

9.6. The Natural Burial Ground Trust of Australia - Draft Lease to Community Engagement

C157/05/25

Moved Cr Michael Scott seconded Cr Craig Maidment

That Council:

1. Receive and note the contents of the report.
2. Treat the proposed lease with The Australian Natural Burial Authority Inc. as trustee for The Natural Burial Ground Trust of Australia, as an exception to Councils' *Lease and Licence Policy* position of a maximum term of 21 years.
3. Grant consent for The Australian Natural Burial Authority Inc. as trustee for The Natural Burial Ground Trust of Australia, to be the Cemetery Authority for the leased area, therefore managing all interments in accordance with the relevant legislation, should a lease be executed.
4. Proceed to community engagement on a 42-year draft lease with The Australian Natural Burial Authority Inc. as trustee for The Natural Burial Ground Trust of Australia, for use of the land located at the Old Goolwa Cemetery site, Kessell Road, Goolwa, Crown Record Volume 5674 Folio 782, in accordance with the essential terms and conditions of the lease excerpt, as provided at Attachment 1 and the Community Engagement Plan as provided at Attachment 2 of this Report.
5. Receive a further report on the full draft lease and outcomes of the community engagement process.

CARRIED UNANIMOUSLY

9.6. The Natural Burial Ground Trust of Australia - Draft Lease to Community Engagement

Decision Report

Responsible Officer: Tash Hunt (General Manager Corporate)

Report Author: Lisa Hoyle (Manager Property and Procurement)

Previous Decisions: August 24 - C24395 & C24396, June 24 - C24253

Report Purpose

The purpose of this report is to progress the proposed ground lease with the Natural Burial Ground Trust of Australia over a portion of the Old Goolwa Cemetery site on Kessel Road, Goolwa, by undertaking community engagement on the essential terms proposed in the draft lease.

Recommendation

That Council:

1. Receive and note the contents of the report.
2. Treats the proposed lease with The Australian Natural Burial Authority Inc. as trustee for The Natural Burial Ground Trust of Australia, as an exception to Councils' *Lease and Licence Policy* position of a maximum term of 21 years.
3. Grants consent for The Australian Natural Burial Authority Inc. as trustee for The Natural Burial Ground Trust of Australia, to be the Cemetery Authority for the leased area, therefore managing all interments in accordance with the relevant legislation, should a lease be executed.
4. Proceeds to community engagement on a 42-year draft lease with The Australian Natural Burial Authority Inc. as trustee for The Natural Burial Ground Trust of Australia, for use of the land located at the Old Goolwa Cemetery site, Kessell Road, Goolwa, Crown Record Volume 5674 Folio 782, in accordance with the essential terms and conditions of the lease excerpt, as provided at Attachment 1 and the Community Engagement Plan as provided at Attachment 2 of this Report.
5. Receive a further report on the full draft lease and outcomes of the community engagement process.

Background

For context, the land that forms the subject of this report is outlined in red below. The property boundaries are identified in yellow. Of the adjacent land, the Old Goolwa Cemetery will continue to be operated by Council. The 'Victor Harbor-Goolwa Sea Rescue Squadron' hold a lease with Council until June 2031 for the area housing the shed on the Eastern side of the proposed Natural Burial Ground site, with the remainder of this land parcel simply vacant land maintained by Council.

LEASE PLAN



The Natural Burial Ground Trust of Australia (NBG) is a charitable, not-for-profit Trust created to establish and manage natural burial grounds across Australia. The NBG's aim is to create accessible, affordable and sustainable burial options for everyone. The NGB operates in partnership with existing environmental charities, such as the Nature Foundation.

At the 17 June 2024 Council Meeting, a proposal from the NGB in partnership with the Nature Foundation was considered. The proposal sought to identify any suitable land for a burial site within the Alexandrina Council region and establish a restoration natural burial ground on this site via a lease agreement with Alexandrina Council. At this meeting, Council resolved to proceed to community engagement to broadly establish the community's position on a natural burial site at the Old Goolwa Cemetery.

Consultation was held between June and July 2024, with the outcomes received by Council at the 19 August 2024 Council Meeting. The consultation received 57 responses, with 95% in support and 5% against the establishment of a restoration natural burial. At this meeting, Council received and noted the community engagement outcomes and resolved to progress with a lease, due to the overwhelming responses in favour of the proposal.

C24396

Moved Cr Craig Maidment seconded Cr Milli Livingston

That Council:

1. Grants consent for administration to negotiate a draft agreement for use of the land with the Natural Burial Trust of Australia and the Nature Foundation, to formalise their use of the land located at the Old Goolwa Cemetery site, Kessell Road, Goolwa, Crown Record Volume 5674 Folio 782.
2. That Council receive a further report with a draft negotiated agreement between the parties, for consideration of adoption by Council at a future meeting.

CARRIED UNANIMOUSLY

Discussion

The leasing of community land for a natural burial ground is a relatively new concept for Alexandrina Council. Legal advice was sought and has supported administration during the negotiation of the essential terms and conditions of the lease, as provided at Attachment 1.

The term

What became evident during the negotiation, was that the term of the lease was essential in the modelling of a natural burial ground. Although the Council acknowledges that Section 202 of the *Local Government Act 1999* (Act) provides the option to issue a Lease or Licence up to a maximum term of 42 years, Council's *Lease and Licence Policy* (Policy) supports a maximum term of 21 years.

The reasons for limiting a lease term is to ensure Council undertakes good governance in accordance with the principles of Section 8 of the Act, by ensuring that Council resources are used fairly, effectively and efficiently and provides opportunities and availability for new businesses and community organisations to access facilities within the district. It also gives consideration as to whether the facility can only realistically be operated or occupied by one particular party (there is 'no market') or determine the particular reasons why a particular tenant, above all others, is able to deliver the best financial or community outcome.

The mechanism to provide a lease term greater than 21 years is dealt with as an exception to the Policy, by resolution of Council. Instances where Council has approved an exception to the Policy generally relate to emergency service providers (CFS and Surf Life Saving Clubs) or housing joint ventures where Council is not the owner of the improvements. Similarly to these examples, a natural burial ground proposal could not reasonably be achieved by another party nor is there a realistic market for the provision of these services.

The preferred position of NBG is for a 42-year lease term. When considering this request, there is merit in providing a lease term greater than 21 years for the following reasons:

- The average length of time that a plot is leased, is as a perpetual tenure with the long-term vision for the site to be a restored open public space.
- There is no intent to use one plot more than once.
- It is conceivable that the site could be fully utilised in the 42-year time frame, however it is too early to determine at this time. In practical terms, it will depend on client uptake.
- Noting the addition of a demonstrable linkage to partner charities and environmental restoration such as the Nature Foundation, a longer lease term assures commitment to the establishment and protection of the environmental restoration on the site.
- The length of time for decomposition is influenced by several factors including containerisation of the deceased, temperature, soil type, depth of burial and moisture. Decomposition to the greatest extent possible would be reliably achieved within a period of 100 years, with any term less than 50 years considered a 'short term grave tenure'.
- The longer the lease term, the more likely the end vision can be realised.

Community engagement

The resolution from the 19 August 2024 Council Meeting, sought to receive a draft lease for endorsement based on a position that the community engagement on the lease was completed. Although community engagement had been undertaken, the initial consultation sought a much broader 'in-principal' position on the proposal, with the questions asked limited to:

- Which statement best describes you?
- Do you support the proposal?
- Which option would you consider for your memorialisation? (Natural burial, Cemetery burial, Cremation or Other)

What this consultation did not do, was address the requirements under law and the *Community Land Management Plan* (CLMP) to provide the essential terms of this specific lease to the community, in order for them to have an informed position on the proposed lease. That is, a 42-year term over this specific area of community land was not contemplated.

Nature Foundation

Regarding the involvement of the Nature Foundation as a party to the lease, the Nature Foundation was established in 1981 and is South Australia's largest charitable conservation organisation. With a vision of inspiring people to connect with and conserve the natural habitat of South Australia for future generations, the Nature Foundation works closely with community groups to sustainably manage South Australia's unique biodiversity for better environmental outcomes. Following extensive legal advice and discussions with the affected parties, it was determined that the lease will only be granted to the NBG Trust, being the new cemetery authority for the land. The NBG will then formalise a sub-agreement with the Nature Foundation for them to play an active role in the preservation, transplanting and re-generation of native flora and ecosystems in the land.

Cemetery Authority

With regard to the Cemetery Authority, the legal advice supports Council retaining the land, which is classified as community land, but relinquishing Council's position as the Cemetery Authority to The Natural Burial Ground Trust of Australia, as a registered charity with the Australian Charities and Not-for-Profits Commission for the lease area only. Council will continue to remain the Cemetery Authority for the existing cemetery.

Now that the essential terms of the lease have been negotiated, further community engagement is required on the essential terms of the lease. Community engagement is proposed in accordance with the Community Engagement Plan provided at **Attachment 2** of this Report. On close of community engagement, a further report with a draft lease in full, will be provided to Council at the 21 July 2025 Council Meeting for decision.

Financial Implications

In accordance with the Alexandrina Council's Adopted Budget / Long Term Financial Plan, the financial implications of adopting this recommendation are considered low as the overall proposal has minimal cost implications to Council, as the site would be fully managed by the NBG and their collaboration with the Nature Foundation. Key financial aspects of the draft lease are:

- Council will not be charging rent on commencement of the lease, as the NBG is a charitable, not-for-profit Trust however, the lease includes the option to obtain and apply a market rental valuation should the Lessee cease to be a not-for-profit organisation at any time during the term of the lease.
- Council will not be charging rates and taxes on commencement of the lease; however, the lease includes the option for rates and taxes to apply, if it is determined that the Lessee is no longer using the Leased Area on a non-commercial basis. The property is currently non-rateable.

- NBG have advised that their 'interment right' fee will likely be in the range of \$2,000 to \$4,000 per person. As a not-for-profit organisation, the intent is to enable individuals and families to choose an affordable, natural burial that connects the death of an individual to the restoration of the planet. As such, costs associated with a 'restoration natural burial' are kept to a minimum to cover the operating expenses associated with the individual burial only. Surplus revenue is reinvested into conservation and restoration works used for the protection and expansion of the native habitat.
- Revenue generated must be applied in the following order of priority:
 - in the first instance, towards restoration and management works in the Leased Area.
 - secondly, any excess funds are to be directed to conservation programs on other Nature Foundation Reserves within the Council area, including (without limitation) ongoing and future conservation works at Watchalunga Nature Reserve (Winery Rd, Finniss)
 - thirdly, any remaining funds after the funds have been exhausted as above, are to be directed to conservation programs managed by Nature Foundation within South Australia, whether in or outside the area of the Council.

This is a unique situation and Administration have no precedents on the type of legal agreement required. As such, legal advice has been sought in the preparation of the lease at a cost of \$2,640 (ex GST) which was funded through existing cemetery management budget allocations for the 2024/25 financial year.

Risk Implications

In accordance with Alexandrina Council's Risk Assessment Matrix, the risk of adopting this recommendation is considered low. Round 1 of community engagement indicated strong support for a natural burial ground and a further Report following community engagement will provide opportunity for Council to receive submissions and review the draft lease agreement in its entirety, prior to deciding to consent to the lease or otherwise.

As this is a unique proposal which has not been requested by Council through its regular competitive request processes, it has been treated as an Unsolicited Proposal.

Council's CLMP identifies Lots 370 and 371 Kessell Road, Goolwa as a 'cemetery and memorial' site within the CLMP under the care, control and management of the Council. The stated purpose for which the land is held is to *"provide current and future Land suitable for Cemetery and Burial use for the local community. Interment rights will be granted in accordance with applicable legislation, as well as Leases and Licences granted where desirable to achieve the objectives of the land."* The intended use of the land therefore complies with the CLMP and is compatible with the dedication of the land from the Department for Environment and Water (DEW).

As the proposed lease is for a term in excess of 5 years, the Council must follow the relevant steps set out in its Public Consultation Policy.

Attachments

Attachment 1 - Natural Burial Ground - Essential Lease Terms

Attachment 2 - Natural Burial Ground - Community Engagement Plan

Attachment 1 - Natural Burial Ground - Essential Lease Terms



Ground Lease

Alexandrina Council

The Australian Natural Burial Authority Inc. ABN 60 870 218 119 as trustee for The Natural Burial Ground Trust of Australia

Norman Waterhouse Lawyers Pty Ltd ACN 621 909 395

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

T +61 8 8210 1200



DATE

PARTIES

Alexandrina Council ABN 20 785 405 351 of PO Box 21 Goolwa SA 5214 (Council)

and

The Australian Natural Burial Authority Inc. ABN 60 870 218 119 as trustee for The Natural Burial Ground Trust of Australia ABN 51 551 827 253 of 77 Beulah Road Norwood SA 5067 (Lessee)

BACKGROUND

- A. Council is the registered proprietor of the Land and administers a portion of the Land as a public cemetery, known as the 'Old Goolwa Cemetery.'
- B. The Lessee is a charity registered under the *Australian Charities and Not-for-profits Commission Act 2012 (Commonwealth)* and is engaged in the business of developing and administering natural burial grounds in Australia.
- C. The Lessee has requested a ground lease of the Leased Area, which forms part of the Land.
- D. Council agrees to grant a ground lease of the Leased Area on the terms set out in this lease.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this lease:

Act means the *Retail and Commercial Leases Act 1995 (SA)*.

Agreed Consideration means the Rent, Outgoings and all other consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Leased Area and any goods, services or other things provided by Council under this lease (other than tax payable under clause 17).

Approvals means all approvals required under any Legislation or by any Statutory Authorities (other than by the Burial Ground Authority).

Burial Ground Authority means the Lessee as the "relevant authority" within the meaning in the *Burial and Cremation Act 2013* during the term of this lease, regardless of whether the Leased Area remains a cemetery or has become a natural burial ground.

Business Day means a day which is not a Saturday, Sunday or public holiday in Adelaide.

Schedule 1

Item 1

Leased Area

The portion of the Land being the area delineated in red on the plan attached at Annexure A

Item 2

Land

The whole of the land comprised in Certificate of Title Volume 5840 Folio 625

Item 3

Initial Term

Forty-two (42) years commencing on 1 August 2025 (**Commencement Date**) and expiring at midnight on 31 July 2067.

Item 4

Renewal(s)

Nil. Any further tenancy of the land would be considered in accordance with current Local Government Act legislation at such time.

Item 5

Rent

Nil, subject to review under clause 4.

Item 6

Rent Review Dates

Nil, subject to review under clause 4 and an associated Deed of Variation at such time to include rent review dates.

Item 7

Permitted Use

Natural burial ground including natural revegetation

Item 8

Public risk insurance

\$20,000,000.00

Item 9

Contact details

Council

Postal: PO Box 21 Goolwa SA 5214

Email: Property.Officers@alexandrina.sa.gov.au

Telephone: 8555 7000

Lessee

Postal: [REDACTED]

Email: [REDACTED]

Contact: Executive Member -Treasurer and Secretary

Schedule 2 - Special conditions

1. DEVELOPMENT AND MAINTENANCE OF LEASED AREA

- 1.1 The Lessee must carry out all works on the Leased Area to make it suitable for the Permitted Use and is responsible for administration of the place constituted by the Leased Area in alignment with the intent of the Concept Plan provided at Annexure C and within the scope of the Burial and Cremation Act.
- 1.2 The Lessee must engage the Nature Foundation Limited (ACN 638 003 577) to play an active role in the preservation, transplanting, re-vegetation and re-generation of native flora and ecosystems in the Leased Area during the Term, of which an overview of this commitment is provided in Annexure D.
- 1.3 If the Nature Foundation is deregistered or ceases its operations, the Lessee must engage an alternative organisation or entity, which carries out the same or similar functions as the Nature Foundation, to carry out the functions specified under clause 1.2.
- 1.4 The Lessee and the Lessee's contractors (including the Nature Foundation) are permitted reasonable access to the Old Goolwa Cemetery for the sole purpose of gathering seeds or seedlings from existing flora and must exercise due care so as to avoid or minimise disruption to existing flora and gravesites within the Old Goolwa Cemetery.

2. LESSEE'S FURTHER OBLIGATIONS

- 2.1 The Lessee must inform the Council in writing within 14 days of any change in the trusteeship of the Lessee.
- 2.2 The Lessee is to furnish the Council with the following information during the Term:
 - 2.2.1 a report every twelve (12) months (or on written request from Council) containing:
 - 2.2.1.1 An itemised listing of what other activities have occurred in the Leased Area in accordance with the Permitted Use.
 - 2.2.1.2 A summary of financial contributions and activities provided to other community land or community projects within the area of the Council.

EXECUTED as an agreement

Council

The common seal of Alexandrina
Council was affixed in the presence of:

.....
Signature of Mayor

.....
Signature of Chief Executive Officer

.....
Name of Mayor (print)

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

Lessee

Executed for and on behalf of The
Australian Natural Burial Authority Inc.
ABN 60 870 218 119 as trustee for The
Natural Burial Ground Trust of Australia
by two committee members:

Signature of committee member

Signature of committee member

Full name of committee member (print)

Full name of committee member (print)

Date

Annexure A Plan of Leased Area



EZK/10100/515996/3140929

[The Australian Natural Burial Authority Inc](#)

LEASE PLAN



Portion of Certificate of Title Volume 5840 Folio 625

Section 371 Kessell Road Goolwa South Australia 5214

Lease area bounded in red.

Annexure B – Maintenance Schedule

EZK/10100/515996/3140929

The Australian Natural Burial Authority Inc

SECOND SCHEDULE

Maintenance and Management Responsibilities

This schedule outlines the particular responsibilities of Council and the lessee where applicable.

It is recognised that this lease is a ground lease, with no existing improvements on the land (lease area). All improvements to the land are deemed severed from the agreement and remain the responsibility of the Lessee.

Item	LESSEE	COUNCIL
Improvements (eg: buildings, structures, sheds)	Full responsibility	Nil responsibility
Burial Interments	Full responsibility	Nil responsibility
Gravesite Preparation (digging and backfilling, removal of excess spoil as required)	Full responsibility	Nil responsibility
General maintenance and operations	Full responsibility	Nil responsibility
Onsite storage	Full responsibility	Nil responsibility
Customer enquiries	Full responsibility	Nil responsibility
Payments / creditors / financial matters	Full responsibility	Nil responsibility
Record keeping	Full responsibility	Nil responsibility
Cemetery entrance gate/s	Full responsibility	Nil responsibility

Entrance features	Full responsibility	Nil responsibility
Signage	Full responsibility	Nil responsibility
Fencing (boundary of lease area and any internal fencing within lease area)	Full responsibility (excluding fence surrounding the existing 'Old Goolwa Cemetery' which is a Council responsibility.	Nil responsibility
On-site carparking provisions	Full responsibility	Nil responsibility
Carpark surfaces	Full responsibility	Nil responsibility
Carpark Line marking	Full responsibility	Nil responsibility
Waste management and removal	Full responsibility	Nil responsibility
Garden areas	Full responsibility	Nil responsibility
Tree branches, tree removal, planting	Full responsibility, subject to prior Council consent for any removal of existing vegetation within lease area and consent under the <i>Native Vegetation Act 1991</i> where applicable.	Nil responsibility
Loose and fixed furniture	Full responsibility	Nil responsibility

Retaining walls (as applicable)	Full responsibility	Nil responsibility
Electrical services, switchboards, equipment, distribution boards, testing and tagging, power lighting circuits and meters.	Full responsibility	Nil responsibility
Telecommunications-phone/wifi etc	Full responsibility	Nil responsibility
Security	Full responsibility	Nil responsibility
Lighting	Full responsibility	Nil responsibility
Pipes	Full responsibility	Nil responsibility
Toilet & wastewater facilities	Full responsibility	Nil responsibility
Water	Full responsibility including services connections and supply	Nil responsibility
Electricity	Full responsibility including services connections and supply	Nil responsibility

Gas	Full responsibility including services connections and supply	Nil responsibility
Fire Prevention (land management fire mitigation)	Full responsibility	Nil responsibility
Fire Hose reels and hydrants/extinguishers	Full responsibility	Nil responsibility
Emergency exits and Evacuation Diagrams (as applicable)	Full responsibility	Nil responsibility
Painting	Full responsibility	Nil responsibility
General cleaning	Full responsibility	Nil responsibility
Graffiti removal	Full responsibility	Nil responsibility
Pest removal	Full responsibility on request by Council	Nil responsibility

General Council enquiries email property.officers@alexandrina.sa.gov.au

Annexure C – Concept Plan



EZK/10100/515996/3140929

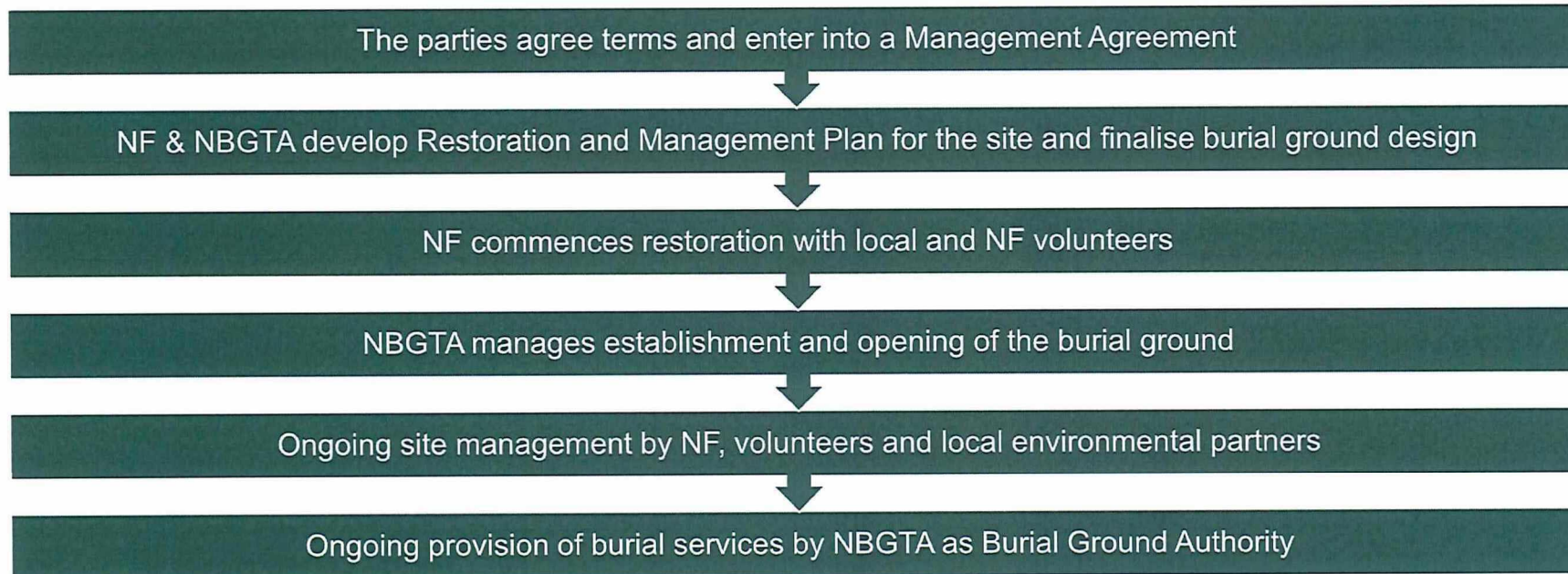
[The Australian Natural Burial Authority Inc](#)

Annexure D – Nature Foundation Commitment

EZK/10100/515996/3140929

[The Australian Natural Burial Authority Inc](#)

Steps to realisation

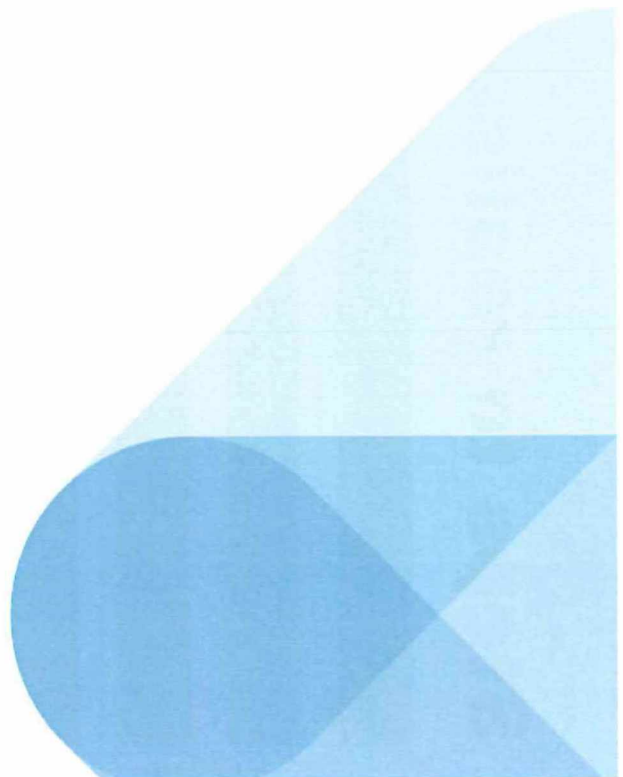




Community Engagement Plan

The Natural Burial Ground Trust of Australia

Draft Lease





Do we need to connect with the Community? And if so, why? (Internal Staff Survey)

Name of Project: The Natural Burial Ground Trust of Australia – Draft Lease

The following checklist will help establish if you need to engage the community:

Is the community engagement/consultation required by legislations in your project? If "yes", we are required to plan and implement the community engagement activities for this project If "no", then please continue.	☒ YES ☐ NO
Is there already an expectation, within Council or the community, that the project will involve community engagement?	☒ YES ☐ NO
Can the community influence the outcome of your project?	☒ YES ☐ NO
Is there staff time and budget already allocated or available to support the engagement activities?	☒ YES ☐ NO
Is there a risk to not undertaking Community engagement?	☒ YES ☐ NO

If "yes" to two or more of the above questions, it is recommended that you plan and implement community engagement activities for this project.

If "no" to two or more of the above questions, then careful consideration is given to whether it is appropriate to engage with the community on this project. There will be times when a well-executed communications plan is more appropriate tool for our project and a more efficient use of Council's resources.

A communication plan determines key messages and the strategies to ensure the messages reach the intended audience.



Calculator: Determining how we are going to connect with the community on each decision we make

Questions (tick appropriate box)	Really Low	Low	Moderate	High	Super High
What is the level of difficulty for staff/council in making the decision or addressing the problem?		x			
What is the potential for controversy in relation to the project?		x			
How important are the potential impacts of the project to the public?					x
How much do the key stakeholders care about the decision to be made?					x
How much engagement does the community appear to want?			x		
Sub-Total		2	1		2
Multiply number by the weight	x1	x2	x3	x4	x5
Total column score		4	3		10
Add all five column scores	17				
Divide total score by the number of questions	÷ 5 =				
Average score	3.4				

1-2 Very Low

Informing the community about the decision may be sufficient, unless there are legislative requirements, in which case, consult.

2-3 Low to Moderate

You should at least consult with the community

3-4 Moderate to High

You should at least consult but may consider opportunities for the community to actively participate

4-5 High to Very High

You should provide opportunities for the community to active participate



Engagement Plan

1 What?

The purpose of the public consultation is to provide opportunity for public feedback on a proposal to enter into a 42-year lease with the Natural Burial Ground Trust of Australia, for the purpose of establishing a not-for-profit natural burial ground within the unused portion of the Goolwa Cemetery.

As the land is classified as community land and the term of the lease is greater than 5 years, community engagement is required to ensure the community is provided with the essential terms of the proposal and an opportunity to comment on the proposal should they choose to do so.

2 When?

Milestones	Dates
Decision to proceed to community engagement	Council meeting – 19 May 2025
Community engagement dates	Opens – 29 May 2025 Closes – 20 June 2025
Onsite Popup	N/A
Consultation analysis	23 - 27 June 2025
Council Member Forum	N/A
Council Meeting with feedback	21 July 2025

3 Who?

Residents & Ratepayers (tick those that apply)
☒ General Residents & Ratepayers
☒ Adjoining Property Owners / Business Owners
☐ Other: _____
Community groups, networks & organisations (tick those that apply)
☒ Department for Environment and Water
☐ Ngarrindjeri Regional Authority
☐ Ngarrindjeri Aboriginal Corporation
☒ Other: Cemetery Advisory Committee



Business (tick those that apply)	
☐	N/A
Progress, Resident & Ratepayer Associations	
☐	Port Elliot Town and Foreshore Association
☐	Ratalang Basham Beach and Horseshoe Bay Advisory Committee
☐	Middleton Town and Foreshore Association
☐	Clayton Bay Community Association
☐	Mount Compass Community Association
☐	Milang and District Community Association Incorporated
☐	Other: _____
☒	N/A

4 How?

4.4 Listening Tools

Listening Tools	Description	Examples of what we'll be asking
My Say Alexandrina	The My Say Alexandrina website will form the central 'hub' for the process. The main features of the hub will be – • Key dates • Survey tool	We will utilise the survey tool to seek feedback and report back to Council
Written submissions	To provide opportunity for people who prefer a more traditional method of communicating with Council, we will welcome written submissions. These can be submitted by post, email or handed in to the Council Office.	We will encourage written submissions for people who prefer this method.

4.5 Communication Tools

Audience	Method	Responsibility	Action	Timeframe
Residents & Ratepayers	Website	Team Leader Communications	Dedicated My Say website page, survey & key documents. Latest news article on home page of corporate website	29 May 2025
	Social media	Team Leader Communications	Advising start of consultation and reminder before closing.	29 May 2025
	Local Displays – Council Office, library, community noticeboards	Team Leader Communications	Notice to be placed on Council display boards including promotion of ways to get involved.	29 May 2025
	Adjoining Property and Business Owners	Manager Property & Procurement Services	Letters / emails sent directly to affected properties / businesses	29 May 2025
	Local Papers	Team Leader Communications	Public Notice in the relevant papers	29 May 2025
	My Say Subscribers	Team Leader Communications	Email a My Say Newsletter with information and a link to submission page	29 May 2025



Progress, Resident & Ratepayer Associations, Community groups, networks & organisations, Community groups, networks & organisations	Email	Manager Property & Procurement Services	Email information and link to My Say Alexandrina	29 May 2025
Internal Staff	Connect Intranet Announcement	Manager Property & Procurement Services	Provide information to relevant staff with key information on consultation	N/A
Council Members	Briefings / Meetings	CEO	Provide briefing to CMs/ Forums	N/A

5 My Say Page

The My Say Alexandrina website will form the central 'hub' for the process.

The main features of the hub will be:

- Key dates
- Survey tool
- Contact details for the Property team.

Have your say below.

Survey questions will include:

- Set fields to provide background on the participant submitting feedback.
- Set fields to answer yes or no of support or otherwise to the draft lease.
- Open free field for comments to support the yes or no submission.
- All submission are included to Council in the follow up Council Report.

Useful Documents attached:

- The Essential terms of the lease
- Site map of lease area



- Previous Council Reports and Minutes
- Previous Community Engagement Report

6. Reporting

The My Say Alexandrina software provides a Report on close of the consultation, with all submissions received through the My Say site. In addition, written submissions are recorded and allocated to the Property Team to collate.

A detailed Community Engagement Report will be published on the My Say project page.

The Reports to Council will be public documents, available on Council's website after release. Ensuring a "feedback loop" to people who participate in the process is important.

7 Risk Mitigation

What could go wrong?	How can we reduce the likelihood of this happening?
Reputation /community expectation	• Clear communications of ways to be involved and provide feedback.
Nobody gets involved	• Offer a variety of ways to join the conversation – quick responses versus opportunity for deeper conversation; offline and online. • Communications plan will be followed.
The process gets overtaken by a single-issue campaign	• Make a concerted effort to reach a broad representation of people who live, work and play in the district.
Legal Advice	• Legal advice is sought as required
Consultation run over Holiday Period	• The consultation is not being held over a holiday period.