West Torren’s proposed installation of the traffic control devices at the three locations discussed, will have mutual benefits for the two Councils in terms of traffic calming and road safety in Glenelg North; hence, the recommendations are for Council to endorse this partnership with City of West Torrens.

Refer Attachment 4

BUDGET

City of West Torrens have indicated that they will fully fund the installation of the roundabout at McCann Avenue and Bonython Avenue and the line marking required to realign the junction at Shannon Avenue and Bonython Avenue; therefore, there are no budget implications associated with the recommendations for City of Holdfast Bay.

LIFE CYCLE COSTS

Ongoing maintenance of the roundabout and associated kerbing will be funded from future City of Holdfast Bay asset maintenance budgets.

Ongoing maintenance of traffic signage and line marking will be funded from future City of Holdfast Bay traffic signage and line marking maintenance budgets.
Attachment 1
LOCATION: BONYTHON AVENUE / SHANNON AVENUE
NOTE: SUBJECT TO AGREEMENT FROM THE CITY OF HOLDFAST BAY

EXTENT OF NO STOPPING ZONE SHOWN BY YELLOW LINES UP TO THE END OF PAVEMENT BARS (MINIMUM)
Attachment 2
Attachment 3
LOCATION:
WONGALA AVENUE / SHANNON AVENUE
NOTE: SUBJECT TO AGREEMENT FROM
THE CITY OF HOLFAST BAY

Preliminary

EXTENT OF NO STOPPING ZONE SHOWN BY YELLOW LINES AT ALL CORNERS
Attachment 4
LOCAL AREA TRAFFIC MANAGEMENT AT GLENELG NORTH

Location 1: Junction Reprioritisation.

Location 2: Roundabout.

Approved CHB & DPTI Kibby Avenue Pedestrian Improvements.

Location 3: Roundabout.

Council Boundary
OPPORTUNITIES TO REDUCE SINGLE-USE PLASTIC CONSUMPTION IN CITY OF HOLFFAST BAY

SUMMARY

On 28 August 2018, Council resolved that Administration research and report back on options to reduce both Council’s and the community’s use of single-use plastics and currently unrecyclable plastics such as composites and polystyrene, thereby reducing the need for plastic recycling, decreasing waste to landfill and improving Council’s total carbon footprint by evaluating current supply chains.

This report lists a number of potential opportunities that could be implemented to reduce reliance on single-use plastics at events, within Council and the community. Budget implications have also been included.

RECOMMENDATION

That Council note the opportunities listed within the report and refer these for consideration in Council’s Environmental Strategy development.

COMMUNITY PLAN

Environment: Using Resources Efficiently

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Local Government Act 1999

BACKGROUND
At the 28 August 2018 Council meeting, Council resolved that Administration research and report back on options to mitigate the use of single-use plastics and currently unrecyclable plastics like composites and polystyrene, thereby reducing the need for plastic recycling, decreasing waste to landfill and improving Council’s total carbon footprint by evaluating current supply chains.

The City of Holdfast Bay has been an active participant in trials and programs to reduce single use plastic usage within the City of Holdfast Bay. Initiatives include:

- supporting and sponsoring a voluntary reusable cup campaign;
- trialling zero waste events; and
- implementing the Green Industries SA funded, award winning ‘Compostable Bags in Supermarkets’ trial.

Council provided feedback on the State Government’s ‘Turning the Tide on Single-Use Plastics and Container Deposit Scheme’ discussion papers in February 2019 in the form of a letter from Mayor Wilson. In the letter, Council advocated along with other matters, that control of the usage of single-use plastics required legislative action to protect the environment and embed deep change in community attitude and behaviour.

State Government Action

On 6 July 2019 the Minister for the Environment and Water, the Hon. David Speirs MP announced that new legislation to ban plastic straws, plastic drink stirrers and plastic cutlery would be introduced to SA Parliament in 2020.

Takeaway expanded polystyrene cups, and expanded polystyrene food and beverage containers and all products made of oxo-degradable plastic would also be phased out within 12 months of the legislation passing.

The Minister further announced that consultation would be undertaken in relation to possible bans on the use of all takeaway coffee cups, plastic bags and other takeaway food service items.

REPORT

In addition to the actions listed above, a number of items are considered feasible for Council to implement in relation to controlling the usage of single-use plastics within Council and within the community. These include:

1. Events

   1.1 Ban single-use plastics at City of Holdfast Bay events

       A number of metropolitan councils including the City of Adelaide and City of Marion are currently implementing measures to stop single-use plastic consumption at events. Cost effective options are now available including compostable alternatives (e.g., plates, cutlery, drinking and coffee cups).
Council could revise its events terms and conditions to ban the use of single use plastics at events held on Council premises or open space. Event organisers could also be required to implement and pay for the introduction and pick-up of recycling and Food Organics-Green Organics (FOGO) bins at events where organisers supplies their own waste management could also be enforced.

Council and event organisers could sponsor “zero waste” events which would require advertising and policing to ensure that food and beverage containers were all recyclable and that the number of recycling bins is matched to the event. Additional funding may be needed to support the provision and collection of additional recycling bins at events.

Proposed Action Plan:

a. In the upcoming 2021 street bin contract tender scope, investigate the inclusion of the requirement for correct collection of compostable organics, recycling and garbage bins at events.

b. Gradually increase ‘Zero Waste’ events over the summer period in the lead up to the new street bin contract starting July 1, 2021. Additional bins will need to be purchased to cope with demand.

c. Advise Event organiser that Council has implemented a ban on single use plastics including (eg plates, cutlery, drinking and coffee cups) at all events on Council premises or open space and that all vendors will need to utilise compostable/recyclable non-plastic alternatives. Include in conditions of event hire.

1.2 Implement Recent Ban on Helium Balloon Releases

At its 9 July 2019, Council approved an updated By-Law No 3 – Local Government Land which included the following ban on release of helium balloons from 1 January 2020:

10. Prohibited activities

10.4 Helium Balloons

Release an unsecured balloon containing helium unless the balloon is:

10.4.1 released unintentionally and without negligence; or
10.4.2 released inside a building or structure and does not make its way into the open air;
10.4.3 released for scientific, including meteorological, purposes;

Or

10.4.4 a balloon aircraft that is recovered after landing.
This ban will come into effect from January 2020 when the new By-laws take effect.

Proposed Action Plan:

a. Promote the ban through various forms of media. Engage local school children to promote the ban through artwork to be displayed in open spaces.

2. Internal

2.1 Procurement

Amend COHB’s Procurement Policies to favour the purchase of products which are based on single-use plastic content by adjusting the “environmental and social sustainability” weighting in the policy. This weighting could also be used to favour purchasing appropriate products with recycled plastic content such as street furniture. The change to the Procurement Policies would require a small endorsed amendment which would then be communicated to appropriate Council staff via the Environment and/or Finance Teams.

Proposed Action Plan:

a. Undertake a review of Council’s own activities and ensure Council transition any single use plastic items to suitable alternatives.

b. Amend the Procurement Policy to reduce purchase of products based on single-use plastics, followed by an internal communication process for appropriate staff in 2019/2020.

c. Change Council’s Procurement Policies to favour purchasing appropriate products with recycled plastic content such as street furniture.

2.2 Council Functions – Catering

The City of Holdfast Bay could work with the current suppliers and catering contractors to remove single-use plastics from catering at Council functions including meetings and community functions run at Council buildings and open space. Where use of reusable options (such as drinking glasses or cups) is not feasible, a non-plastic alternative (such as compostable cups) should be sourced.
Proposed Action Plan:

a. Implement a ban on single-use plastics at Council functions and/or meetings.

3. Community

3.1 Promote use of Single-use Plastic Alternatives to Community

To encourage community members to use alternatives to single-use plastics, the City of Holdfast Bay would undertake community and business education programs to promote the benefits of eliminating the use of single-use plastics. This could include providing samples of alternative products to businesses, community groups, residents, Council staff and at Council events to highlight the type of alternatives that are now available and their respective costs. Products could have the Council logo printed on them along with a sustainability-themed message.

Proposed Action Plan:

a. Environment Team to purchase samples of reusable and/or recyclable food containers, cups, and cutlery as well as branded travel mugs, reusable water bottles, bees wax wraps, and stainless steel straws to provide to businesses, community groups, residents and staff to highlight alternatives.

b. Develop and implement community education and business backgrounding resources which promote the use of biodegradable and/or recyclable materials and roll-out a campaign of significant scale.

3.2 Door knocking campaign – “The Single-use Plastic Pledge”

The City of Holdfast Bay could investigate implementing a door knocking campaign where residents are encouraged to reduce the amount of single-use plastic they purchase and use through taking a pledge. Pledge waste-focused campaigns have been successfully implemented in other Council regions such as Unley and Tea Tree Gully. They are proven to be one of the most effective programs to change community behaviour due to their foundation in social marketing principles.

Upon taking the pledge households could receive a plastic themed sticker for their kerbside recycling bin along with a free single-use plastic alternative product of their choice.

To increase the reach of the campaign, households could opt in to make the pledge via our website or visiting the Brighton Civic Centre and/or Glenelg Town Hall.
Proposed Action Plan:

a. Environment Team to develop and implement a door knocking single-use plastics pledge campaign.

3.3 Compostable Dog Tidy Bags

The City of Holdfast Bay currently has 25 dog waste bag dispensers throughout the city, which are filled with around 624,000 biodegradable bags a year. Whilst biodegradable plastic breaks down faster than standard plastic bags, it is still harmful to wildlife if consumed because it slowly breaks down into smaller and smaller pieces of plastic rather than fully degrading. Switching to compostable bags would reduce the amount of plastics going to landfill and not cause harm to wildlife if a bag were littered.

Administration has been granted a new initiative budget replace current and install an additional 6 dispensers that dispense compostable dog poo bags in 2019/2020.

Proposed Action Plan:

a. Replace current and install an additional 6 dispensers that dispense compostable dog poo bags in 2019/2020. Elected Members to have input into proposed new locations.

b. Promote compostable dog tidy bags through various media sources.

3.4 Promote Food Traders who use Alternatives to Plastic Packaging

As an expansion of the Reusable Cup campaign, the City of Holdfast Bay could also promote traders that offer plastic packaging alternatives such as paper or metal straws, compostable cutlery and other fully recyclable, reusable or compostable packaging.

Promotion of traders would complement the State Governments new “Plastic Free Precinct” pilot which the Jetty Road Brighton precinct has registered interest in. The chosen location is set to be announced in the coming weeks.

Proposed Action Plan:

a. A potential environmental volunteer who is interested in helping rejuvenate the Reusable Cup Campaign could assist. As the same time information relating to what traders offer as plastic alternatives could be gathered for promotion.
b. Work with committed traders and Green Industries to assist implementation and promotion of Jetty Road Brighton if it is chosen as the successful “Plastic Free Precinct” location.

3.5 AUSMAP – promotion and training days

AUSMAP is a not-for-profit NGO that maps microplastic data across Australia by documenting and analysing results from microplastic audits undertaken by trained volunteers in and near waterways.

The translation of audit data into maps provides a vivid education tool to demonstrate to the community the impact of plastics on our environment.

The City of Holdfast Bay could assist in the promotion and collection of Holdfast Bay data by promoting the program to local Secondary Schools, via digital media and holding a training day for interested volunteers.

An AUSMAP training day for local school and community groups has been booked for Friday November 1 at the Brighton Civic Centre.

Proposed Action Plan:

a. Successfully run AUSMAP training day in November and promote program through various media sources.

3.6 Increase number of drinking fountains

By increasing the number of drinking fountains throughout the City, residents would be able to use refillable drink bottles over purchasing bottled water. Specialised drink fountains that can count the number of bottles saved would act as a good education tool to the community. These drinking fountains could be potentially installed as a part of the Hindmarsh Lane upgrade in the Jetty Road Masterplan.

Proposed Action Plan:

a. Strategic Projects Team to include provision of drinking fountains for refilling drink bottles in the Jetty Road Masterplan.

3G.7 Compostable Bags in Supermarkets program.

In 2018 the City of Holdfast Bay implemented a 12 month trial with Market Fresh Brighton Foodland and Glenelg South Romeos where plastic bags for fruit and vegetables were replaced with compostable versions. The project aimed to increase availability of kitchen caddy compatible compostable bags
for disposal of food waste into kerbside organics bins and to reduce the supermarkets’ reliance on single use plastic bags.

Customer surveys demonstrated overwhelming support for the pilot and a high level of understanding of the pilot’s objectives. Comparison of pre-, mid- and late-pilot kerbside bin audit data demonstrated an average 310% increase in food waste efficiency in 50 residential kerbside organics and 50 residential kerbside garbage bins in close proximity to both Supermarkets.

Administration were provided with a new initiative budget of $20,000 for 2019/2020 to assist in the continuation of the project and to continue promotion.

Proposed Action Plan:

a. Offer both Market Fresh Brighton Foodland and Glenelg South Romeos a rebate totalling $15,000 for the continued purchase of compostable bags.

b. Promote the use of the bags through various media sources.

**BUDGET**

The amount required to implement each action is as follows

<table>
<thead>
<tr>
<th>Action</th>
<th>Required Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Events</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1A) Ban at events</td>
<td>$7,000 for 60 more specialised event bins. Include rates for collection of 2 recycling streams from events in upcoming recycling contract plus. Allow for additional processing costs. Est cost for 10 events x 40 bins per event = $25,000</td>
<td>Gradually increase number of “zero waste” events each year. Investigate inclusion of collection in post 2021 kerbside and street bin waste contract.</td>
</tr>
<tr>
<td>1B) Helium Balloon Ban</td>
<td>$2,000</td>
<td>Promotion &amp; advertising</td>
</tr>
<tr>
<td><strong>Internal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2A) Procurement</td>
<td>No staff cost. Price premium $25,000pa</td>
<td>Update procurement plan. Environment team to roll out education campaign in 2019/2020</td>
</tr>
<tr>
<td>2B) Catering</td>
<td>No staff cost. Price premium $6,000pa</td>
<td>Remove single use plastic options from internal function sheet</td>
</tr>
</tbody>
</table>
## Community

<table>
<thead>
<tr>
<th>3A) Single-use alternatives</th>
<th>$15,000 for free samples. Staff costs $10,000 Promotion materials $5,000 Total=$30,000</th>
<th>500 X pack of 2 small bees wax wraps 1000 X 300ml reusable travel cups 1000 X 750ml water bottles 2000 X stainless steel straws and brushes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3B) Pledge campaign</td>
<td>$30,000</td>
<td>4,000 Households targeted with promotional materials</td>
</tr>
<tr>
<td>3C) Compostable dog tidy bags</td>
<td>2019/2020 - $36,500 for new dispensers and compostable bag supply approved as new initiative. Ongoing costs $30,000pa for compostable bags</td>
<td>Installation of public organic recycling bins for disposal of compostable bags not recommended at this time due to high traffic locations of most dispensers and need for low contamination rate required to make recycling feasible.</td>
</tr>
<tr>
<td>3D) Trader promotion</td>
<td>Staff costs = $5,000 Promotional materials $2,000</td>
<td>Stickers to be used in trader windows as per the reusable cup campaign.</td>
</tr>
<tr>
<td>3E) AUSMAP</td>
<td>Cost for training $4,000 Promotional costs $1,000</td>
<td></td>
</tr>
<tr>
<td>3F) Drinking fountains for refillable bottles</td>
<td>Approx $5,000-$10,000 per fountain (depending on water supply) If 5 fountains added = $45,000</td>
<td></td>
</tr>
<tr>
<td>3G) Compostable Bags in Supermarkets</td>
<td>$20,000 from 2019/2020 new initiative Future years unknown.</td>
<td>Rebate to two Foodlands involved for buying the bags and continued promotion</td>
</tr>
</tbody>
</table>

### LIFE CYCLE COSTS

As per the budget above a number of the proposed actions will require ongoing funding.
SUMMARY

At the meeting of 23 April 2019, Council granted landowner’s consent for the proposed burial of the ancestral remains of three (3) Kaurna people being returned by the Natural History Museum, United Kingdom (Council Resolution C230419/1463). In addition, approval was granted for exemption to By-Law [2.10] in order for the necessary work, burial and the erection of any proposed memorial to be undertaken on site.

Further to this approval, representatives of the Kaurna community have requested approval for the burial of eight (8) additional partial remains at the same location. The provenance research conducted has identified that a majority of these remains are of people from the Holdfast Bay area.

RECOMMENDATION

That Council approve the burial of eight partial ancestral remains to occur at the same location and at the same time as the burial for the ancestral remains approved on 23 April 2019, Council Resolution C230419/1463.

COMMUNITY PLAN

Placemaking: Building character and celebrating history
Community: Celebrating culture and diversity
Community: Fostering an engaged and contributing community

COUNCIL POLICY

Council By-laws
STATUTORY PROVISIONS

Burial and Cremation Act 2013

BACKGROUND

At the meeting of 23 April 2019, Council granted landowner’s consent for the proposed burial of the ancestral remains of three (3) Kaurna people being returned by the Natural History Museum, United Kingdom (Council Resolution C230419/1463). In addition, approval was granted for exemption to By-Law [2.10] in order for the necessary work, burial and the erection of any proposed memorial to be undertaken on site.

REPORT

Representatives of the Kaurna community have requested approval for the burial of eight (8) additional partial remains. This burial would occur at the same location and at the same time the burial for the original 3 ancestral remains occurs. The 8 partial remains are currently in the care of the Commonwealth Government and the South Australian Museum. Provenance research of these remains has identified a majority are of people from the Holdfast Bay area.

As the landowner, Council has the authority to either approve or refuse certain activities occurring on the land. On the basis that the burial of the repatriated Kaurna remains will hold symbolic cultural significance for the traditional land owners, as well as for Council as benefactor of the land, it is recommended that Council give approval for the proposed to occur.

Burial and Cremation Act 2013

Due to the nature and location of the burial permission is required to act outside of the Burial and Cremation Act 2013. On 12 July 2019, the Attorney General granted approval for the burial of 11 Aboriginal remains at the location at Kingston Park.

BUDGET

Any expenses incurred as a result of the burial will be absorbed by existing operational budgets.

LIFE CYCLE COSTS

Not applicable